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

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• 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.

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ME								
Registration Details								
Registration Type	Agent	~	Operator	Oil & Natural Gas Corp. Ltd	· •	Operator User	Select	~
First Name			Middle Name			Last Name	Select ongc.test	
Legal Name								
Telephone								
Mobile No.								
Email								
Fax								
Registration Place								
Address Details								
User Place			Address					1
Country	Select	~	State	Select	~	City		
PIN Code	0							
User Credentials								
User Name								
Password								A

• 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.

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Registration Details			
Registration Type	Agent information		· · · · · · · · · · · · · · · · · · ·
First Name			
Legal Name	Agent Type	Agent Type New Agent	
Telephone		Submit Cancel	
Mobile No.			
Email			
Fax			li.
Registration Place			
Address Details			
Liser Place		Address	

• 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:

HOME		
egistration Detail	ls	
egistration Type	Ager Agent information	
irst Name		
egal Name	Agent Type Agent Type Agent Type Agent Type Registration No	
elephone	Submit Cancel	
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mail		
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- 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. Declara	tion/Undertaking							
Bignatory Na	me	ONGC.TEST2		Signatory Designati	lon	GM		
Operator Tele	aphone	011-22229999		Operator Fax		9876		
Operator Add	irecc	Dehl		Signatory Sitting Pl	ace	Dehl		
View Signatu	re	<u>View</u>						
8. Other In	ifo							
Specified De	stination	As per annexure B		Unloading Port		AGRAICD (INBLJ6)		
le Import le u	inder Negative List	No		Is Urgent EC		No		
Whether Item	for Re-Export	No						
is High Sea 8	lale	No		Items Import By		Operator in individual capacity		
Is document	signed	No						
List of Do	cuments							
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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.

Do	ocument Con	firmation				×
l	Document Veri	fication				
	Request No.		REGN201606200002			
	Documents Verifie	d Date	20/06/2016			
	Verification Code)		
	S.No	Documer	nt Name	View	Status	
	1	Letter from	n Operator	<u>View</u>		
	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.

nmend Regi	istration			
gistration No	REGN201606200002		User Name	SHANKAR.CHHABRA1989
Status	Recommend	•	Date	20/06/2016
Remarks				
ication Code				

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.

l	C Forward to IA				×
	EC Application Sta	atus			
	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.

equest No	REGN201606200002	User Name	shankar.chhabra1989	
			Maximum Length: 800 characters	1
	Please enter your clarification needed here			
uery Text				
	Add			

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.

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Registration Details							
Registrations EC NOC	PAC						
REGISTRATIONS IN PROCESS						Reg No.	۹ ۵
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 BL	OCK REQUESTS					Req No.	۹ ۲
Req No. Rais	æd By Operator User	Rai	sed for Request	Туре	Requested Date	No.of Blocks	Query Count
			No data avai	ilable			
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.

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Verify Documents Raise Query Recommend Foward to IA	Verify Documents Raise Query Recommend Foward to IA	A

- 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".

Raise Query				×
Raise Query A	Against Registration Request	t		
Request No	REGN201602010005	User Name	agent	
	Please enter your darification r	needed here		
Query Text				
	A dd			
Query Rais	ed	Gubmit Cancel		

- 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.

aise Query						
Raise Query	Against Registration Reques	st				
Request No	REGN201602010005	User Nam e	agent			
	Please enter your darification	needed here				
Query Text						
					.::	
	Add					
Query Rai	sed					
S.No.	Query			Raised On	Delete	
1	Please enter your da	rifications here		06/02/2016	<u>Delete</u>	
First Prev	1 Next Last					

• 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.

Ra	aise Query								×
	RequestNo	REGN2016020	10005	User N	ame	agent			^
		Please enter	your darification	needed here					
	Query Text								
			_		_	_			
		Add	Final Confi	rmation		×			
			Are you s	ure to Submit	?				
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	S.No.				ОК	Cancel	On	Delete	≡
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	First Prev 🚺	Next Last							
			S	ubmit Cance	el				~

- 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.		ECRN202205150003						Subr	mitted On			19/05/2022 18:02:59
Raiced By		pankajk						Oper	rator			Oli & Natural Gas Corp. Ltd.
Operator User		pankajk										
Importer's Name an Old EC Reference I	nd Address No.	shsw						IEC	Code			11
2. Custom Not Custom Notificatio	tification Type	404,Clause(a) -Nomination Blocks ONGC, OIL										
As per annexur	re - 'B'											
Whether License g	ranted Petroleum Explora	tion Licence or Mining Lease by granted Union/State (Bovt. of India? Yes									
3. Blocks												
Blook(c)		As per annexure - 'B'			Primary E	look(s)				Ahmedabad Ext-V		
4. PEL/ML Pari	ticulars											
SI No		Block Name		Lice	nse No.			PEL/ML Valid To			Particulars	
1		Ahmedabad Ext-V		PCR-2	000-2305-E			07/05/2020				
EC Type		Normal EC										
5. PO/Contract	t Details											
PO/Contract No.		919191			PO/Contr	sot Date			03/05/	2022		
Sub contractor Nar	me and Address	sbybsw			Contraction (
Contract start Date	•	EURO			Contract	End Date			31/06/	2022		
List of Goods												
8I No 8I No List		item Type		Item Desc	Item Purpose	Quantity	Unit Rate	UOM	Total	Invoice Number/LC No.8. Date	Country Of Origin	HSN Code
1 21/24	SPARES,CONSU	JMABLES ETC. RELATED TO ITEM AT SERIALNO.21 O	F LIBT33	shhsd	Chemistry	229	1000000	mts	229000000	919191	BELARUS	2828

								1
7. Declarati	on/Undertaking							
Signatory Nam	e pank	kaj		Signato	ory Designation	55		
Operator Telep	hone 011-3	-23845656		Operati	or Fax	010101		
Operator Addre	ess dehi	1		Signato	ory Sitting Place	gewyash		
View Signature	<u>View</u>	<u>r</u>						
8. Other Inf	0							
Specified Dest	ination As p	er annexure B		Unload	Ing Port	AHEMDABAD AIR ACC (INAMD4)		
is import is uno	port is under Negetive List No is U		ls Urge	Jrgent EC No				
Whether Item f	hether Item for Re-Export No							
is High Sea Sal	gh Sea Sale No Item		Items Ir	mport By	Operator in Individual capacity			
is dooument signed No								
List of Docu	uments							
8.No.	Document Name				Upload Date	Page Count Require	ed? Vie	w Status
1	Annexure-B(PSC/PEL-ML Details)				19/05/2022 18:02:59	ND		M Active
2		Commercial Involces			19/05/2022 18:01:53	NO		N Active
3	WP	P & Budget Certificate by Project Head or Exer	cutive Director		19/05/2022 18:01:53	NO	Vie	N Active
4		EC Application			19/05/2022 18:02:59	NO	Vie	Active
5		PO/LOA/Contract Document			19/05/2022 18:01:53	NO		M Active
6		Details of EC already issued against present	t Contract		19/05/2022 18:01:53	NO		Active
7		Technical Write-up & Justification			19/05/2022 18:01:53	NO	Me	M Active
tatus Deta	ills -Show							
		Ralas	e Query Approve	Not Approve	Return To EC Cell			
ist of Que	ries							
S.No.	Query	Raised On	Raised	1 Бу	Response	Attachment	Respor	ise On
4	DOCUMENTS	19/05/2022	tp.singh(EC	Cofficer)	DONE		19/05/	2022
						I		Ac

 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.

Recommend	Registration				
Registratio	n No REGN20160201000	05	User Nam e	AGENT	
Status	Not Recommend	~	Date	06/02/2016	
Remark	s				.4
Verification	Code)
		Submit	Cancel		
		Submit	Cancel		
		Submit	Cancel		
		Submit	Cancel		
		Submit	Cancel		
		Submit	Cancel		
mend Regist	ration	Submit	Cancel		
mend Regist nmend Regist	ration	Submit	Cancel		
mend Regist 1111 nmend Registi gistration No	ration Pation REGN201602010005	Submit	User Nam e	AGENT	
m end Regist nmend Regist gistration No Status	ration ation REGN201602010005 Recommend	Submit	Cancel User Nam e Date	AGENT 06/02/2016	
m end Regist nmend Registr gistration No Status	ration ration REGN201602010005 Recommend	Submit	Cancel User Nam e Date	AGENT 06/02/2016	
m end Regist amend Regista gistration No Status Remarks	ration :ation REGN201602010005 Recommend	Submit	Cancel User Nam e Date	AGENT 06/02/2016	

- 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

A AN	ongc	
	ONGC Essentiality Certificate Management Syste	em
	USER LOGIN User Name admin	
	Pastword	
	NENDAN Captcha	
	Check Registration Status, Calence Control Con	
		Artivate Windows

	——Cha	nge Password-		
User Name	E	BDP3		
Current Passwo	rd			
New Password				
Re-Enter New P	assword			
		Change Passwo	ord	ancel
nge Password	Change Pa	ssword		×
Jser Name	BDP2			
Current Password			X	

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 Password	
Select	
Change Password Cancel	
	Forgot Password