

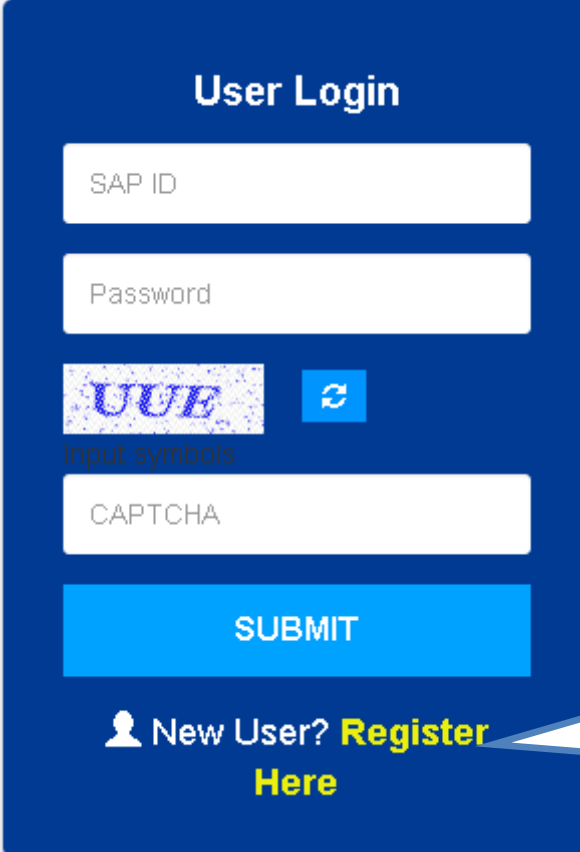


गेल (इंडिया) लिमिटेड

**USER MANUAL**

**Customer Self Certification System**

## 1:-Register New User:-



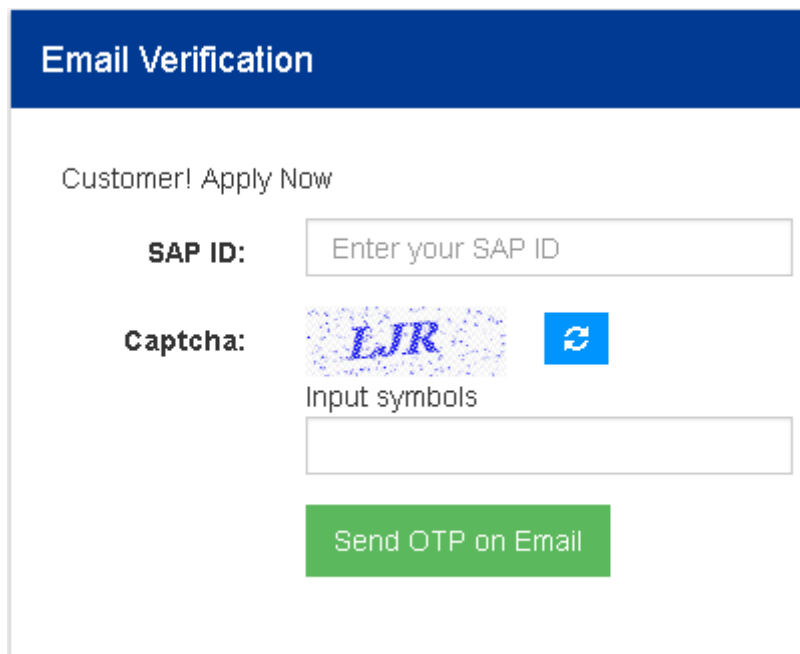
The image shows a blue-themed 'User Login' form. It contains the following elements from top to bottom: a title 'User Login', a text input field for 'SAP ID', a text input field for 'Password', a CAPTCHA section with a 'UUE' image and a refresh button, a text input field for the CAPTCHA, a blue 'SUBMIT' button, and a link at the bottom that says 'New User? Register Here' with a person icon. A callout bubble points to the 'Register Here' link.

Click on Register here link button to register New User.

## 1.2:-Register New User steps:-


- Click on Register Here link button to Register after click on Register Here link button then "Email Verification" form will be appear.

### 1.3:-Register New User/Email Verification:



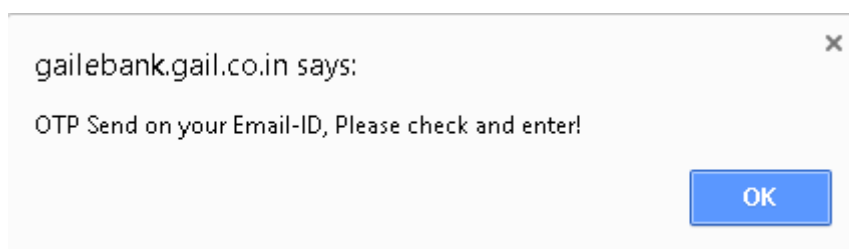
Customer! Apply Now

**SAP ID:**

**Captcha:** 

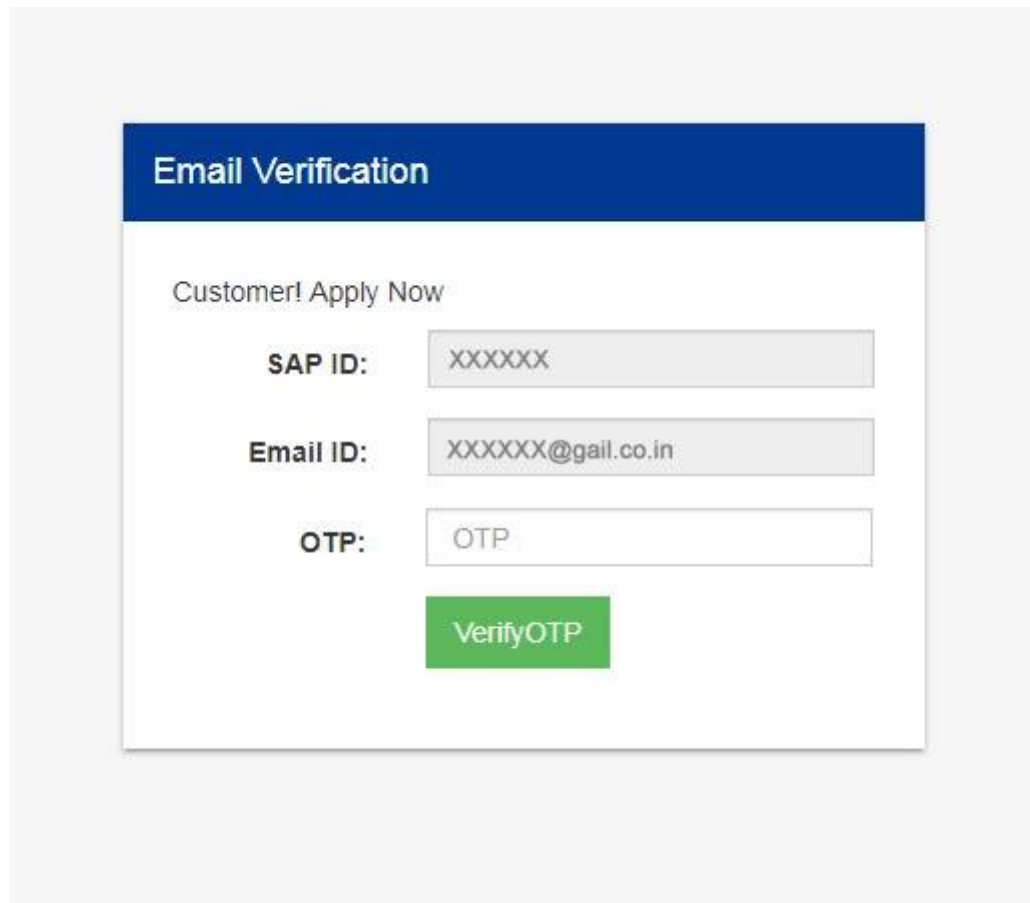
### 1.4:- Register New User/Email Verification steps:

- Enter SAP ID
- Enter Captcha.
- Click on **Send OTP on Email** button then your OTP will be send to your official email ID and one confirmation message will be appear on your screen.



- After click on ok button of confirmation message then you will be redirect to Email Verification page.

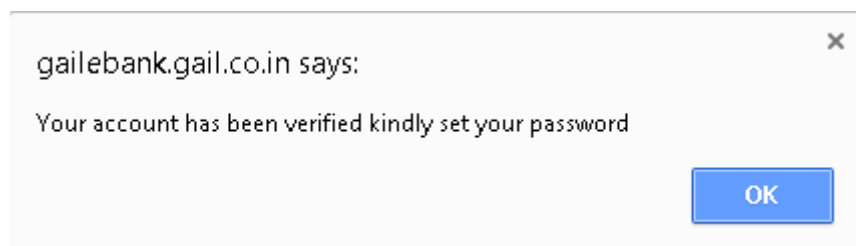
## 1.5:-Email Verification by OTP:



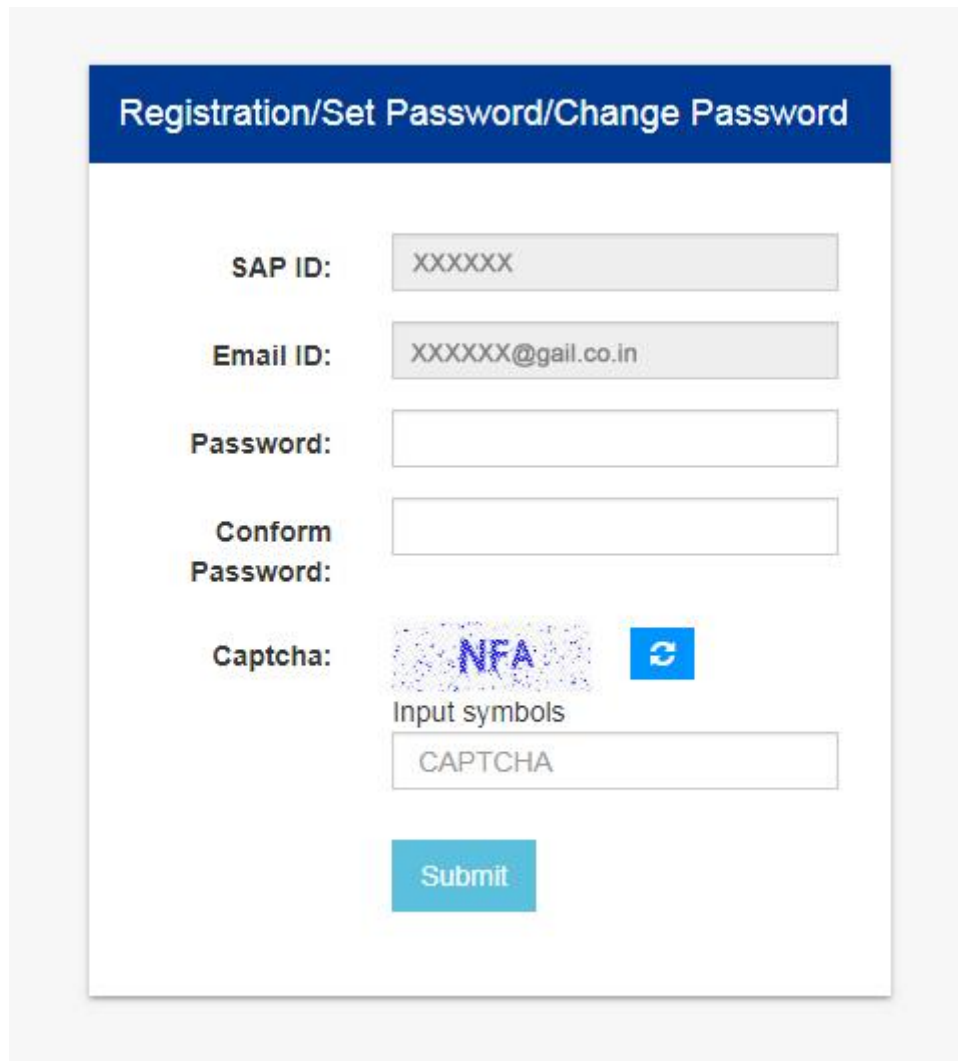
The screenshot shows a web form titled "Email Verification" with a blue header. Below the header, the text "Customer! Apply Now" is displayed. The form contains three input fields: "SAP ID:" with the placeholder text "XXXXXX", "Email ID:" with the placeholder text "XXXXXX@gail.co.in", and "OTP:" with the placeholder text "OTP". A green button labeled "VerifyOTP" is positioned below the input fields.

## 1.6:- Email Verification by OTP steps:

- SAP ID and E Mail ID will be disabled.
- Enter OTP which is send to your official Email ID.
- Click on **Verify OTP** button then your email will be verified one confirmation message will be appear on your screen which is mentioned below screen shot.



## 1.7:- Registration/Set password/Change Password:-

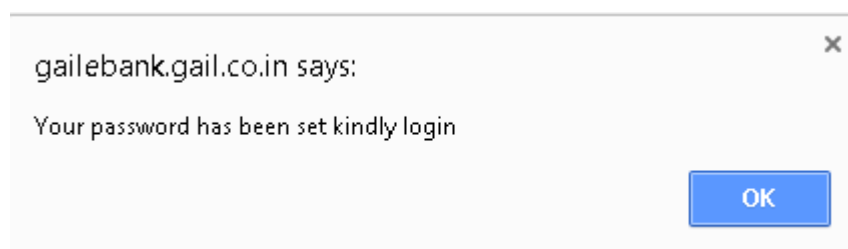


The screenshot shows a web form titled "Registration/Set Password/Change Password". The form contains the following fields and elements:

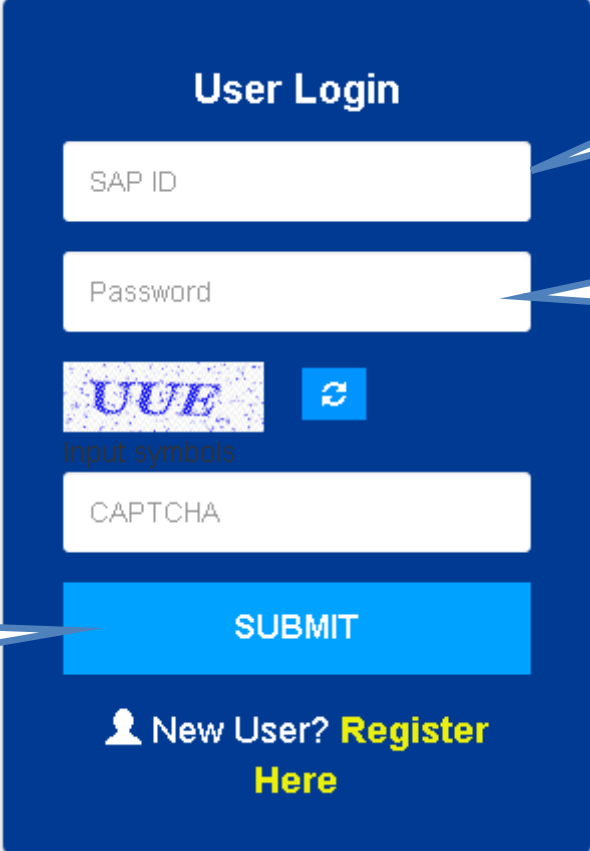
- SAP ID:** A text input field containing "XXXXXX".
- Email ID:** A text input field containing "XXXXXX@gail.co.in".
- Password:** An empty text input field.
- Conform Password:** An empty text input field.
- Captcha:** A captcha image showing "NFA" and a refresh button. Below it is a text input field labeled "Input symbols" containing "CAPTCHA".
- Submit:** A blue button labeled "Submit".

## 2.4:- Registration/Set password/Change Password steps:

- SAP ID and E Mail ID will be disabled.
- Enter Password and Confirm Password.
- Enter valid Captcha.
- Click on **Submit** button then one confirmation message will be appear on your screen which is mentioned below screen shot.



## 2:-Login page:



The image shows a 'User Login' form on a dark blue background. The form contains the following elements from top to bottom: a title 'User Login', an input field for 'SAP ID', an input field for 'Password', a CAPTCHA section with a 'UUE' logo and a refresh icon, a 'CAPTCHA' input field, a blue 'SUBMIT' button, and a link for 'New User? Register Here' with a user icon. Three callout boxes provide instructions: 'Enter SAP ID' points to the SAP ID field, 'Enter your valid password' points to the Password field, and 'Click on Submit button to login.' points to the SUBMIT button.

Enter SAP ID

Enter your valid password

Click on Submit button to login.

UUE

Input symbols

CAPTCHA

SUBMIT

New User? Register Here

### 2.1:- Steps for login in Customer Self Certification System.

- Enter valid SAP ID and password.
- Enter valid Captcha.
- Click on Submit button to log-in in Customer Self Certification System.
- After login through valid SAP ID and password then you will be redirect to Customer Self Certification System's Document upload Page.

### 3:- Customer Self Certification System Upload Document Page:

Customer Self Certification System

Logout

#### Upload Documents

|                                   |                            |  |             |                                       |             |
|-----------------------------------|----------------------------|--|-------------|---------------------------------------|-------------|
| Period                            | Select ...                 | Invoice Number                               | Invoice Num | Contract Number                       | Contract Nu |
| Total Quantity Billed(MMBTU)      | Total Quantity             | Quantity Billed-GST (MMBTU)                  | GST         | Balance Quantity Non GST Goods(MMBTU) | Non-GST     |
| Fortnightly Self Certificate File | Choose File No file chosen | <input type="checkbox"/> Term and conditions | Save        |                                       |             |

| S.No.           | Customer Name | Customer ID | Period | Contract Number | Total Quantity Billed(MMBTU) | Quantity Billed- GST (MMBTU) | Balance Quantity Non GST Goods(MMBTU) | Invoice No. | Target Date | Submitted Date |
|-----------------|---------------|-------------|--------|-----------------|------------------------------|------------------------------|---------------------------------------|-------------|-------------|----------------|
| No Record Found |               |             |        |                 |                              |                              |                                       |             |             |                |

#### 3.1:- Steps for Upload Documents in Customer Self Certification System.

- Select Period
- Enter Invoice No.
- Enter Contract No.
- Enter Total Quality Billed (MMBTU).
- Enter Quality Billed - GST (MMBTU).
- Select Fortnightly self-Certificate File.
- Make sure Terms and Conditions check box should be checked.
- Click on save button to save uploaded documents with details.

**Log-out:** - click on Log-out button to exit from application.