GAIL (India) Limited

iGMS Customer Portal User Manual

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1. Overview

1.1. Login through Open Access Portal Gail

Customer Portal Login Instructions

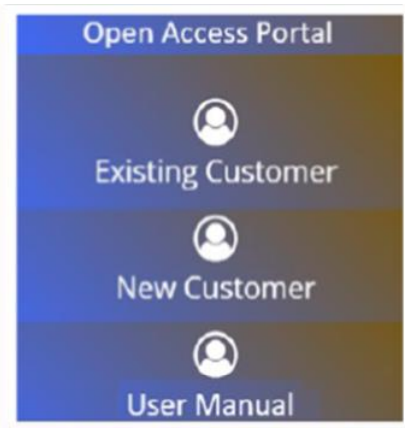
1. You will receive a **CIS email** from the SAP system. Open the email and click the link to set your initial password.
    - If you do not receive the email, please check your **Spam/Junk** folder.
2. If the CIS email is still not available, try logging in once using the **Gail-Production iGMS Customer Portal** link.
    - After attempting to log in, a new CIS email will be generated automatically.
    - Open the email and set your initial password.
3. Once your password has been set, access the **Gail-Production iGMS Customer Portal** using the correct portal link.
4. Enter your **User ID** and the password you created to log in.

Important Notes:

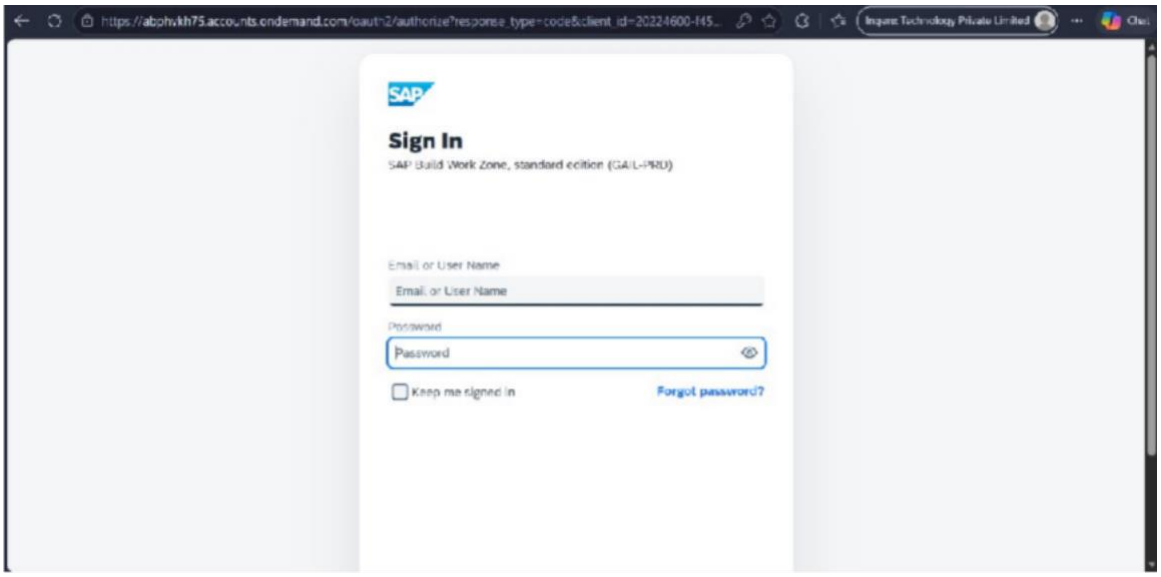
- The CIS email is only used for setting your initial password. It will **not** redirect you to the Customer Portal.
- Ensure that everyone uses the **correct** **Gail-Production iGMS Customer Portal** link to log in.

1.2. For Existing Customers Open Access Portal:

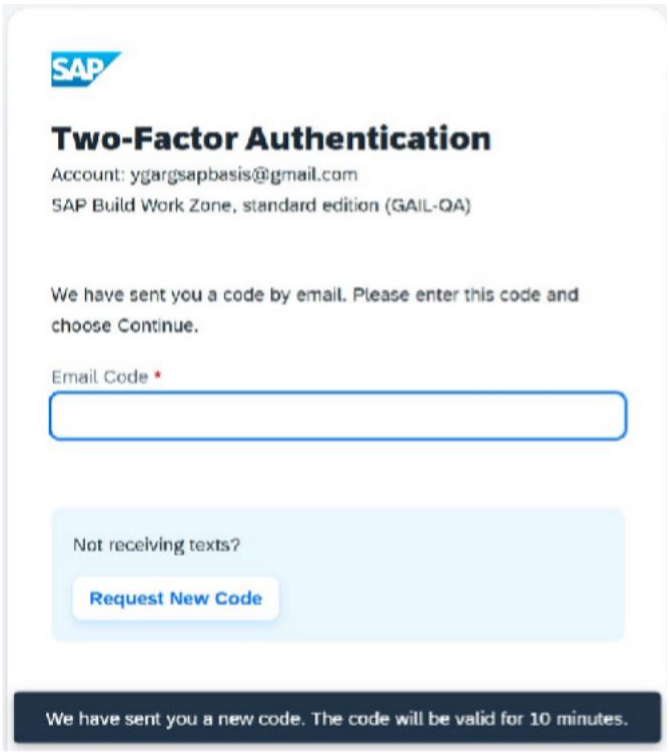
Click on Existing Customer

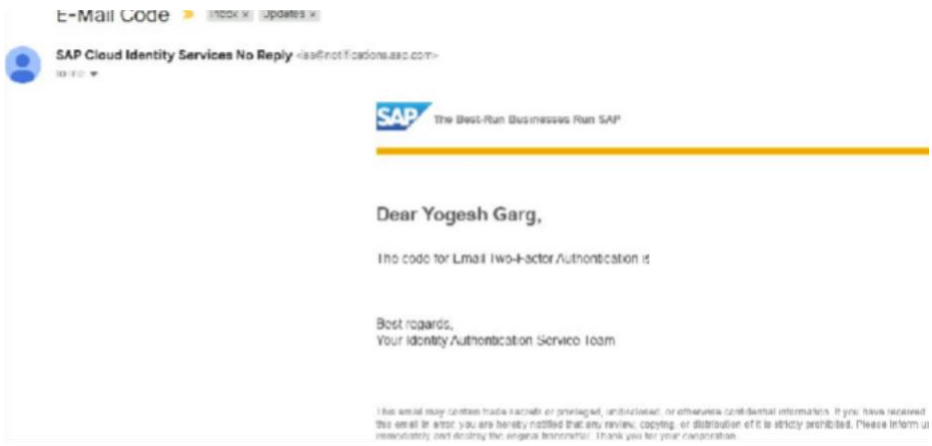


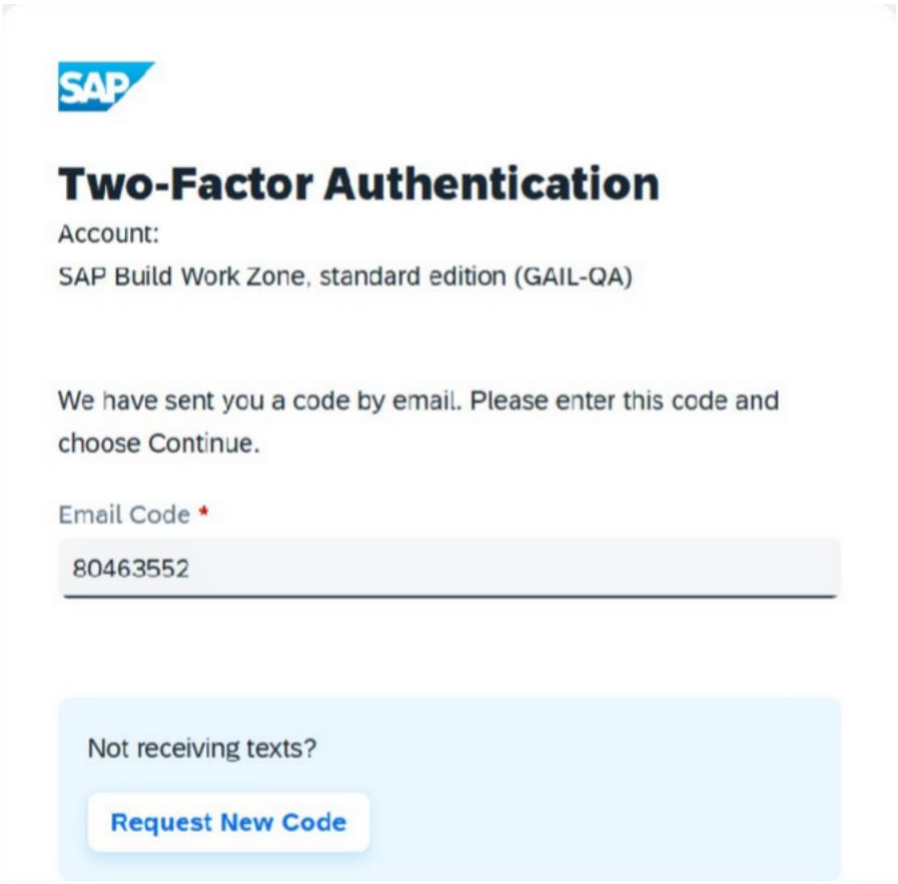
It will redirect to iGMS portal page



Two-factor authentication is required. Enter the verification code sent to your registered email address to complete the login process.

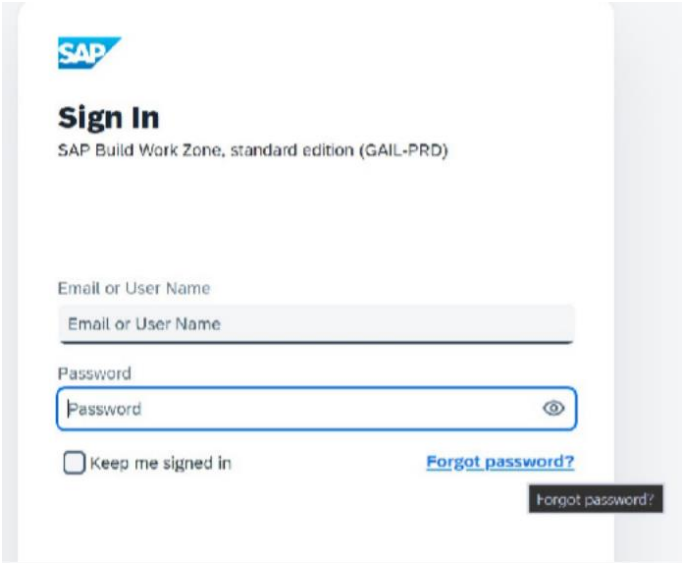

Two-Factor Authentication
Account: ygargsapbasis@gmail.com
SAP Build Work Zone, standard edition (GAIL-QA)
We have sent you a code by email. Please enter this code and choose Continue.
Email Code *
Not receiving texts?
Request New Code
We have sent you a new code. The code will be valid for 10 minutes.


E-Mail Code
SAP Cloud Identity Services No Reply
Dear Yogesh Garg,
Best regards,
Your Identity Authentication Service Team

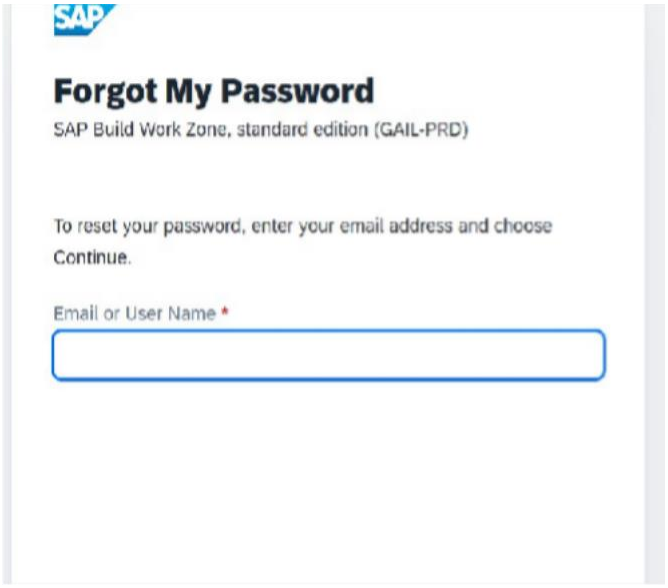


1.3. Reset Password

Click on forget password



Enter your Email Address and click on continue a new link will send on your mail id set your password.



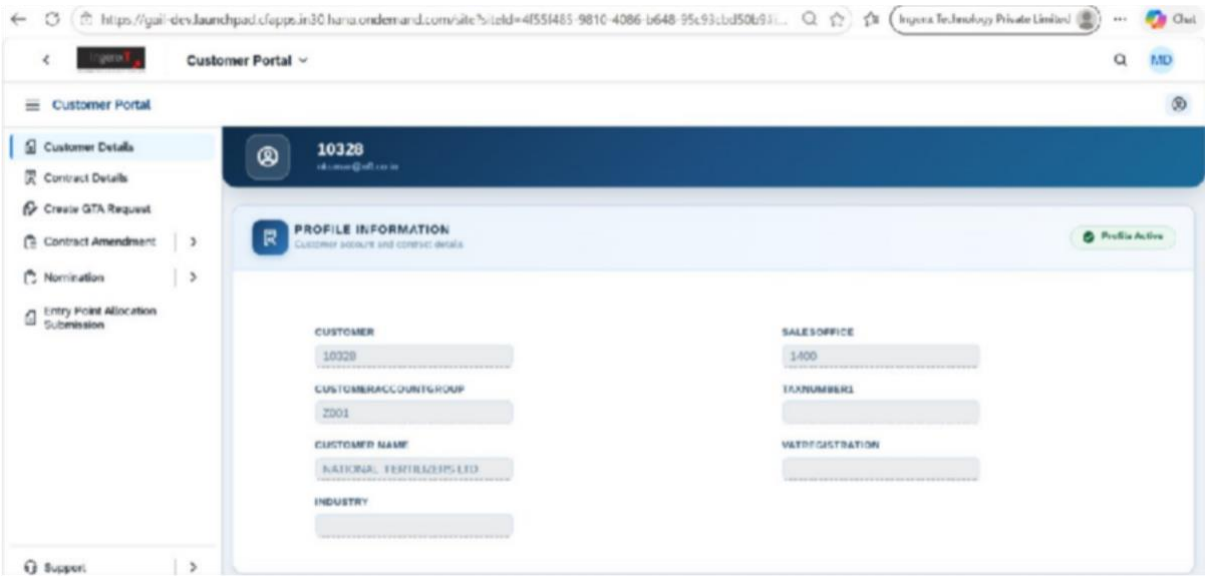
This document outlines the end-to-end workflow for Customer Portal



2. Customer Portal

2.1 Navigation

Click on the Customer Portal Tile

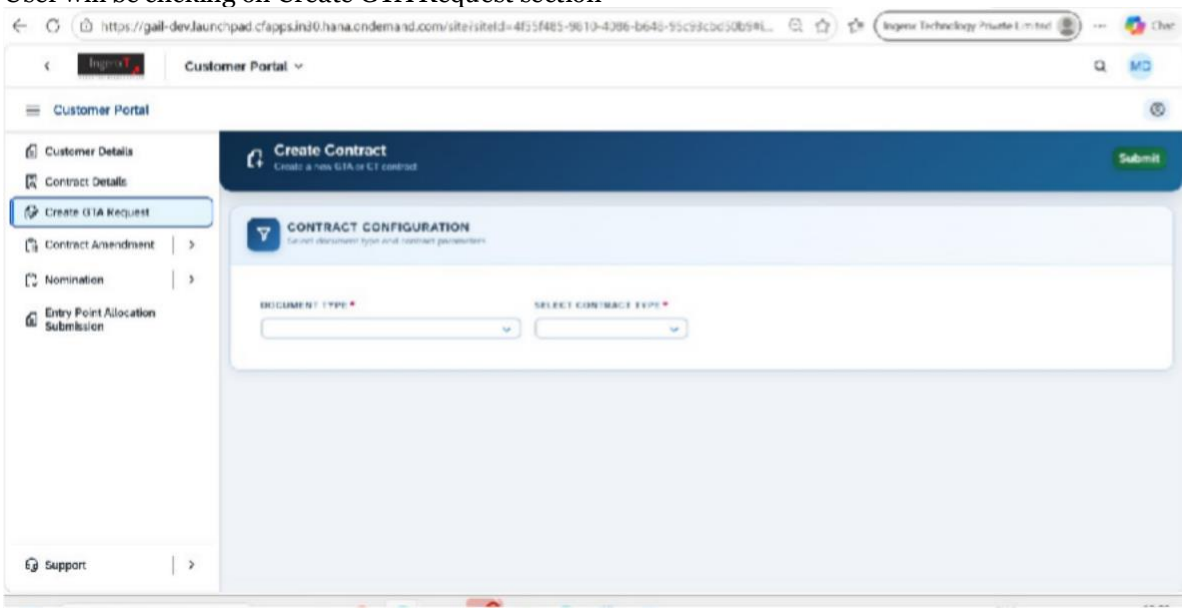


User can see the customer details in the Customer details section

2.2 Capacity Booking

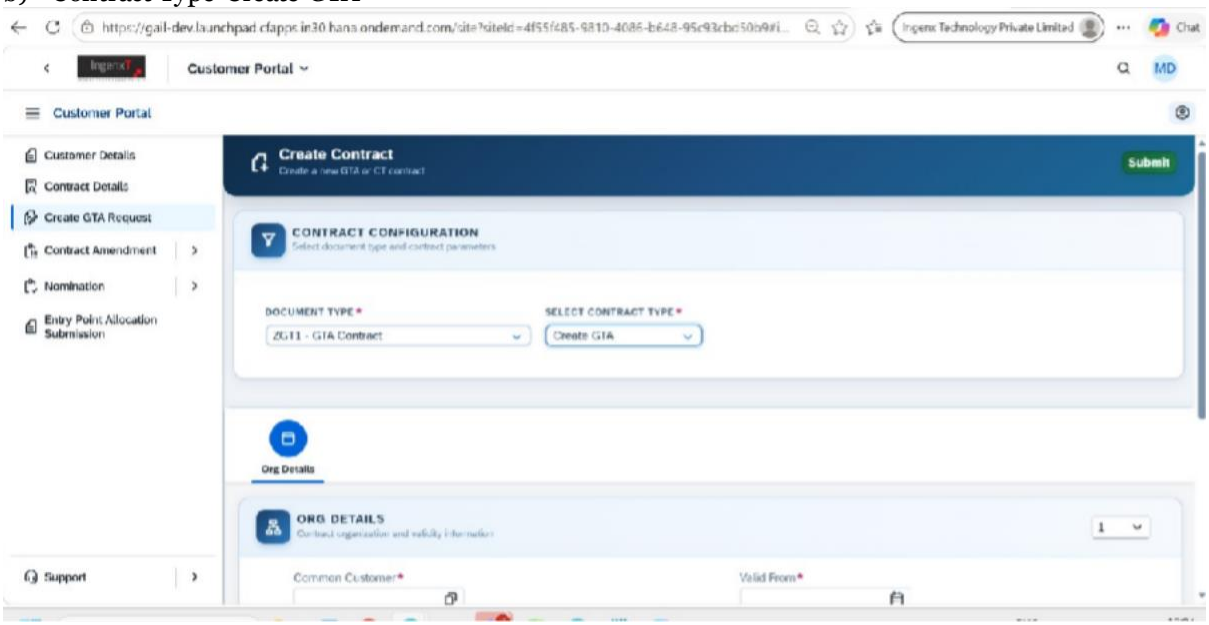
2.2.1 User will be doing following steps-

User will be clicking on Create GTA Request section

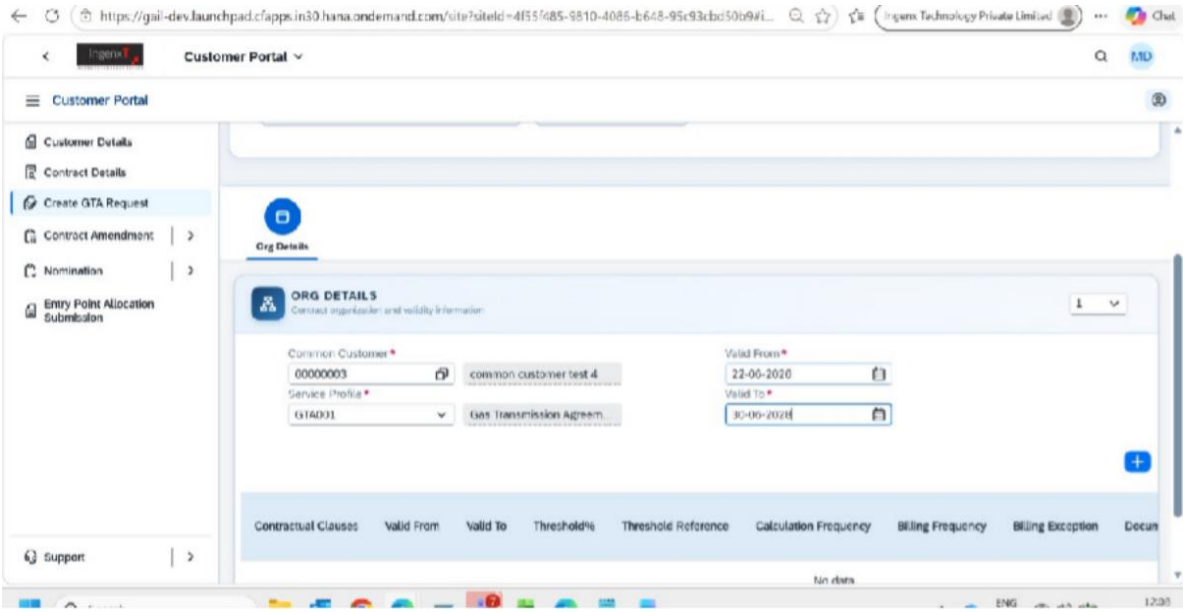


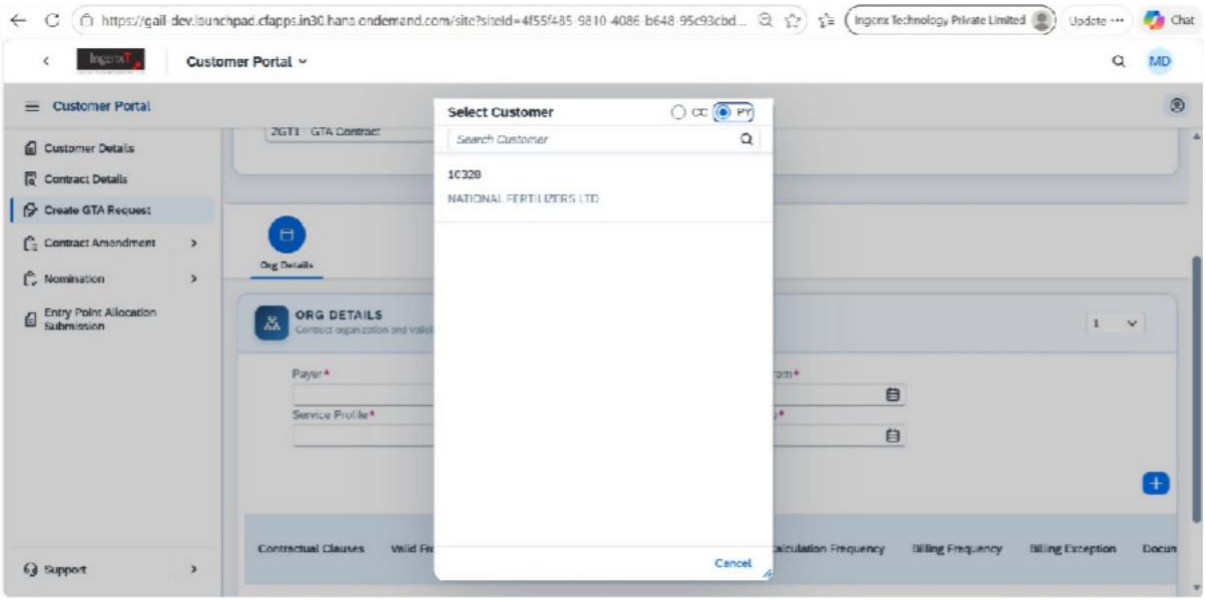
User will be Selecting the following-

a) Document type-ZGT1
b) Contract Type-Create GTA



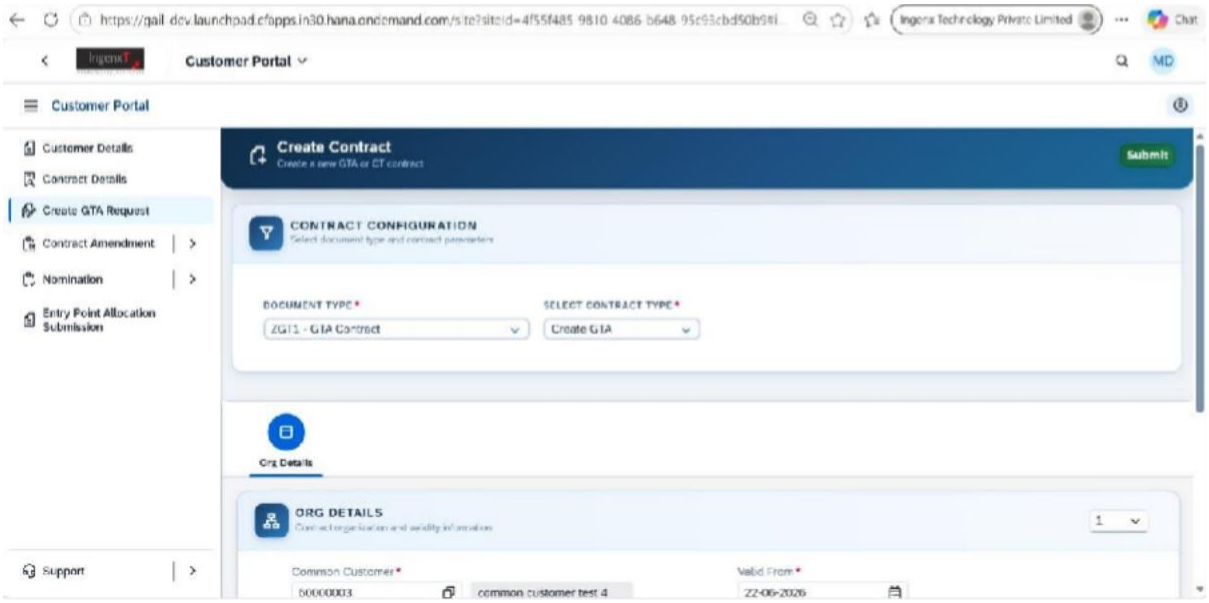
1) User will be proceeding with entering the following details
   a) Relevant Common customer /payer
   b) Relevant Service profile
   c) Valid from
   d) Valid to
   e) Header level contractual Clauses if any



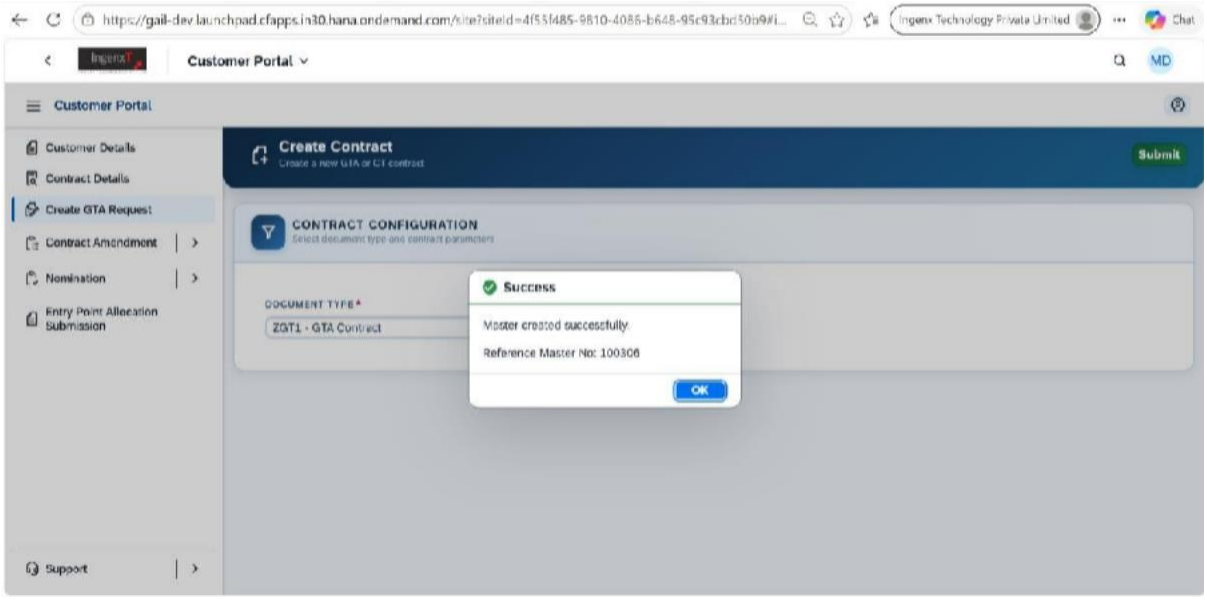


(For choosing with ref to payer)

2) Upon Entering details User will be hitting the submit button.

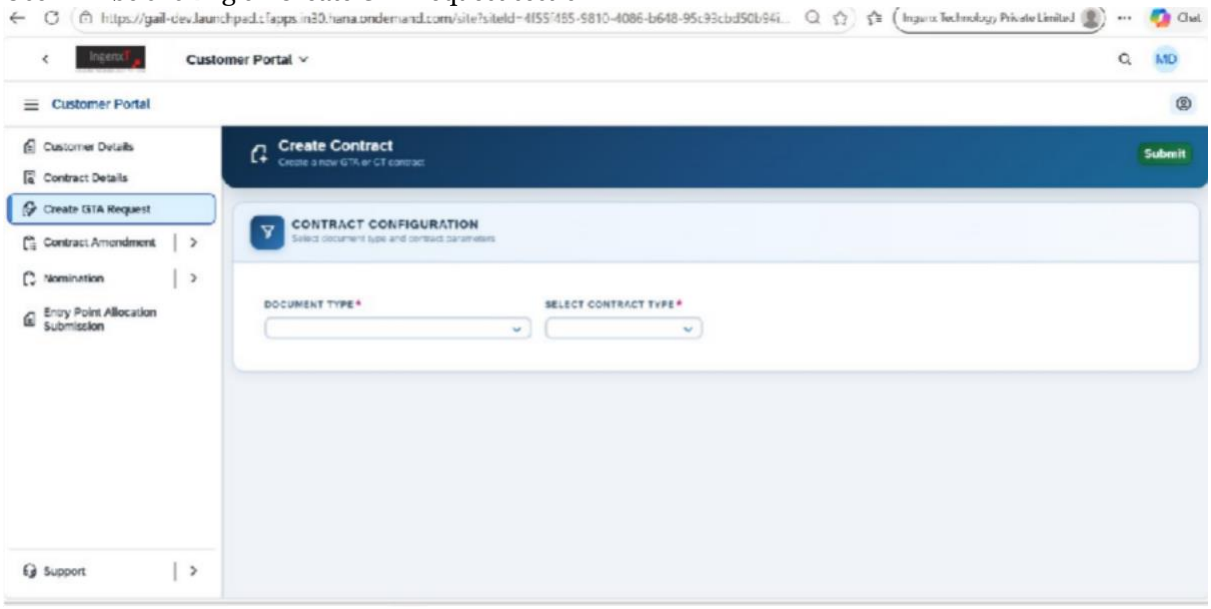


3) GTA ref no is Created

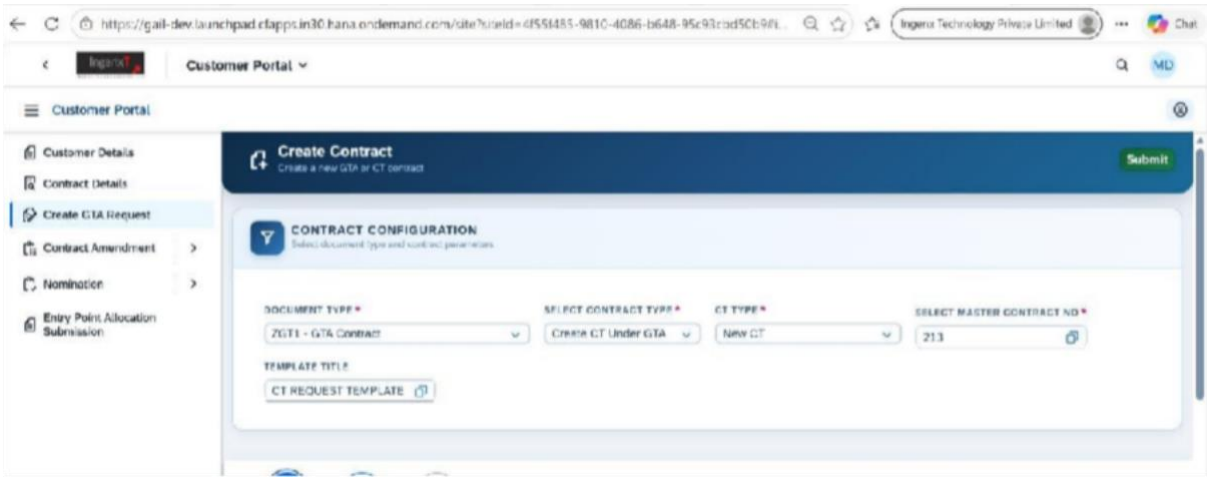


2.3 New CT Creation

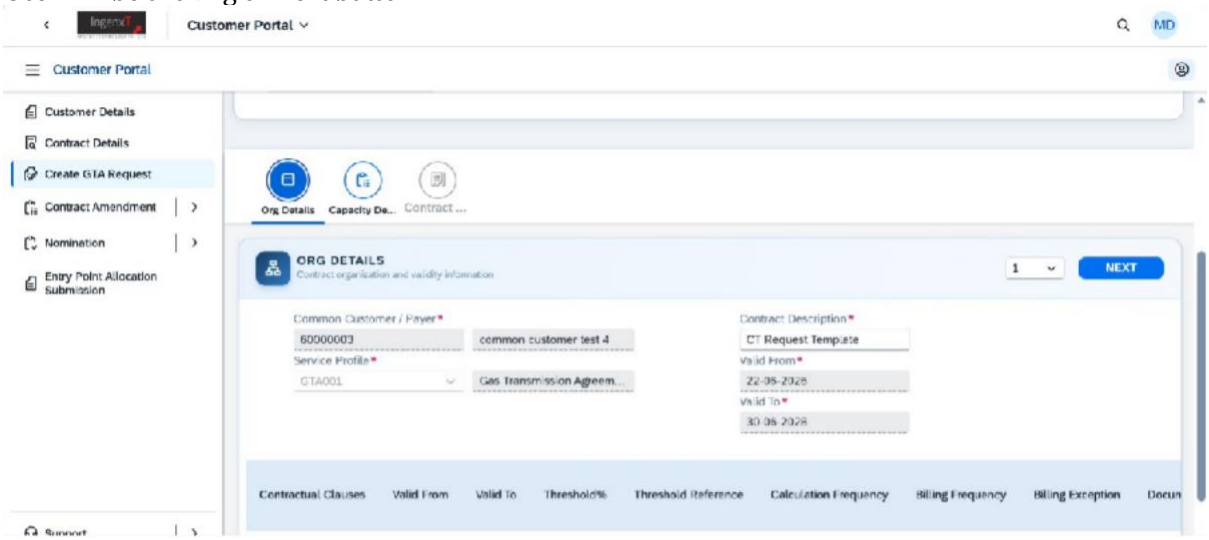
User will be clicking on Create GTA request section



1) User will be selecting the following data-
   a) Document type= ZGT1
   b) Contract Type- CT under GTA
   c) CT TYPE- NEW CT
   d) Master Contract no-
   e) Template title = Relevant Template to be selected



2) User will be getting the following data from our chosen master contract
   a) Common customer
   b) Service profile
   c) Valid from & Valid To
   d) Header level contract clause details if any
   e) User will be clicking on next button



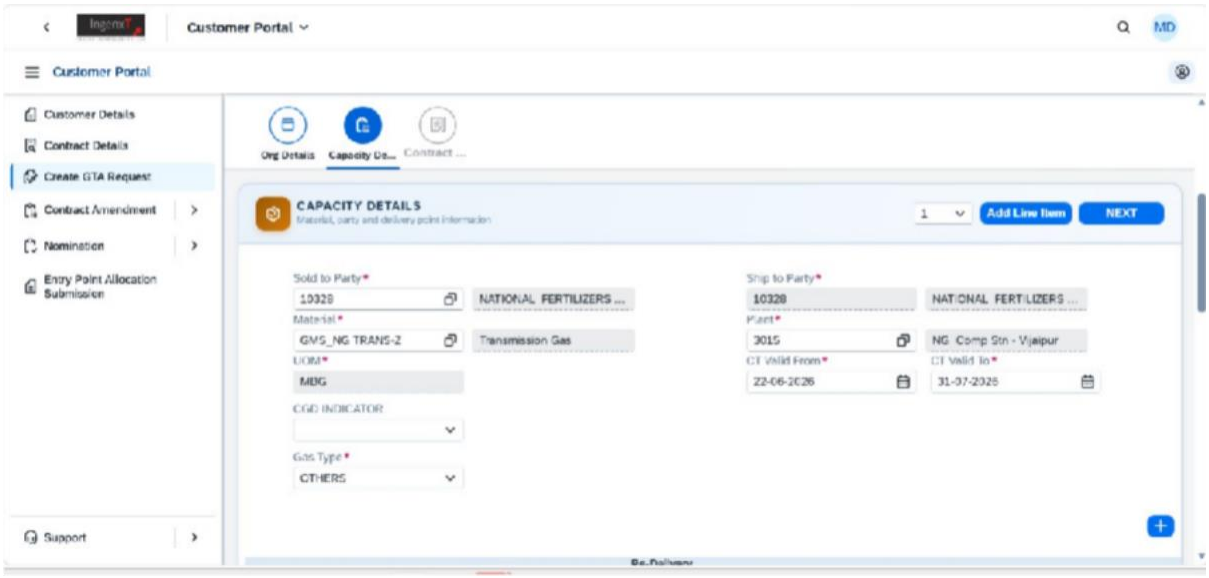
3) Under the capacity details section User will be entering the following
   a) User will select the relevant **sold to party** –

Based on which following data automatically pops up-

1) Ship to party and its description
2) Plant and its description

b) Select Material: **GMS_NG TRANS-Z**

c) UOM gets selected automatically
d) Enter **CT Valid from and CT Valid To**
e) Enter **Gas type**-
f) Enter **CGD INDICATOR**



g) Enter **Delivery Point** –

Based on the entered delivery point, following automatically pops up-

1) DP Description
2) Dp Transportation System
3) Unified Entry Point
4) Unified Entry Point description
5) Unified Entry Point Transportation System

h) Enter **DP DCQ**

i) Enter **Redelivery point**

Based on the Redelivery point following automatically pops up-

1) RDP Description
2) RDP Transportation System
3) Unified Exit Point
4) Unified Exit Point description
5) Unified Exit Point Transportation System
6) PNGRB Path
7) Distance
8) Tariff Category
9) Tariff Code
10) Grid
11) Pipeline Segment
12) Tariff Path
13) Ent Tariff Zone
14) Sub Path
15) Own-Ticked/ Unticked

j) Enter **RDP DCQ**

k) Valid From and Valid To comes automatically from CT Validity

5) Under the Capacity details User will be getting the following:

Contractual Clause and quantity Parameter details will get automatically fetched from template-

a) Ship or pay

b) Chargeable Positive Imbalance

c) Chargeable Negative Imbalance

d) Liquidated damages

e) Unauthorised Overrun

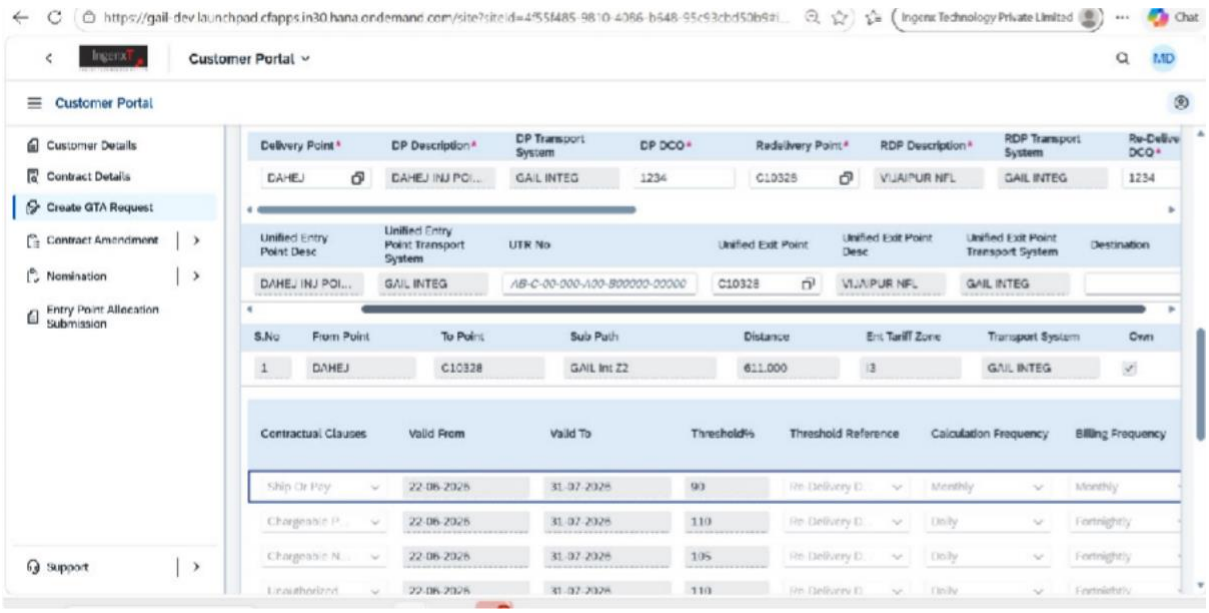
Quantity parameters included –

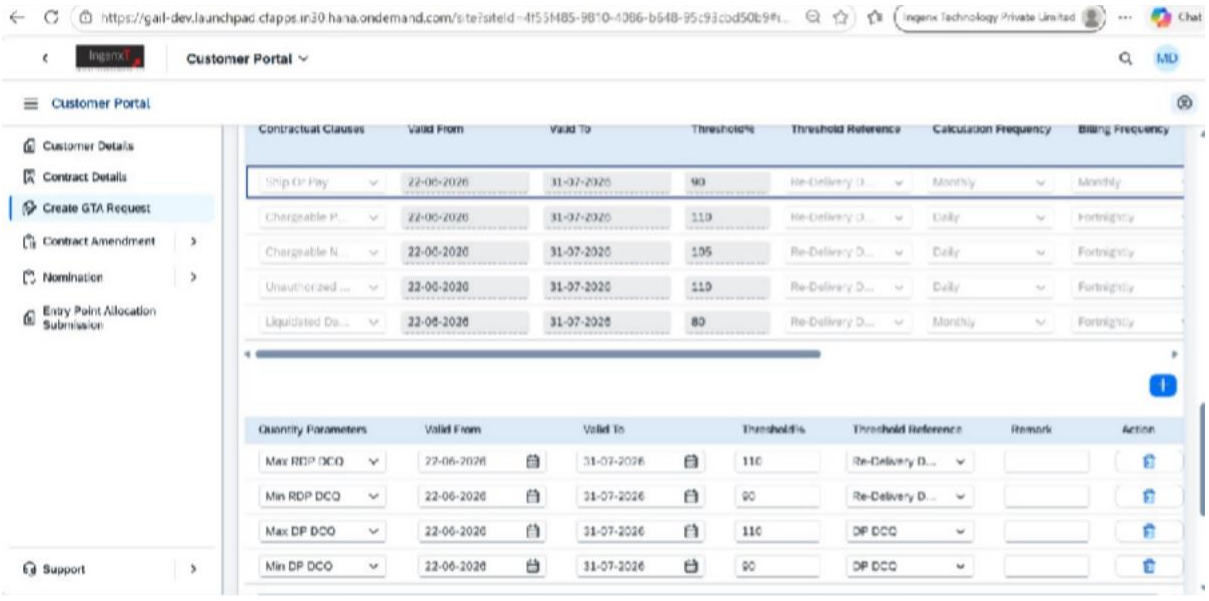
f) Max RDP

g) Min RDP

h) Max DP

i) Min DP



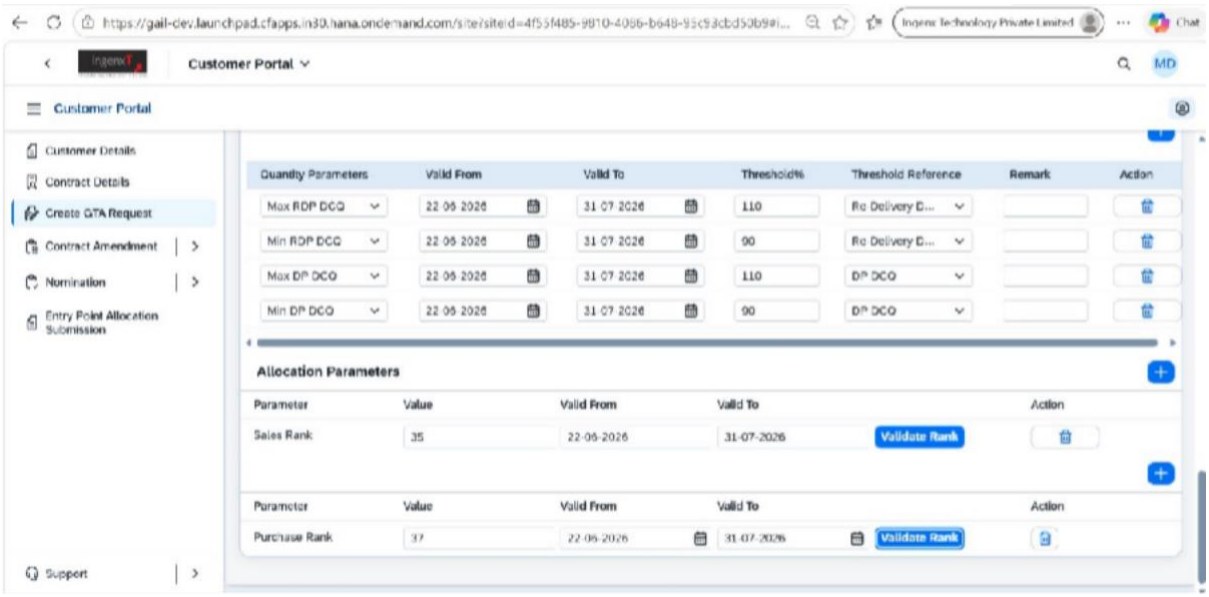


6) Under The capacity details, User will be entering the Allocation Parameters

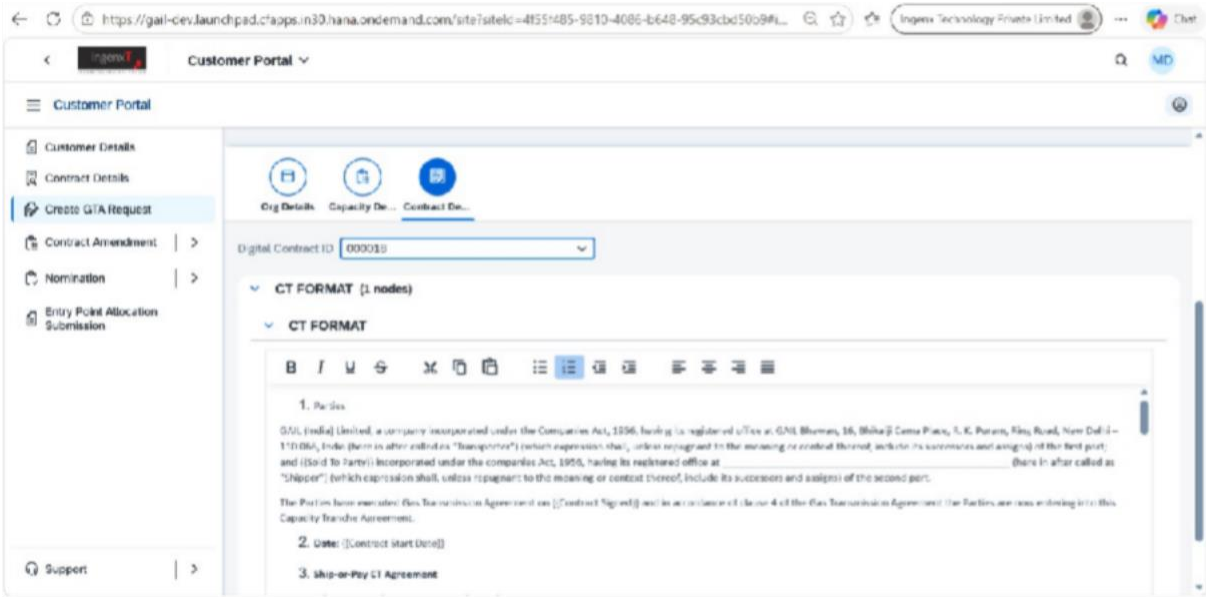
a) **Sales rank and Click Validate Button**

b) **Enter Purchase rank and Click Validate button**

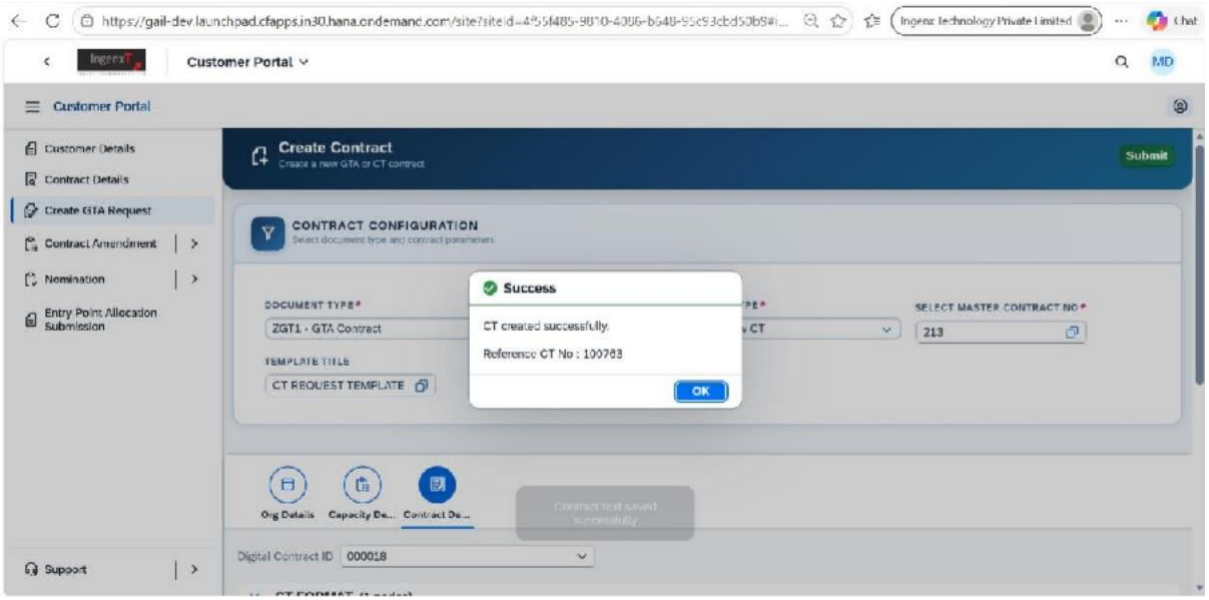
c) Click on next button



7) Enter Relevant Digital Contract Id

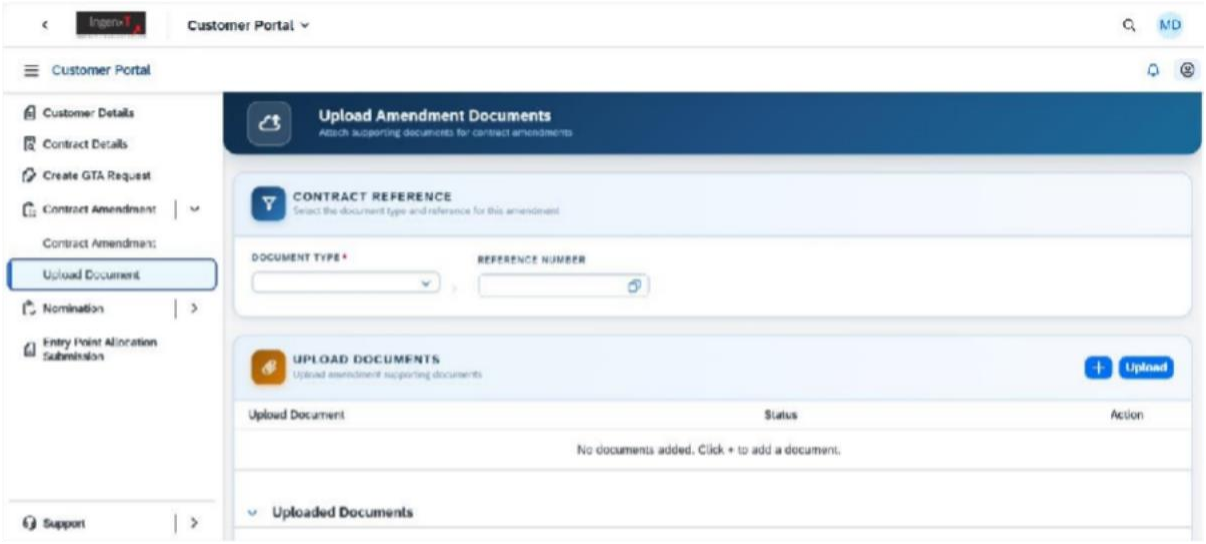


8) Click on Submit button

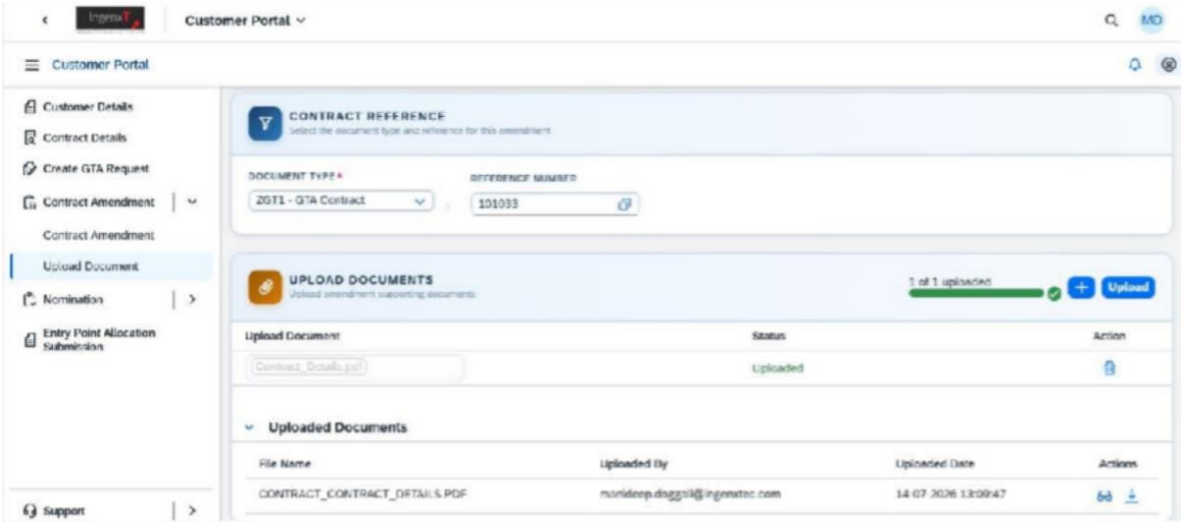


3.0 Document Upload/Download

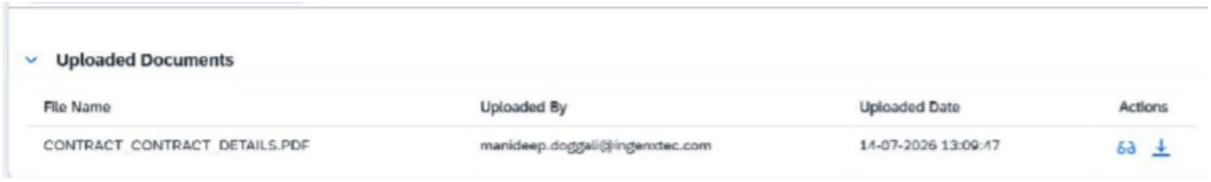
1. Click on Contract Amendment and select Upload Document



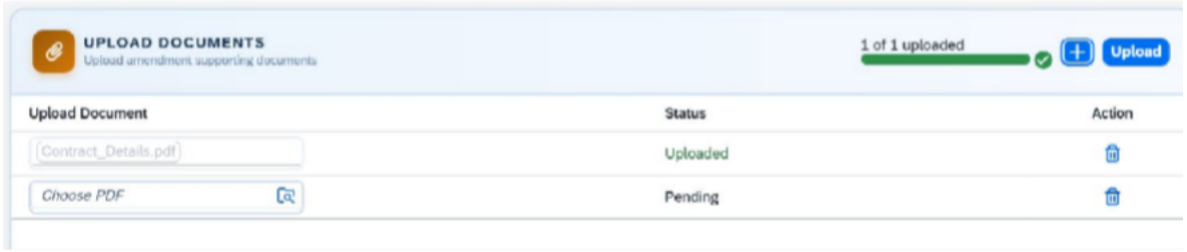
2. Click on Document Type and Select Reference Number against which user wants to Upload Document, in Upload Documents section click on F4 Select PDF, go to the destination where the file is stored, once the file is selected click on Upload Button to upload file.



3) Once document is uploaded in Uploaded documents user can see list of documents uploaded, in Actions User can View the document/Download Document



4) IF user wants to Delete/Upload New document, can go back to Upload Documents Section and Delete/Upload new document.





iGMS GAS Sale Agreement

User Manual

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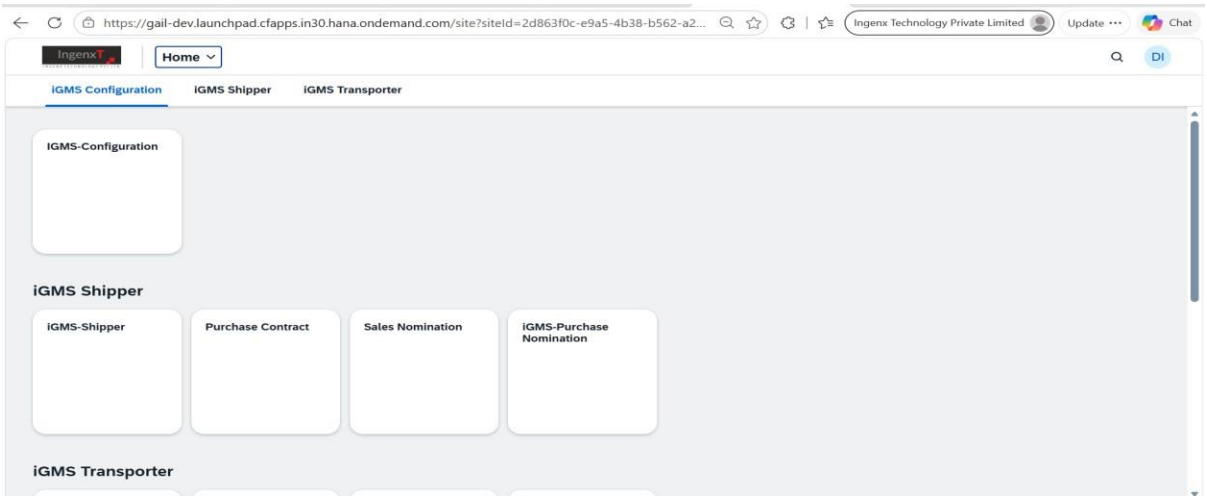
1. Overview

This document outlines the end-to-end workflow for Gas Sales Agreement

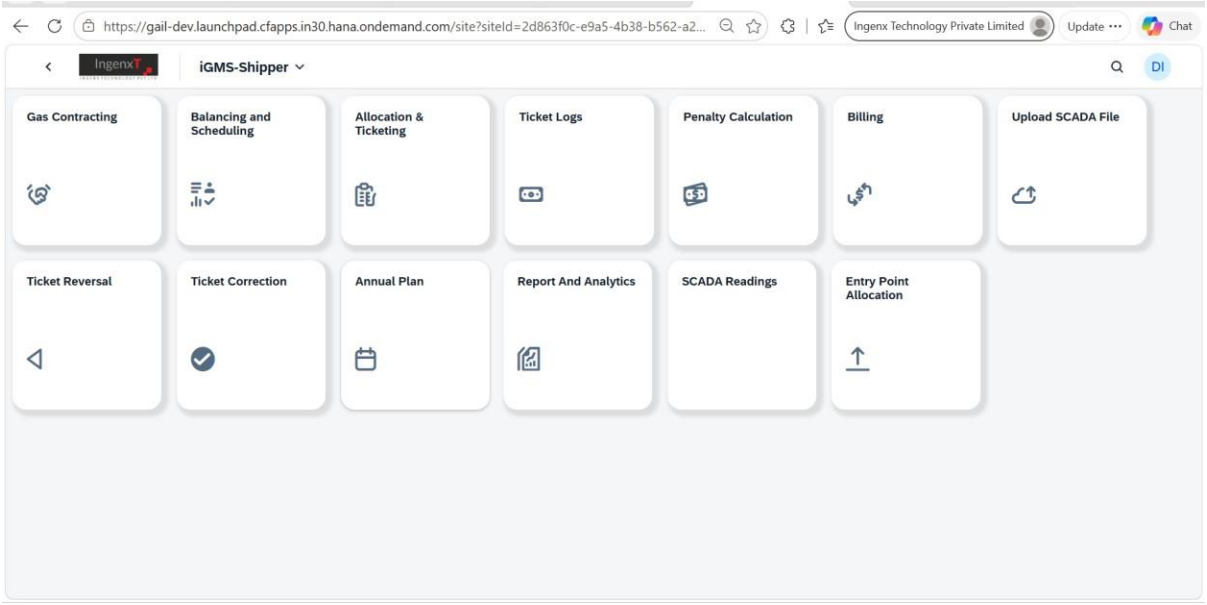
2. Gas Sales Agreement

2.1 Navigation

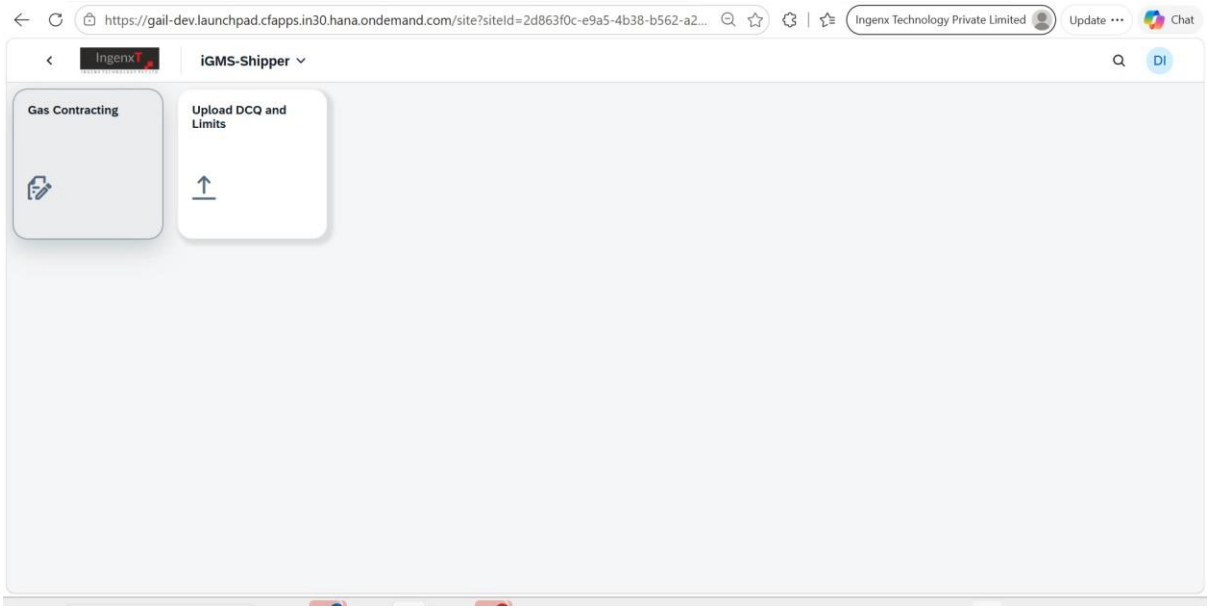
1. From the IGMS Home Screen we will be clicking the IGMS Shipper Tab



2. From this section we will be selecting the Gas Contracting Tab

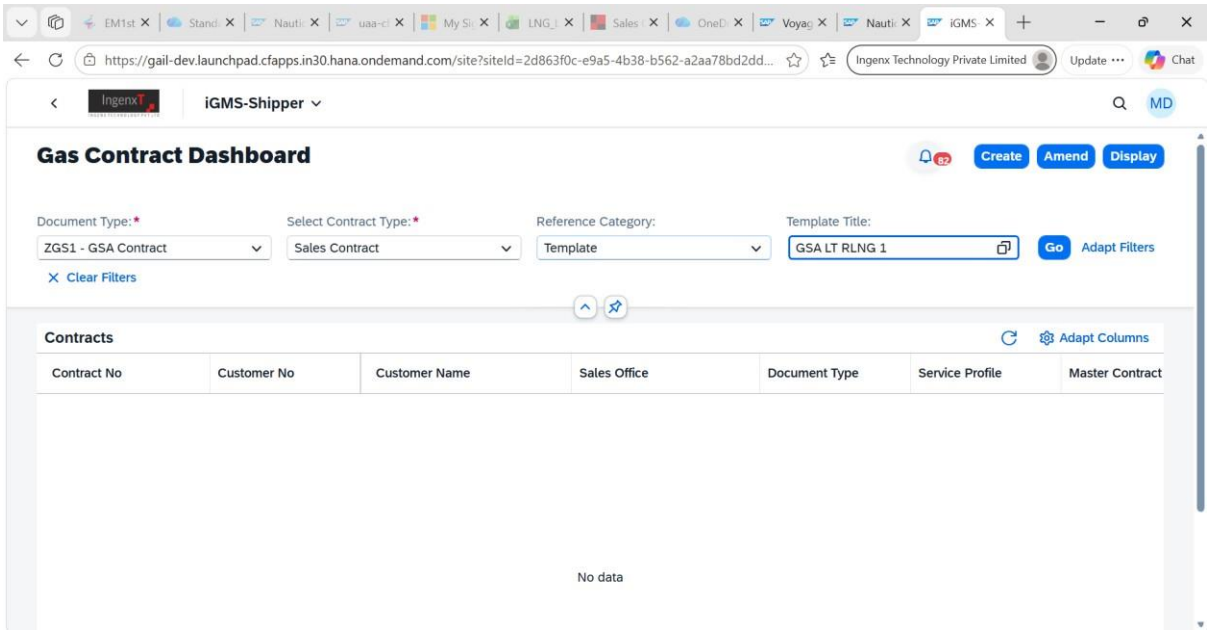


3. From this selection we will click on Gas Contracting Tile



4. In this screen we will be clicking on the Gas Contracting Tile

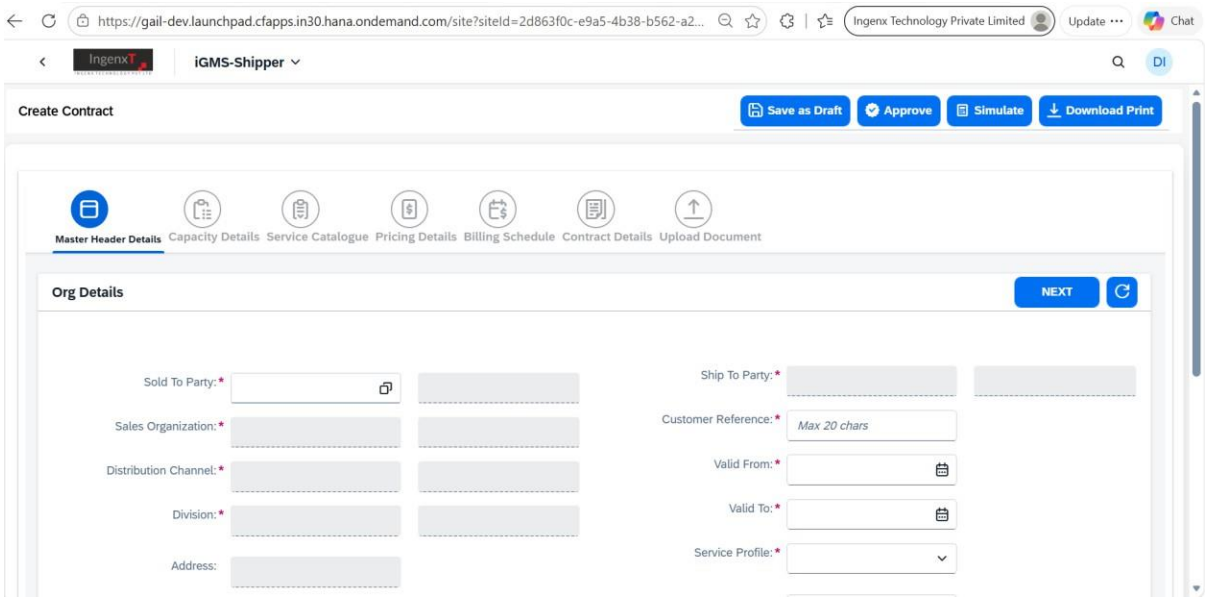
2.2 Create Gas sales agreement



5. In the Create Gas Contract Screen choose from Drop Down:

    1. Document Type: Select from dropdown "ZGS1"
    2. Contract type: Select from dropdown "Sales Contract"
    3. Reference Category: Select from dropdown “Template”
    4. Template Tile: Choose appropriate Template
    5. Click on Create button

2.3 Master Header Details



In the Create gas contract screen in the Master Header Data section we will enter the following

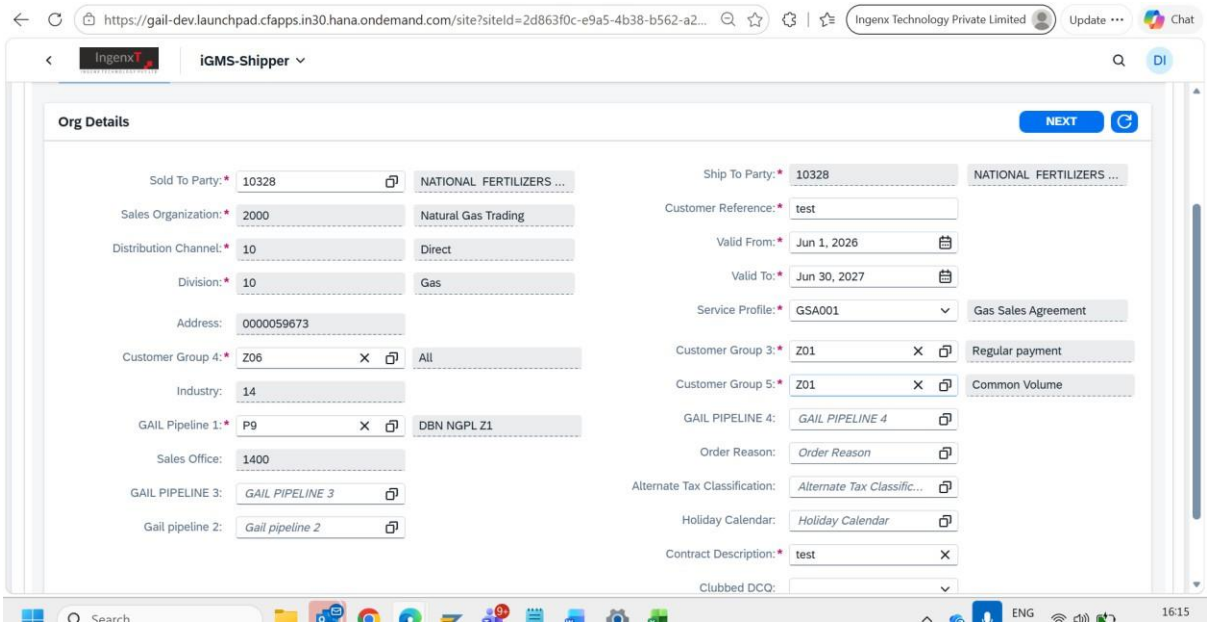
Header Details Tab:
Enter:
1. Sold to Party:
2. Pop up screen will open to select
a) Ship to Party:
b) Payer:
c) Bill to Party:
Note if there is one to one mapping then system will auto populate above mentioned fields, else user need to choose relevant data.

2.4 Organizational Details

In the Org Details tab a dd the following data

1) Valid From
2) valid to
3) service profile
4) Customer Reference:
5) Service Profile: Select from dropdown
6) Holiday Calendar:
7) Receiving Point:
8) GAIL Pipeline 1:
9) Customer Group 1:
10) Customer Group 2:
11) Customer Group 3:
12) Customer Group 4:
13) Customer Group 5:

Click on Next Button



2.5 Capacity Details

In the Capacity Details tab enter the following -

1. Material:
2. UoM gets populated
3. Plant/Shipping point and Storage location will come automatically:
4. Invoice Frequency: Select from dropdown
5. Invoice Billing Exception: Select from dropdown
6. Material Group 1:
7. Contract Signed Date: 1
8. Contract Start Date:
9. Contract End Date:
10. Invoicing Dates:

Select ACQ, as applicable, and click the (+) button to add a new row.
When the ACQ field is selected (checked), the DCQ field will be disabled.
Enter

11. ACQ:
12. Valid From:
13. Valid to:

Check Calculate MCQ button
System will calculate MCQ and DCQ
-To calculate QCQ and FCQ, select the respective QCQ and FCQ checkboxes, and then click the “Calculate MCQ” button.
-The system will calculate QCQ and FCQ accordingly.

If only DCQ is to be entered then check mark only on DCQ and click the (+) button to add a new row.

14. Redelivery DCQ:
15. Valid From:
16. Valid To:

Enter

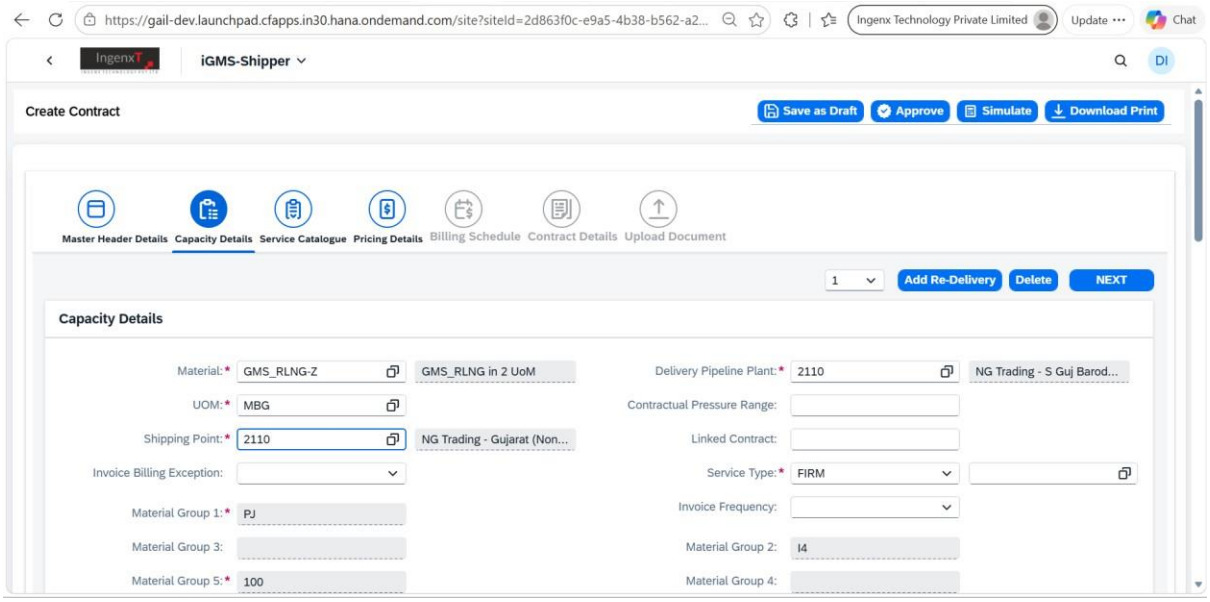
13. Redelivery Point: C10551
14. Source Location (Receiving Point), if required

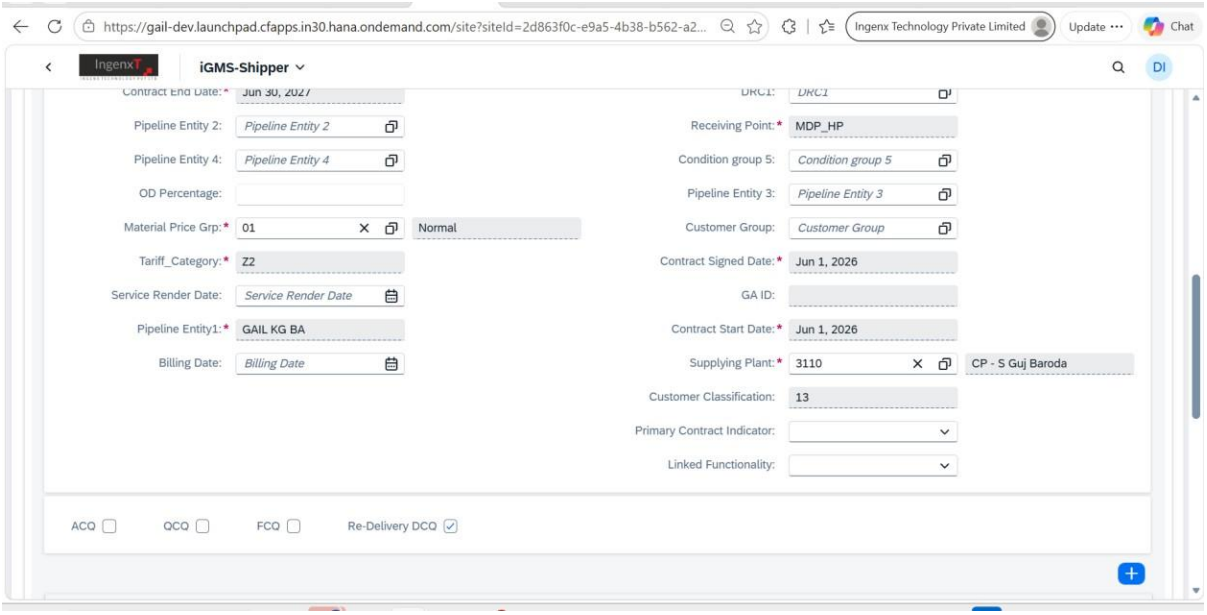
18. Path: When user select Source location and RDP, system automatically pick the path.
19. UTR: When the unified entry point is GAIL, the system automatically generates the UTR. If the unified entry point is a third-party pipeline, the user must enter the UTR number manually.

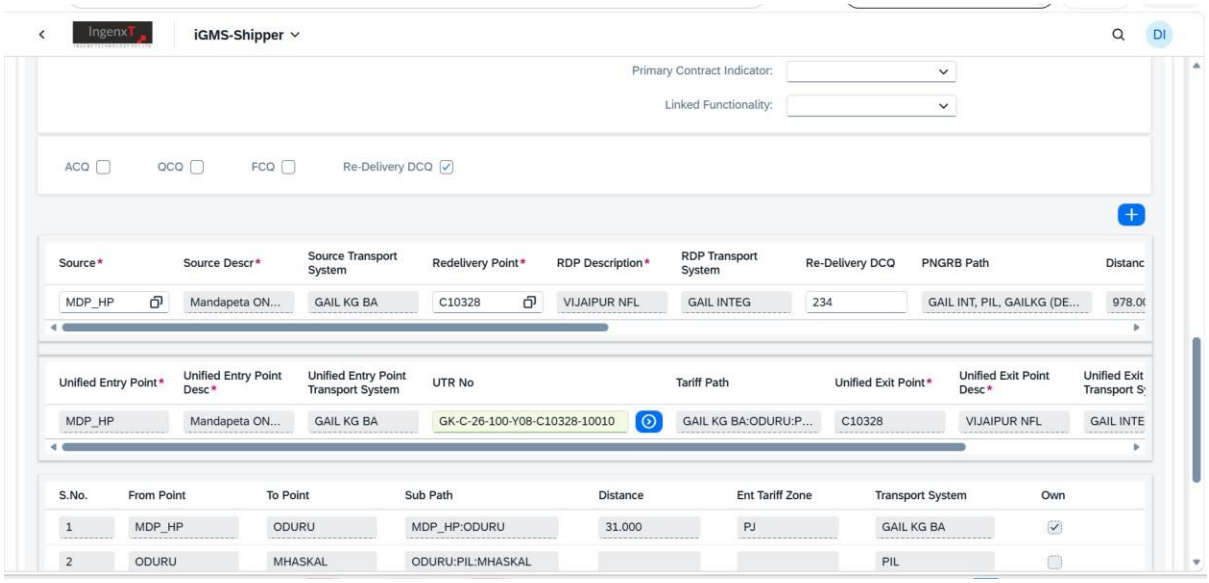
Add Quantities Details
Enter

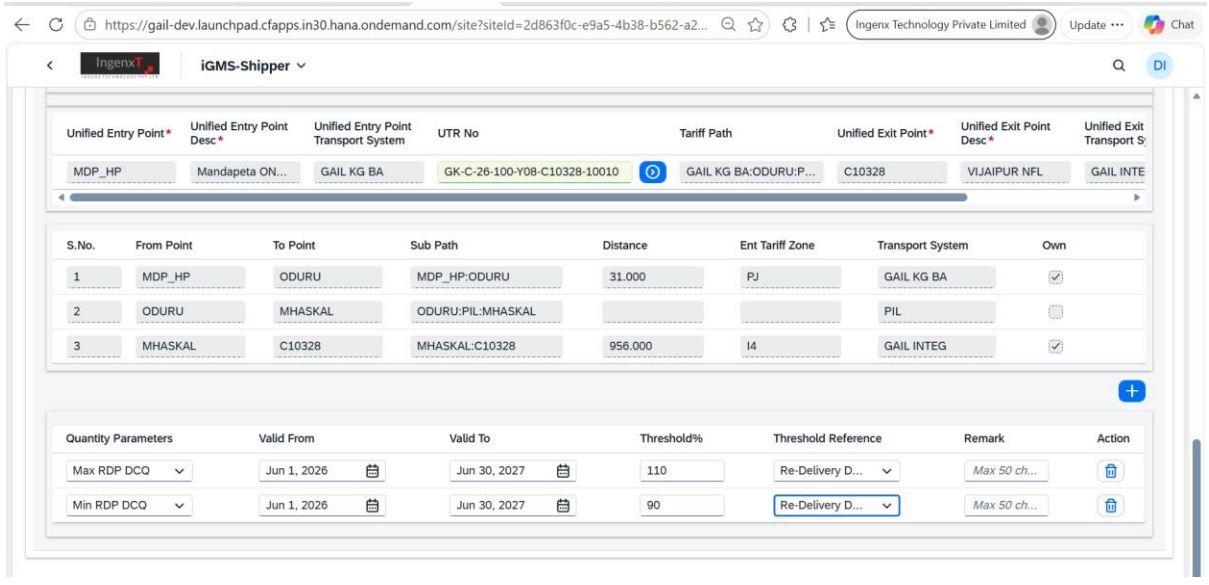
21. Max RDP DCQ:
22. Min RDP DCQ:
22. Max RDP DCQ Threshold%:
23. Min RDP DCQ Threshold%:
24. Threshold Reference for both parameter: RDP DCQ
25. Valid From:
26. Valid To:

27. Remarks
Click on Next Button






IngenxT
iGMS-Shipper
DI
Primary Contract Indicator:
Linked Functionality:
ACQ
QCQ
FCQ
Re-Delivery DCQ
Source *
Source Descr *
Source Transport System
Redelivery Point *
RDP Description *
RDP Transport System
Re-Delivery DCQ
PNGRB Path
Distanc
MDP_HP
Mandapeta ON...
GAIL KG BA
C10328
VIJAIPUR NFL
GAIL INTEG
234
GAIL INT, PIL, GAILKG (DE...
978.0(
Unified Entry Point *
Unified Entry Point Desc *
Unified Entry Point Transport System
UTR No
Tariff Path
Unified Exit Point *
Unified Exit Point Desc *
Unified Exit Transport S
MDP_HP
Mandapeta ON...
GAIL KG BA
GK-C-26-100-Y08-C10328-10010
GAIL KG BA:ODURU:P...
C10328
VIJAIPUR NFL
GAIL INTE
S.No.
From Point
To Point
Sub Path
Distance
Ent Tariff Zone
Transport System
Own
1
MDP_HP
ODURU
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31.000
PJ
GAIL KG BA
2
ODURU
MHASKAL
ODURU:PIL:MHASKAL
PIL

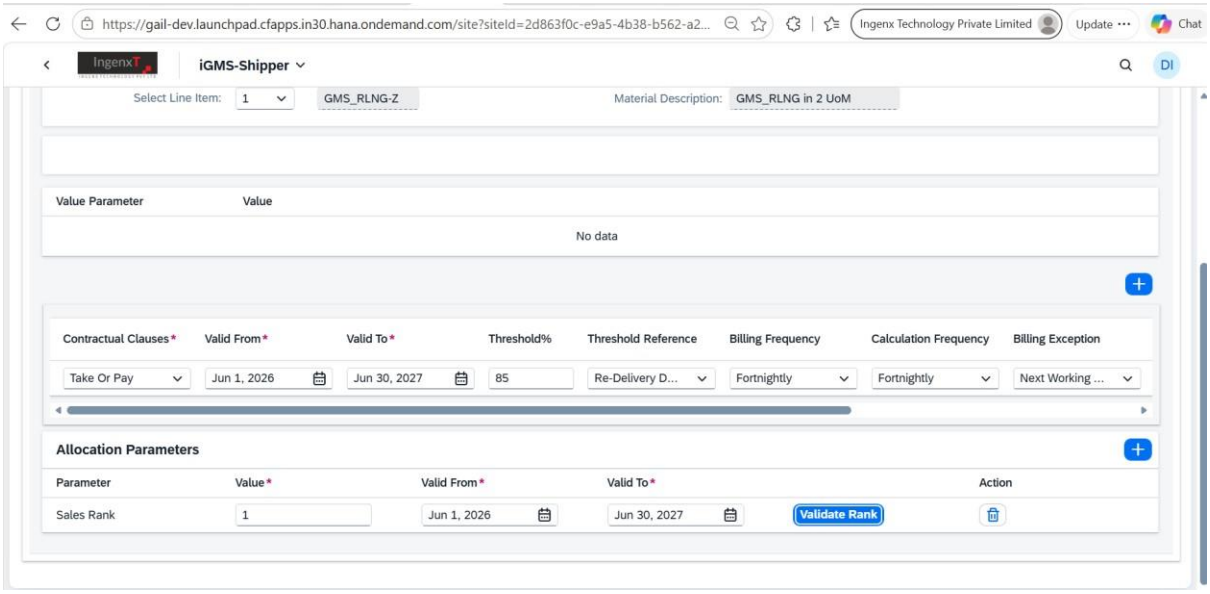

https://gail-dev.launchpad.cfapps.in30.hana.ondemand.com/site?siteId=2d863f0c-e9a5-4b38-b562-a2...
Ingenx Technology Private Limited
Update
Chat
IngenxT
iGMS-Shipper
DI
Unified Entry Point *
Unified Entry Point Desc *
Unified Entry Point Transport System
UTR No
Tariff Path
Unified Exit Point *
Unified Exit Point Desc *
Unified Exit Transport S
MDP_HP
Mandapeta ON...
GAIL KG BA
GK-C-26-100-Y08-C10328-10010
GAIL KG BA:ODURU:P...
C10328
VIJAIPUR NFL
GAIL INTE
S.No.
From Point
To Point
Sub Path
Distance
Ent Tariff Zone
Transport System
Own
1
MDP_HP
ODURU
MDP_HP:ODURU
31.000
PJ
GAIL KG BA
2
ODURU
MHASKAL
ODURU:PIL:MHASKAL
PIL
3
MHASKAL
C10328
MHASKAL:C10328
956.000
I4
GAIL INTEG
Quantity Parameters
Valid From
Valid To
Threshold%
Threshold Reference
Remark
Action
Max RDP DCQ
Jun 1, 2026
Jun 30, 2027
110
Re-Delivery D...
Max 50 ch...
Min RDP DCQ
Jun 1, 2026
Jun 30, 2027
90
Re-Delivery D...
Max 50 ch...

2.6 Service Catalogue

In the service catalogue we will enter the following data

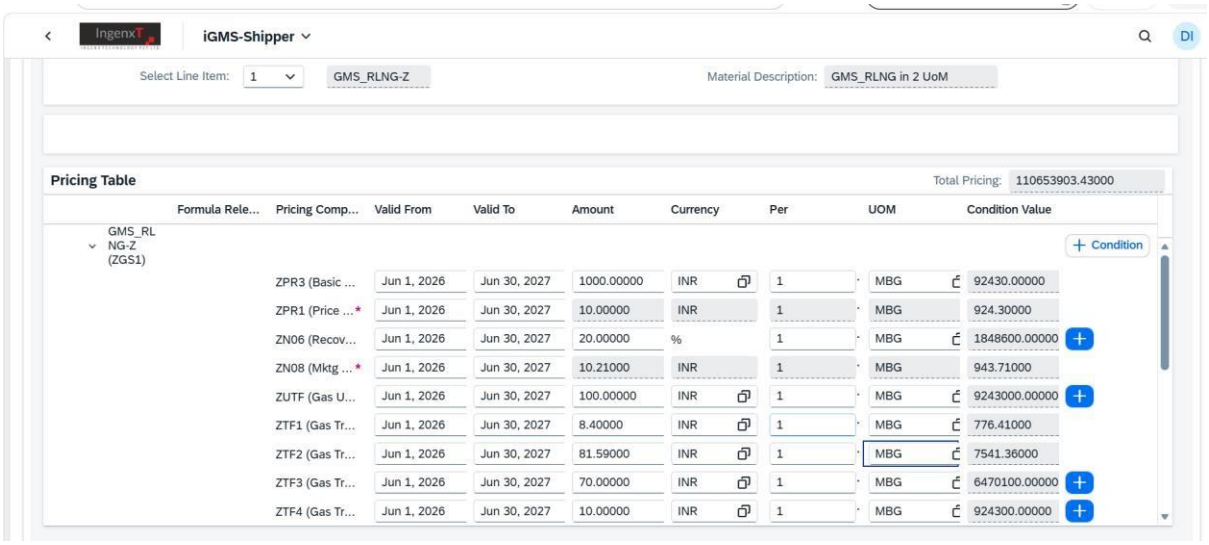
1) Contractual Clause
2) Valid from
3) Valid to
4) Threshold
5) Threshold frequency
6) Billing Frequency
7) Calculation Frequency
8) Debit/credit tab
9) Debit/credit indicator tab
10) In allocation Parameter
    1) We will elect rank
    2) Validate Rank

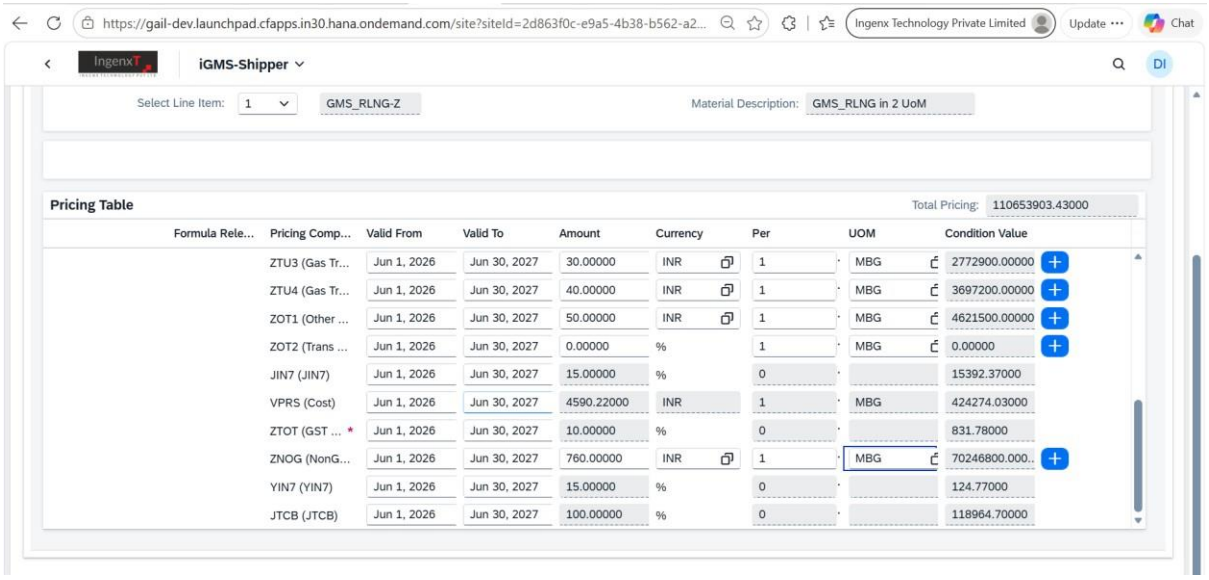
Click on the next button



2.7 Pricing Profile

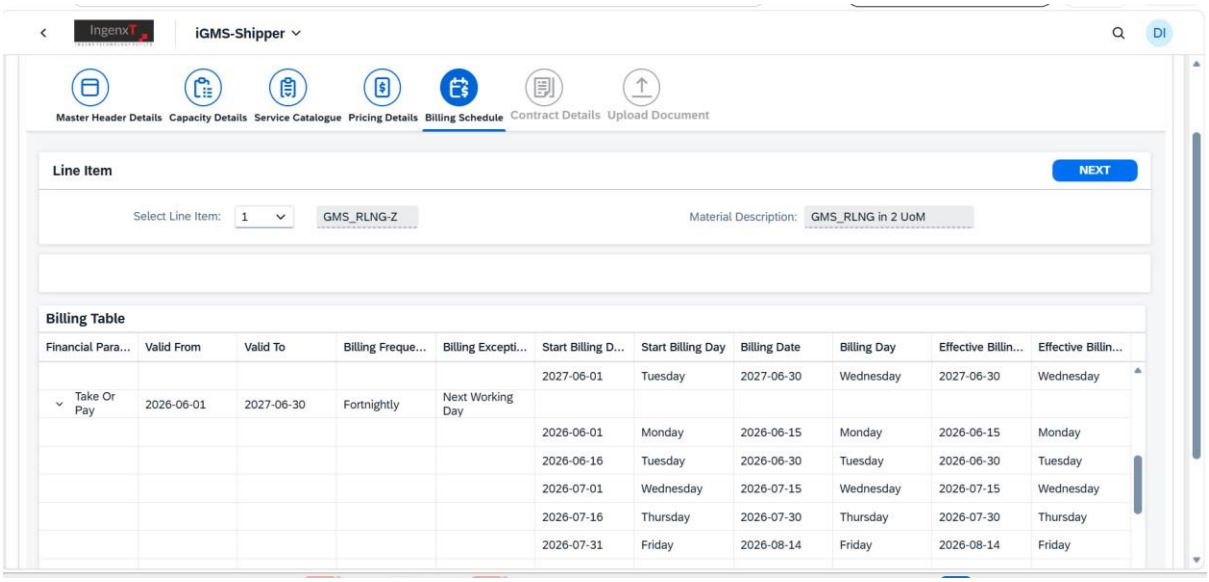
In the pricing profile tab the pricing field is automatically fetched up from the sap system as below

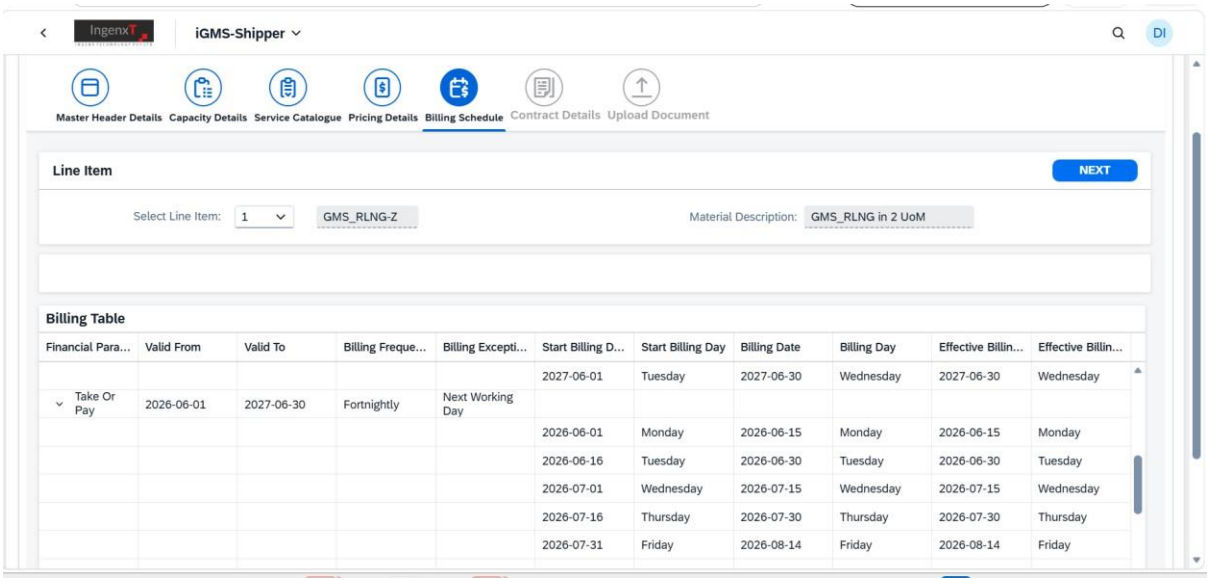




2.8 Billing Details

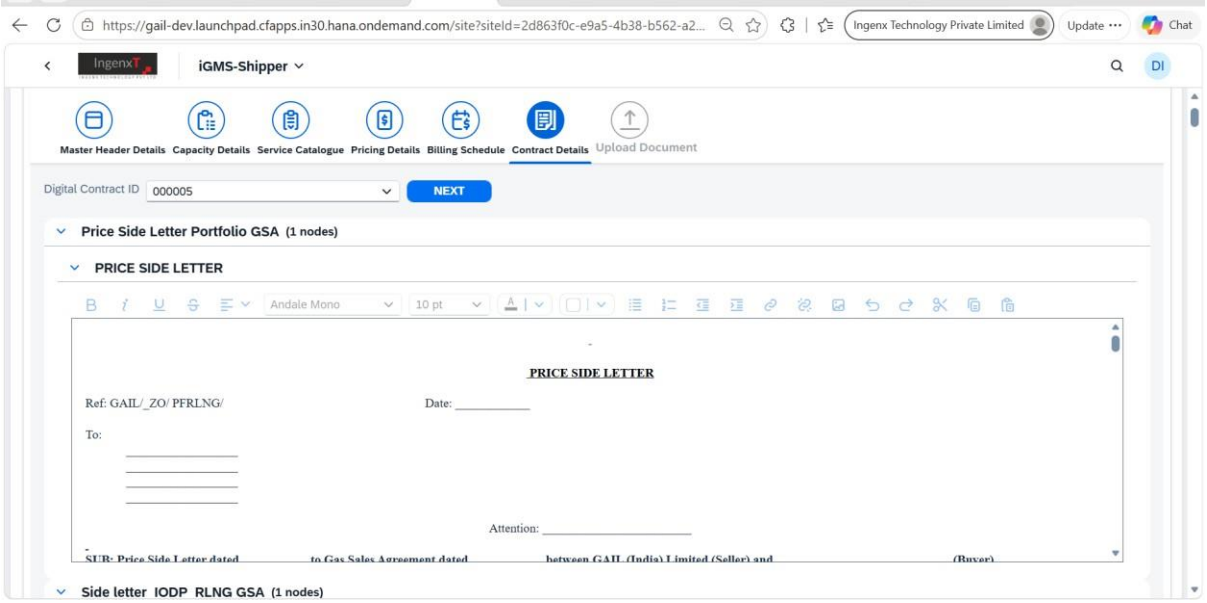
In the billing details tab we will be getting





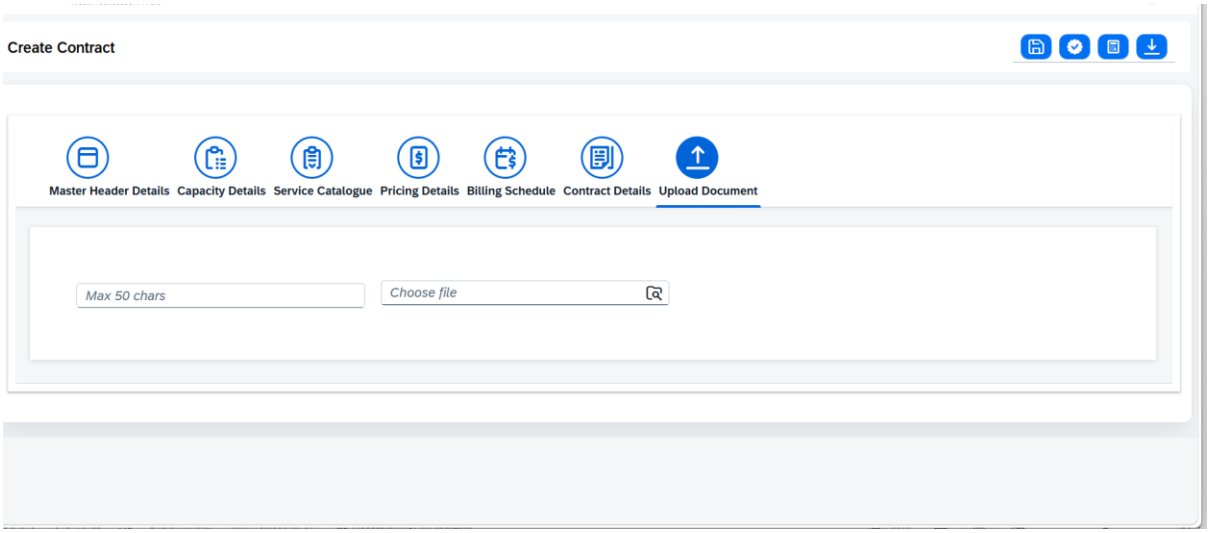
2.9 Contract Details

In the Contract Details tab we can add relevant template



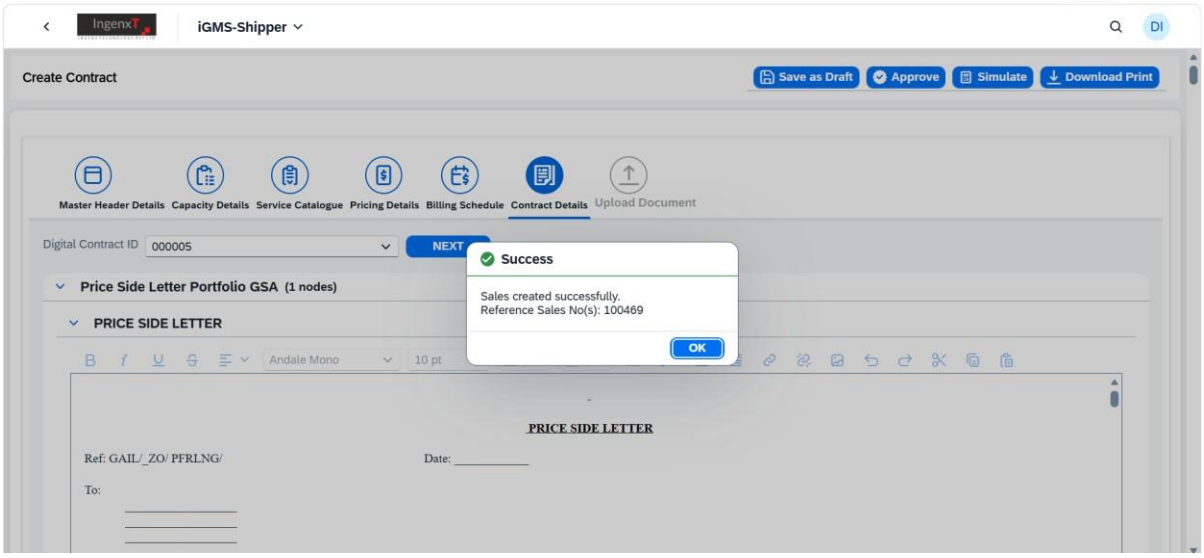
2.10 Document Upload

In the upload document tab we can upload any relevant documents

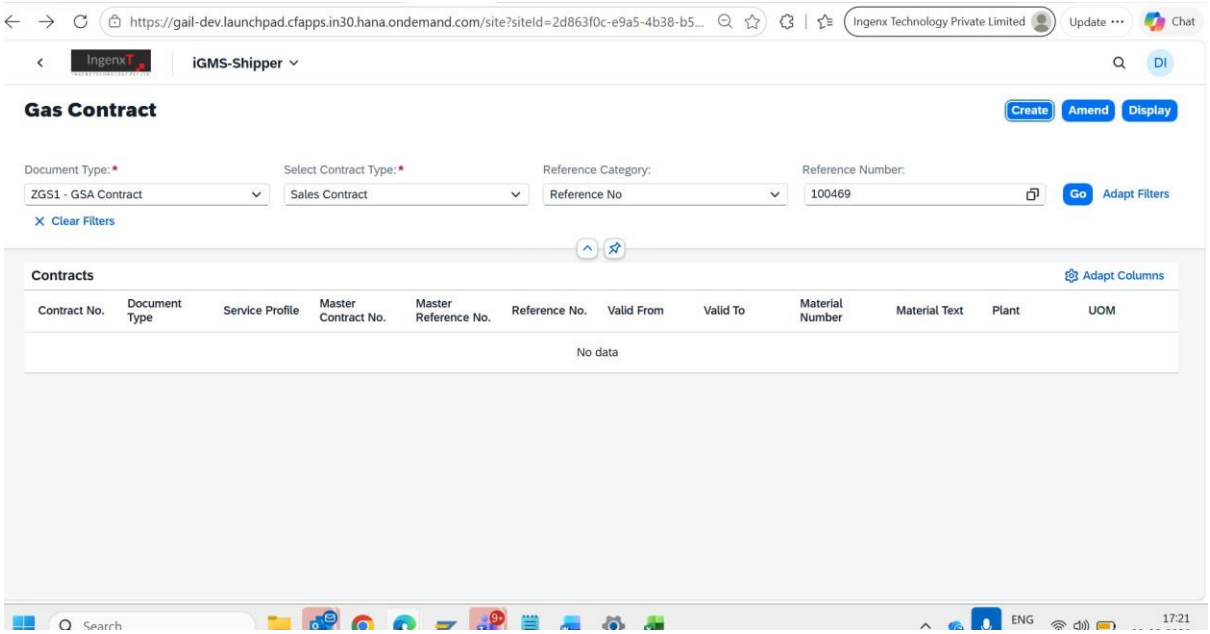


2.11 Save & Approval

We will hit the tab of save as draft button at top(1st icon at the top right) and the reference no gets generated



After coming to the sales contract screen we will enter the following data and click the create tab



For approval we will go to the upload document screen to upload the signed copy of the document and clic k on the second tab of approval on the top right.
Sales contract no is generated successfully