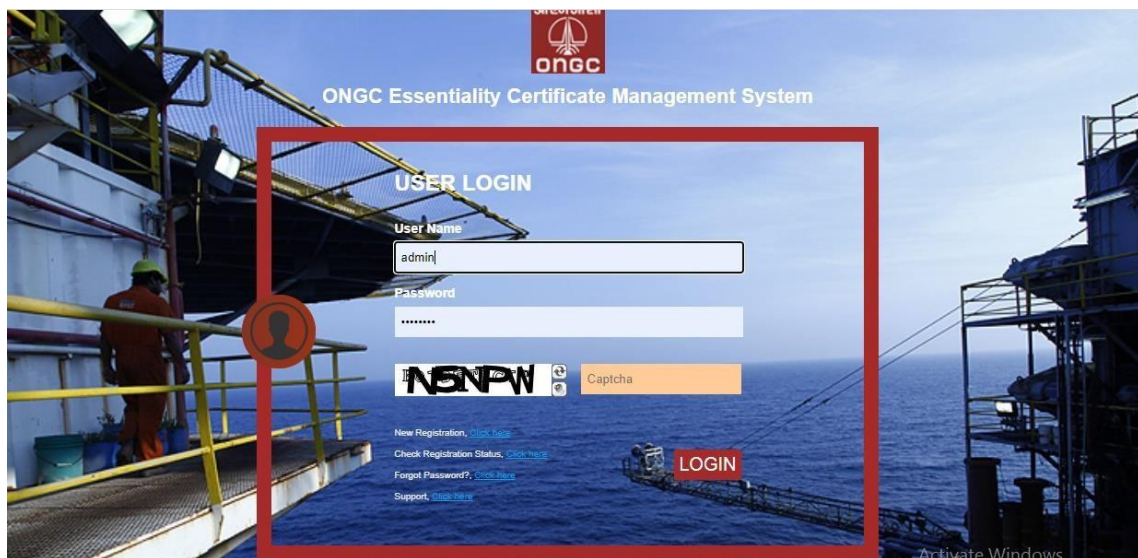## USER MANUAL FOR REGISTRATION PROCESS OF NEW OPERATOR USER/ AGENT

1 Portal Login

For accessing the ONGC application please follow below steps.

- Enter the Url: ecs.ongc.co.in in the Address bar of Internet Browser

- ONGC Login Page displays

- Before Logging In the users need to fill the Captcha code as displayed in the above image.

Note:

The Operator User/ Agent cannot Login directly for the first time & need to perform registration first as described below.

2 New User Registration and Approval of Operator User/Agent

2.1 New Registration by Operator User

If the Agent/ Operator User is visiting the ECMS for first time, the Agent Operator User cannot log in directly. The Agent/ Operator User needs to register themselves in the User Login page

- Click on the "**hyperlink – Click here**" adjacent to New Registration

- A page of Registration details displays

- Select **Registration type** from the "**drop down**" list adjacent to it
- Enter the data in the fields **First Name**, **Middle Name**, **Last Name**, etc. as per the Registration Details in the application. Make sure all relevant fields are filled or not.
- Enter User Credentials
- Enter data in the field **User Name**
- Enter data in the Field **Password**
- Select Document Name from the dropdown list adjacent to it
- Click on "**browse**" button
- A "**Pop-up**" search window displays
- Select the File to be attached
- Click on Add "**button**" adjacent to browse button
- The Selected Document name and the attached file is added in grid.
- To add more Documents the "**add**" button is used
- Multiple Documents can be attached at one time
- Click on "**submit**" button .Once user submit his details an auto generated **Registration number** is displayed in pop-up along with success message.
- User need to remember the "**Registration number**" for further interaction. The details send to given "**Email Id**".
- After successful submission of Registration application, once the EC Cell approves the request the user will get an email confirmation along with the access credentials.

2.2 New Registration by Agent

Purpose :

This screen will be used by Agent to submit the registration requests.
- In login page agent will click the New Registration hyper link and it redirects to the User Registration Page below.

- The user will select the registration type as "Agent". A pop-up displays a dropdown with Agent Registration Type, with values "New Registration" or "Already Registered". If agent selects "New Registration then below screen is displayed.

- If the agent is already registered, and if the agent want to get registered with another Operator User, agent will select "Already Registered" and enters the existing registration no, as displayed below:

- On click of Submit button on the pop-up, the main screen will be displayed.

- The list of approved Operator Users will be displayed & the Agent will select the desired Operator User.

- Country details will be populated in Country dropdown list

- State details will be populated in the state dropdown list on selecting one country from the country dropdown list

- On enter user name by user, if user name is already exists in the ECMS systems an alert will be displayed User Name already exists and will displays 3 suggestible user names.

- Security details will be available in list box for Security Question to be selected from drop down for user.

- Mandatory Document details with additional option as others will be populated in the document name dropdown list as defined by Administration in the document master screen.

- He will fill up his Personal Details and Address details, credentials for accessing the application in case he is a new agent.

- In case of existing agent, the Personal Details , address details ,and security details will be auto - populated, and the user will not be allowed to edit these details.

- In case of new agent, he will provide a unique "User Name".

- After successful submission of Registration application, the Operator User that was selected during registration will received the request from the agent for recommendation.

- The operator user needs to select the hyperlink of the application from the dashboard the view the details and recommend the application, if all details are verified.

- After successful recommedation by the Operator User the application gets forwarded to the EC Cell for review & approval.

- Once the EC Cell approves the application the agent shall receive email notifiation with the access details.

2.3 EC Officer Approval process for Operator User/ Agent registration

When the ONGC Official login they can view the registrations of --Operator Users/ Agents.

The screen is used by EC Officer to update the status of Hard Copies reviewed, Raise Queries, Recommend the Registration or Forward the registration to Issuing Authority.

1. EC Officer will see a list of User Registration Requests in his Home page. Please refer above

2. For each tab list of requests i.e. "Documents not Verified" is displayed

3. On Clicking the clicking the hyperlink page redirects to View details, the complete registration form as shown below will be displayed to the EC Officer, which he can review.

7. Declaration/Undertaking

Signatory Name	ONGC.TEST2	Signatory Designation	GM
Operator Telephone	011-22229999	Operator Fax	9876
Operator Address	Delhi	Signatory Sitting Place	Delhi
View Signature	View		

8. Other Info

Specified Destination	As per annexure B	Unloading Port	AGRA ICD (INBLJ6)
Is Import is under Negative List	No	Is Urgent EC	No
Whether item for Re-Export	No		
Is High Sea Sale	No	Items Import By	Operator in individual capacity
Is document signed	No		

List of Documents

S.No.	Document Name	Upload Date	Page Count Required?	View	Status
1	EC Application	11/05/2022 19:09:46	NO	View	Active
2	Annexure-B(PSC/PEL-ML Details)	11/05/2022 19:09:46	NO	View	Active
3	Technical Write-up & Justification	27/04/2022 11:56:01	NO	View	Active
4	Commercial Invoices	27/04/2022 11:56:01	NO	View	Active
5	PO/LOA/Contract Document	27/04/2022 11:56:01	NO	View	Active
6	WP & Budget Certificate by L-II or L-I Executive	27/04/2022 11:56:01	NO	View	Active
7	Details of EC already issued against present Contract	27/04/2022 11:56:01	NO	View	Active

Status Details -Show

[Verify Documents] [Raise Query] [Recommend] [Foward to IA]

List of Queries

After reviewing the above form, the EC officer can do one of the following:

Click on "Verify Documents" button

Popup is displayed as shown below and the user can select the documents with complete check or partial check and click " Submit" button as per his requirement.

Document Confirmation ✕

Document Verification

Request No.	REGN201606200002
Documents Verified Date	20/06/2016
Verification Code	

S.No	Document Name	View	Status ☐
1	Letter from Operator	View	☐

First Prev **1** Next Last

[Partial Submit]

Click on "Recommend" button

a) The Registration status will be updated as "Recommended" & request will be forwarded to Issuing Authority.

b) A popup will open as shown below, where Approval Status will be displayed as "Recommended", and "Approved Date" will be displayed as current date. He can update his comments in Remarks field, if required.

Recommend Registration   ✕

Recommend Registration

Registration No	REGN201606200002	User Name	SHANKAR.CHHABRA1989
Status	Recommend ▼	Date	20/06/2016
Remarks			
Verification Code			

Submit   **Cancel**

Click on "Forward to IA" button

a) Here EC Officer will forward the Registration form to IA. A popup will open, where Approval Status will be displayed as "Forward to IA", and "Approved Date" will be displayed as current date. He can update his comments in Remarks field, if required.

EC Forward to IA   ✕

EC Application Status

EC No	ECRN201606230001	User Name	mgrm_shankar
Status	Forward To IA	Date	13/07/2016
Remarks			
Verification Code			

Submit   **Cancel**
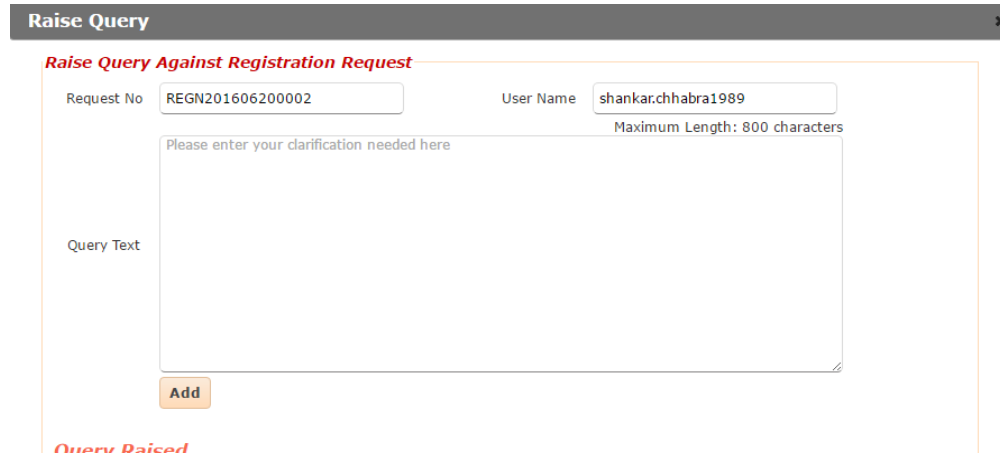
Click on "Raise Query" button

c) If the EC Officer wants any clarifications from the Operator User user/ Agent then he will raise a query as mentioned In pop –up below. The Query can be checked and responded to by Operator User

User/Agent from ECMS.

d) The Operator User User/Agent has to answer the corresponding query by using the "Check Registration Status" link in the login page.Issuing Authority can raise any number of queries and the Operator User User/Agent has to answer all the queries without fail.

Raise Query ✕

Raise Query Against Registration Request

Request No	REGN201606200002	User Name	shankar.chhabra1989

Maximum Length: 800 characters

Query Text — Please enter your clarification needed here

Add

Query Raised

2.4 IA Approval process for Operator User/Agent registration

- When a ONGC Official login as IA, he can view the registrations of Operator Users/Agents which are confirmed by Issuer.

- Once IA log in, he can view the grid of registrations along with "**hyperlink**" for each Operator User/Agent.

HOME	ADMINISTRATION	EC					

Registration Details

Registrations | EC | NOC | PAC

REGISTRATIONS IN PROCESS

Reg No. 🔍 ⟳

Registration No	Applicant Name	Reg Type	Operator	Created Date	Email	Mobile Number	Query Count
REGN201602010005	AGENT K	Agent	CAIRN INDIA LTD	02/02/2016	agent@gmail.com	7846068661	0/0

First Prev ① Next Last

ADDITION & SURRENDER OF BLOCK REQUESTS

Req No. 🔍 ⟳

Req No.	Raised By Operator User	Raised for	Request Type	Requested Date	No.of Blocks	Query Count
			No data available			

First Prev Next Last
;

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- When IA clicks on hyperlink he is redirected to another page where he can view the all details of registration.

7. Declaration/Undertaking

Signatory Name	pankaj	Signatory Designation	ss
Operator Telephone	011-23845655	Operator Fax	010101
Operator Address	delhi	Signatory Sitting Place	gewyash
View Signature	View		

8. Other Info

Specified Destination	As per annexure B	Unloading Port	AHEMDABAD AIR ACC (INAMD4)
Is Import is under Negative List	No	Is Urgent EC	No
Whether Item for Re-Export	No		
Is High Sea Sale	No	Items Import By	Operator in Individual capacity
Is document signed	No		

List of Documents

S.No.	Document Name	Upload Date	Page Count Required?	View	Status
1	Annexure-B(PSC/PEL-ML Details)	19/05/2022 18:02:59	NO	View	Active
2	Commercial Invoices	19/05/2022 18:01:53	NO	View	Active
3	WP & Budget Certificate by Project Head or Executive Director	19/05/2022 18:01:53	NO	View	Active
4	EC Application	19/05/2022 18:02:59	NO	View	Active
5	PO/LOA/Contract Document	19/05/2022 18:01:53	NO	View	Active
6	Details of EC already issued against present Contract	19/05/2022 18:01:53	NO	View	Active
7	Technical Write-up & Justification	19/05/2022 18:01:53	NO	View	Active

Status Details -Show

Verify Documents | Raise Query | Recommend | Foward to IA

- If all the details provided by Operator User/Agent are satisfactory to IA, he can click on "**Approve**" button for approving Operator User/ Agent registration.

- If any queries are present related to registration, IA can raise Queries by clicking on "**Raise Query**"**.**

- By clicking on "**Raise Query**" button a pop-up will display **showing Registration Number, User Name**. IA writes each query on Query Text and click on "**Add**" button, they are added to grid.

- IA can raise any number of Queries on single registration.

- All queries showing as a grid which are raised by IA along with "**Delete**" link. IA can remove raised query by click on "**Delete**" link.

- Once raising the all queries the IA must click on "**Submit**" for saving those queries.

- After click on "**Submit**" **a** pop-up will display for confirmation of Queries submitting. If IA click on "**OK**" then queries saved into database.

- If IA clicks "**Cancel**" then data not saved into database.

- Once IA raises queries Operator User/Agent must give answers for those queries, otherwise the IA has no permission for approving registration.

2.5   Approve or Reject Operator User/ Agent by IA

1. EC Details

Request No.	ECRN202205190003	Submitted On	19/05/2022 18:02:59
Raised By	pankajk	Operator	Oil & Natural Gas Corp. Ltd.
Operator User	pankajk		
Importer's Name and Address	shsw	IEC Code	11
Old EC Reference No.			

2. Custom Notification Type

Custom Notification Type   404,Clause(a) -Nomination Blocks ONGC, OIL

As per annexure - 'B'

Whether License granted Petroleum Exploration License or Mining Lease by granted Union/ State Govt. of India? Yes

3. Blocks

Block(s)   As per annexure - 'B'   Primary Block(s)   • Ahmedabad Ext-V

4. PEL/ML Particulars

SI No	Block Name	License No.	PEL/ML Valid To	Particulars
1	Ahmedabad Ext-V	PCR-2000-2305-E	07/05/2020	

EC Type   Normal EC

5. PO/Contract Details

PO/Contract No.	919191	PO/Contract Date	03/05/2022
Sub contractor Name and Address	sbvbsw		
Contract Start Date	03/05/2022	Contract End Date	31/05/2022
Currency Type	EURO		

List of Goods

SI No	SI No List	Item Type	Item Desc	Item Purpose	Quantity	Unit Rate	UOM	Total	Invoice Number/LC No.& Date	Country Of Origin	HSN Code
1	21/24	SPARES,CONSUMABLES ETC. RELATED TO ITEM AT SERIALNO.21 OF LIST33	shhsd	Chemistry	229	1000000	mts	229000000	919191	BELARUS	2828

15

7. Declaration/Undertaking

Signatory Name	pankaj	Signatory Designation	ss
Operator Telephone	011-23845656	Operator Fax	010101
Operator Address	delhi	Signatory Sitting Place	gewyash
View Signature	View		

8. Other Info

Specified Destination	As per annexure B	Unloading Port	AHEMDABAD AIR ACC (INAMD4)
Is Import is under Negative List	No	Is Urgent EC	No
Whether item for Re-Export	No		
Is High Sea Sale	No	Items Import By	Operator in individual capacity
Is document signed	No		

List of Documents

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3	WP & Budget Certificate by Project Head or Executive Director	19/05/2022 18:01:53	NO	View	Active
4	EC Application	19/05/2022 18:02:59	NO	View	Active
5	PO/LOA/Contract Document	19/05/2022 18:01:53	NO	View	Active
6	Details of EC already issued against present Contract	19/05/2022 18:01:53	NO	View	Active
7	Technical Write-up & Justification	19/05/2022 18:01:53	NO	View	Active

Status Details -Show

Raise Query	Approve	Not Approve	Return To EC Cell

List of Queries

S.No.	Query	Raised On	Raised By	Response	Attachment	Response On
1	DOCUMENTS	19/05/2022	tp.singh(ECOfficer)	DONE		19/05/2022

Activa

- If all queries answered by Operator User/Agent are proper then IA approves Operator User/Agent registration, if queries answered by Operator User/Agent are improper then, IA may reject by clicking on "**Not Approve**" button. IA can reject the application by entering the reason in remarks text box as given below.

Not Recommend

Recommend Registration

Registration No	REGN201602010005	User Name	AGENT
Status	Not Recommend ▾	Date	06/02/2016
Remarks			
Verification Code			

[Submit] [Cancel]

Recommend Registration

Recommend Registration

Registration No	REGN201602010005	User Name	AGENT
Status	Recommend ▾	Date	06/02/2016
Remarks			
Verification Code			

[Submit] [Cancel]

- Once IA press the "**Approve**" button, a pop-up will open with Registration Id as shown above.

- Once IA press the Submit button, the Registration status will be updated as "**Recommended**" and the user credentials along with a 16 digit unique code for the Operator User user/Agent will be generated and informed to the corresponding Operator User/Agent through mail.

## 2.6 Operator User / Agent verifies his credentials

Purpose :

Operator User User or Agent will verify the credentials received in email after successful registration

Screen Layout :

1. The user will login into the application for the first time. Initially after logging in system will prompt the user for resetting the password once logged in.

2. A provision to change the password will be displayed. After changing the password the screen will show successfully updated as shown below
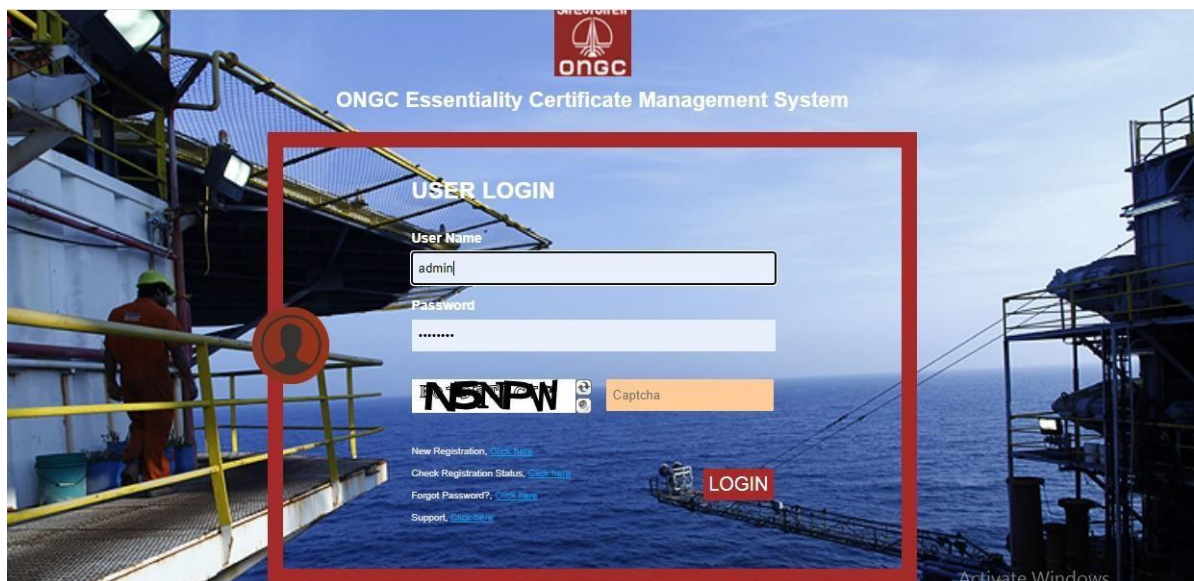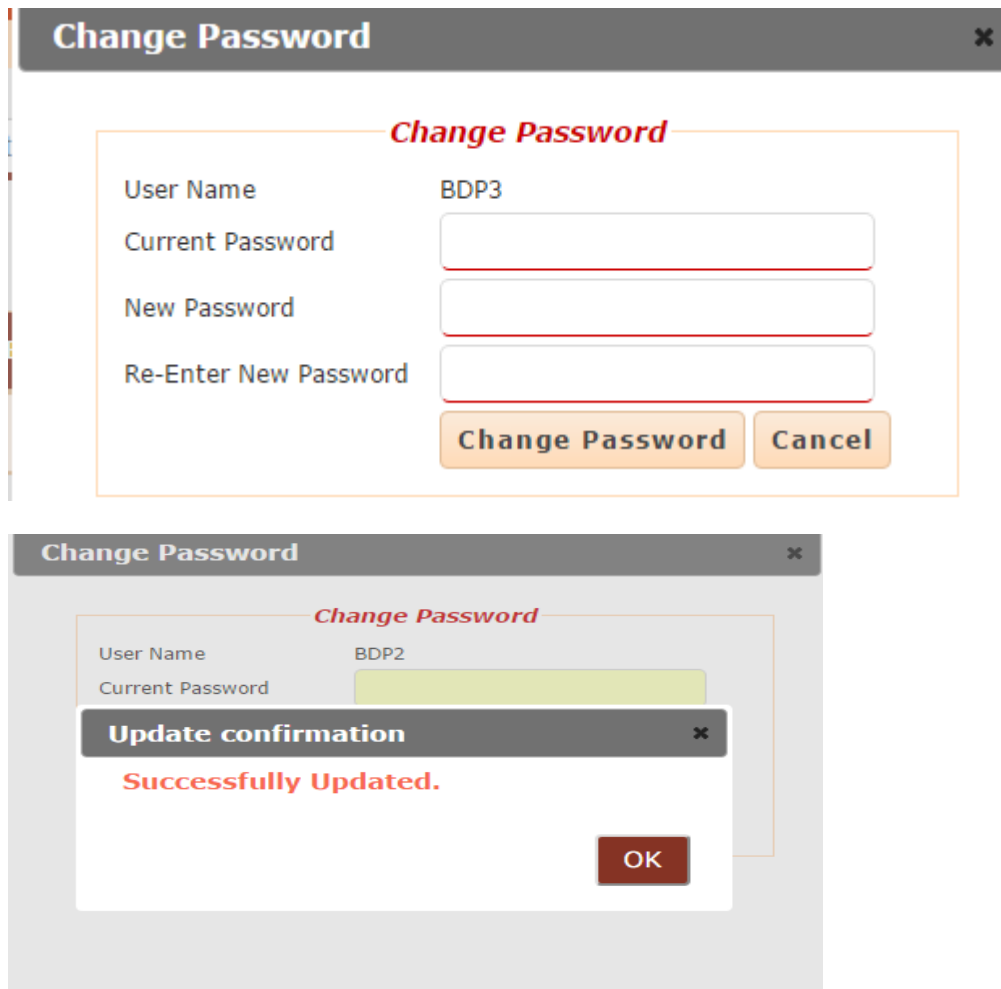
3 Forget Password

- At the login page, Operator User/ Agents can click on **hyperlink – "Click here"** adjacent to Forget Password. In case they need to reset the password.

- After clicking a window will open where they need to enter the username along with the registered email-id. Along with that they need to select the Security Question from list box. Password hint

which was provided at the time of registration also need to be entered for resetting the password.

- Password reset link will be sent to their email –id's after clicking on change password as per the screen shown below.

Forgot Passsword ✖

Forgot Password

User Name	
Email	
Security Question	--Select-- ▾
Password Hint	

[Change Password] [Cancel]