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

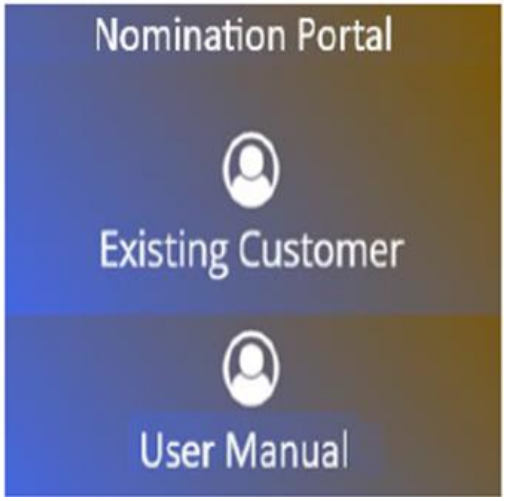
1. You will receive a **CIS email** from the SAP system. Open the email and click the link to set your initial password.
    - If you do not receive the email, please check your **Spam/Junk** folder.
2. If the CIS email is still not available, try logging in once using the **Gail-Production iGMS Customer 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:

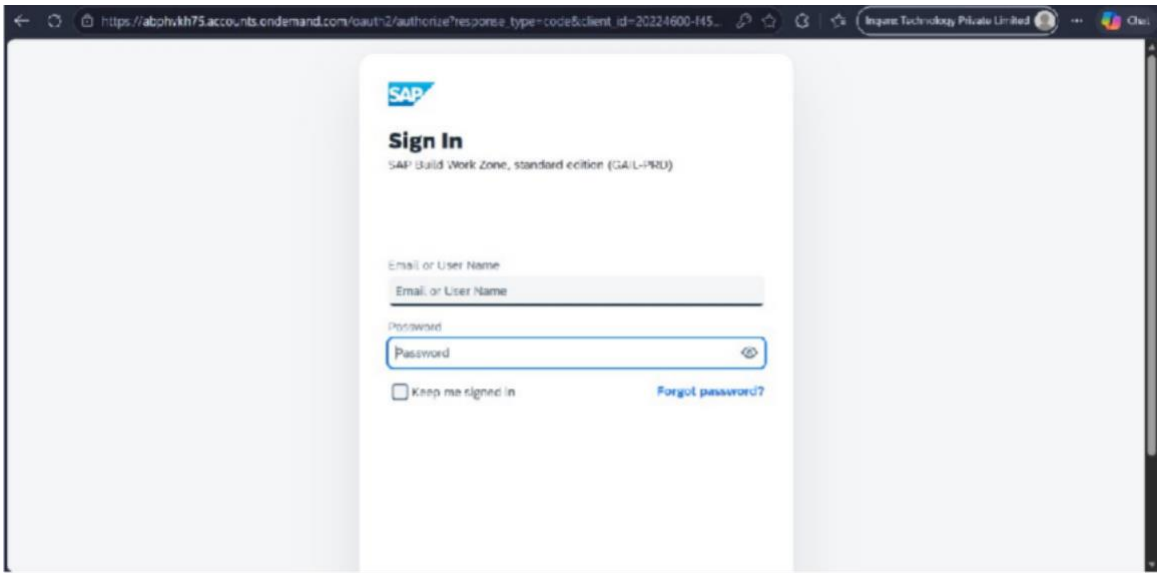
- The CIS email is only used for setting your initial password. It will **not** redirect you to the Customer Portal.
- Ensure that everyone uses the **correct** **Gail-Production iGMS Customer Portal** link to log in.

1.2. For Existing Customers Nomination Portal :

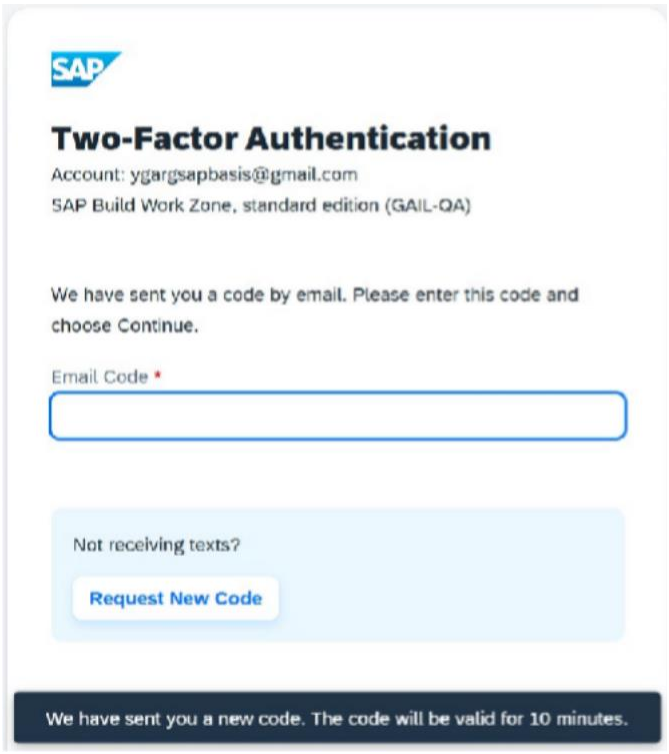
Click on Existing Customer Nomination Portal

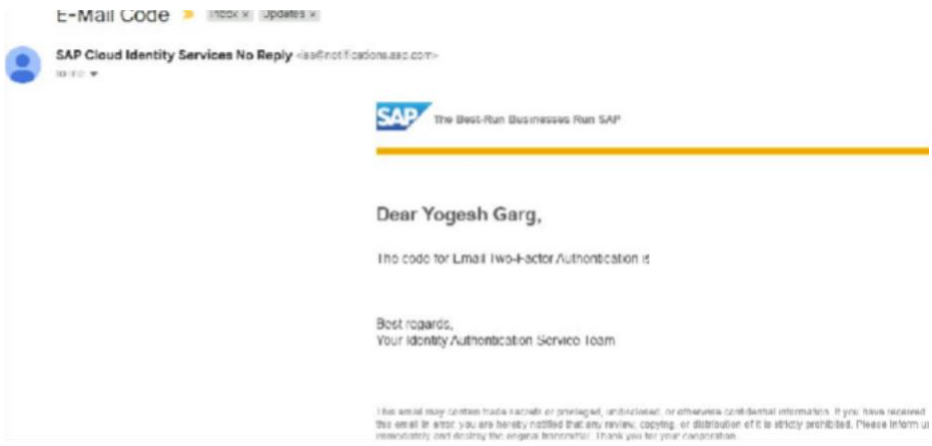


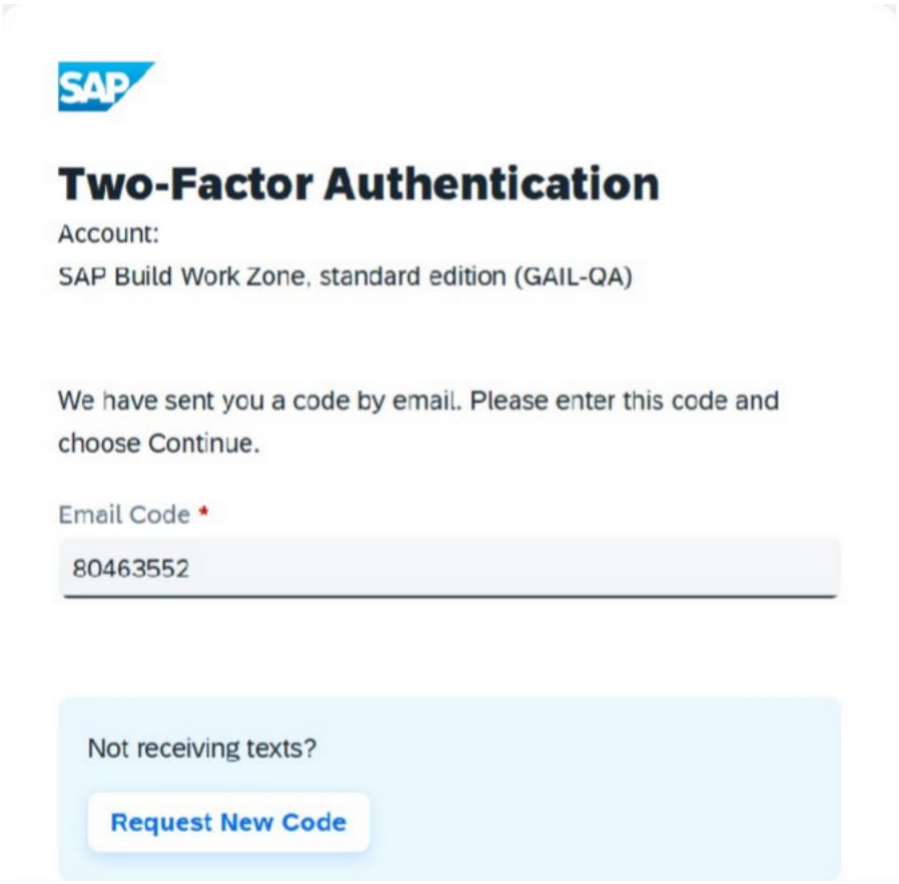
It will redirect to iGMS portal page



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

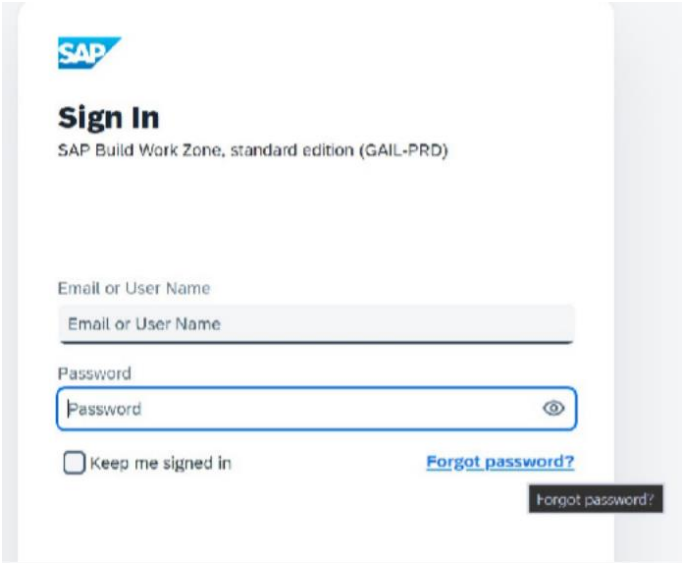

Two-Factor Authentication
Account: ygargsapbasis@gmail.com
SAP Build Work Zone, standard edition (GAIL-QA)
We have sent you a code by email. Please enter this code and choose Continue.
Email Code *
Not receiving texts?
Request New Code
We have sent you a new code. The code will be valid for 10 minutes.


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

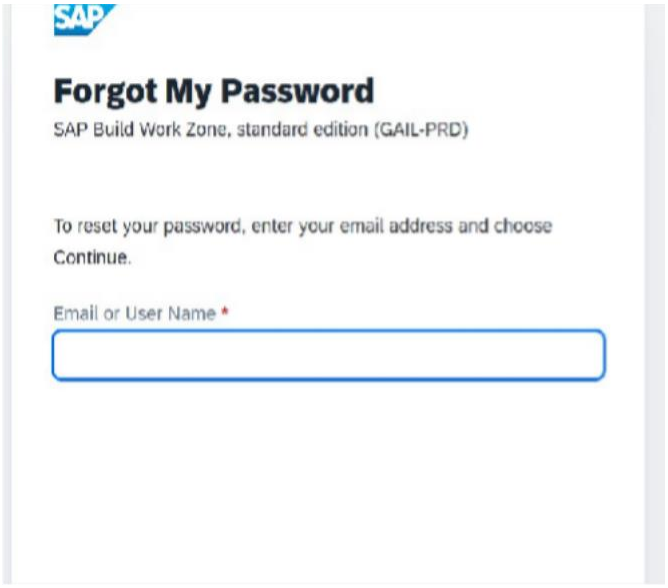


1.3. Reset Password

Click on forget password



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

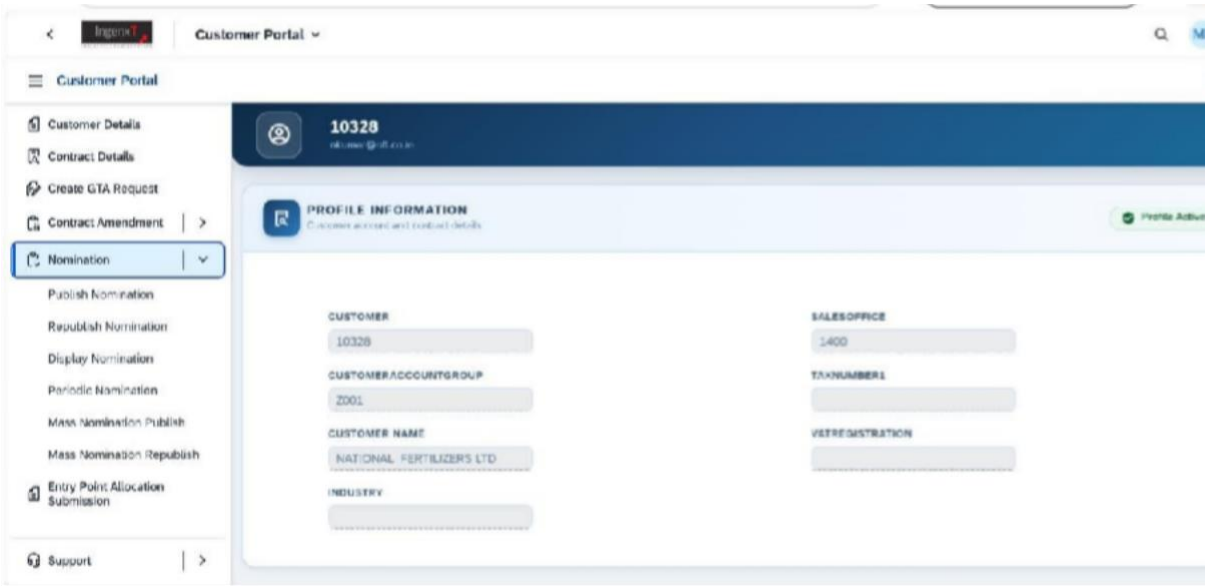


This document outlines the end-to-end workflow for Customer Portal

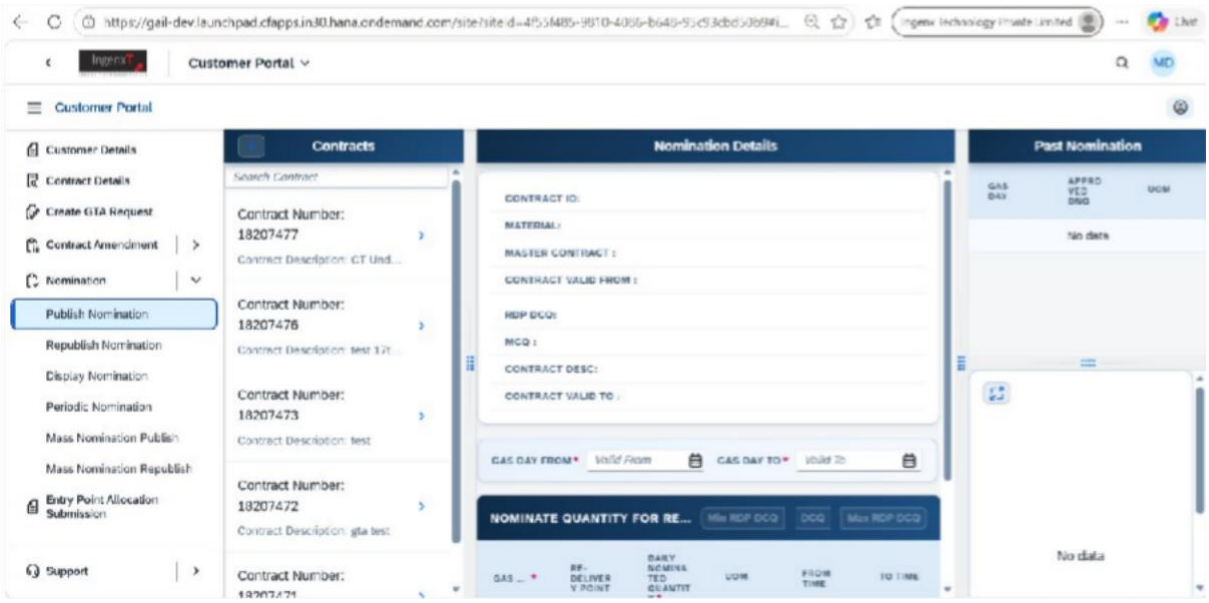


2.0 Publish Nomination

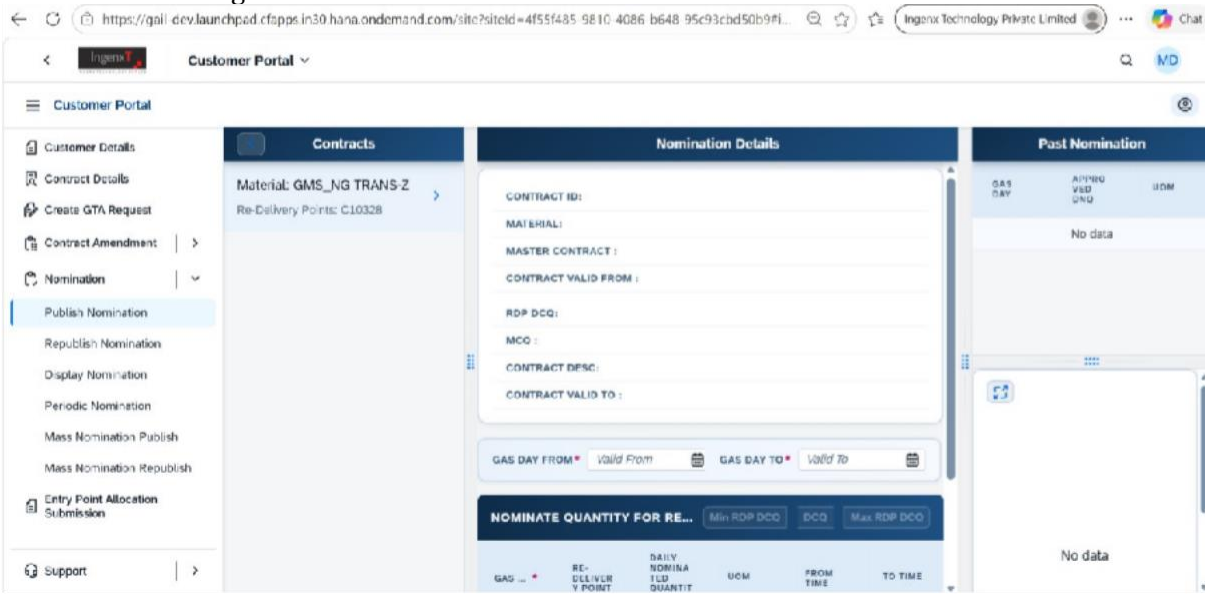
User will be clicking on Nomination section and choose Publish Nomination



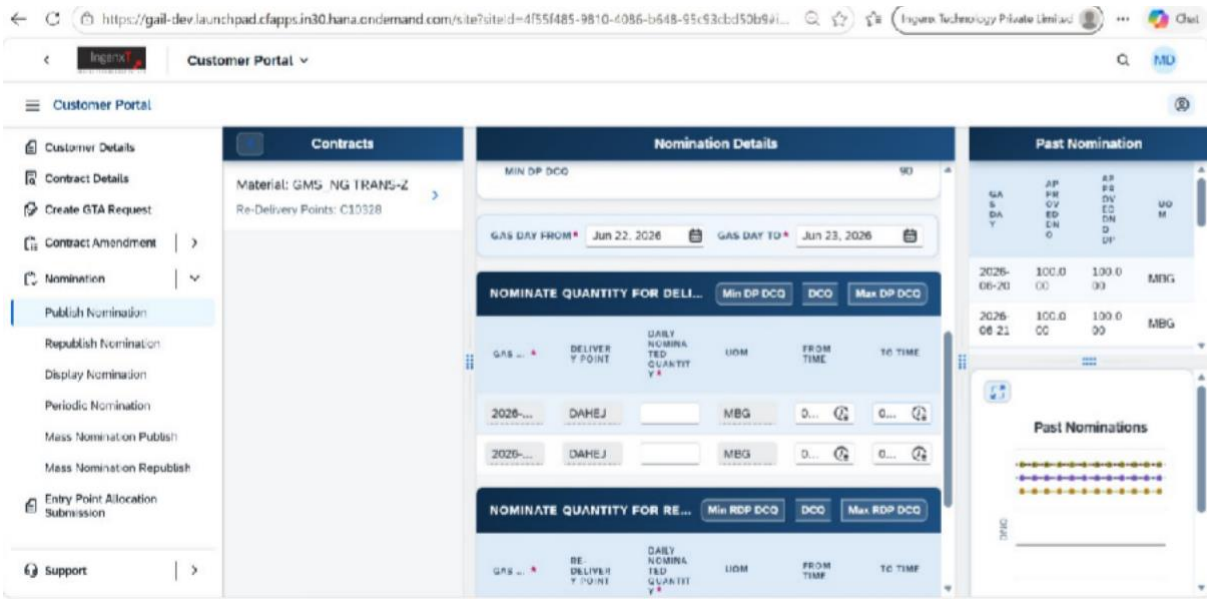
1) User will be choosing the relevant contracts from the list from which User want to do nomination



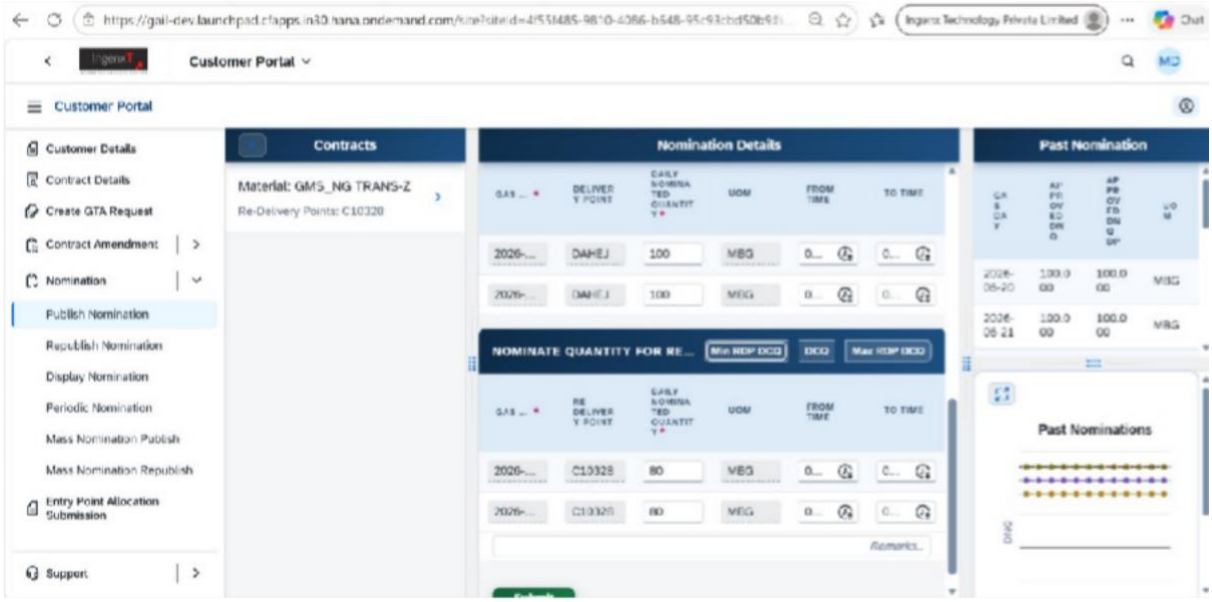
2) User will be selecting relevant material for which User want to do nomination



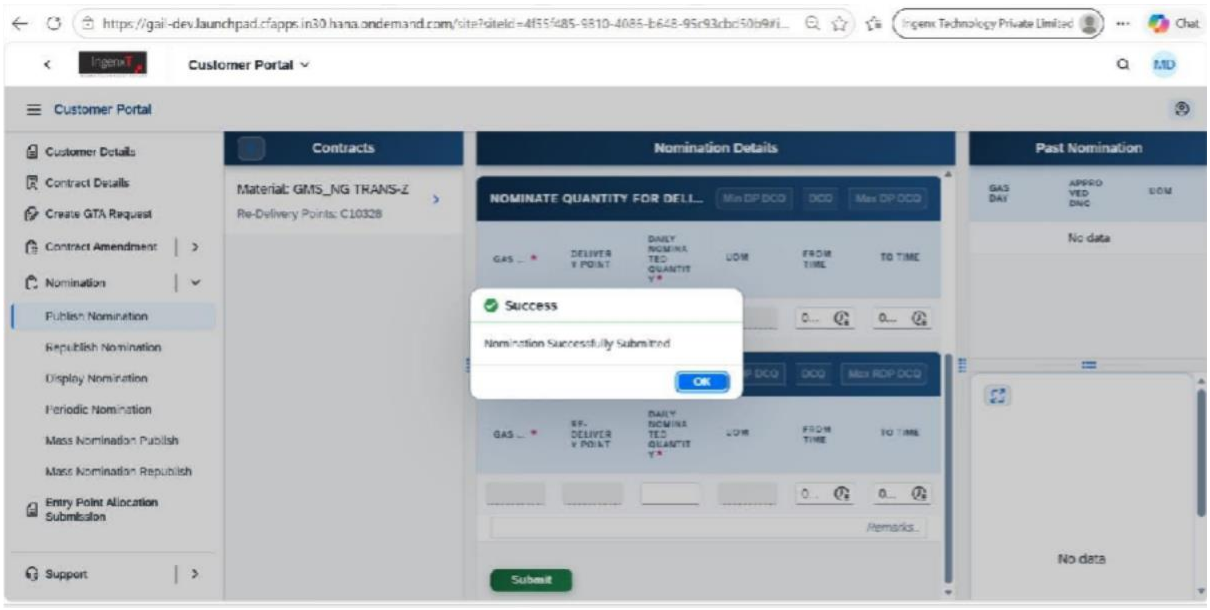
3) User will be selecting Gas Day from and Gas Day to



4) User will be entering the DP DCQ and RDP DCQ values

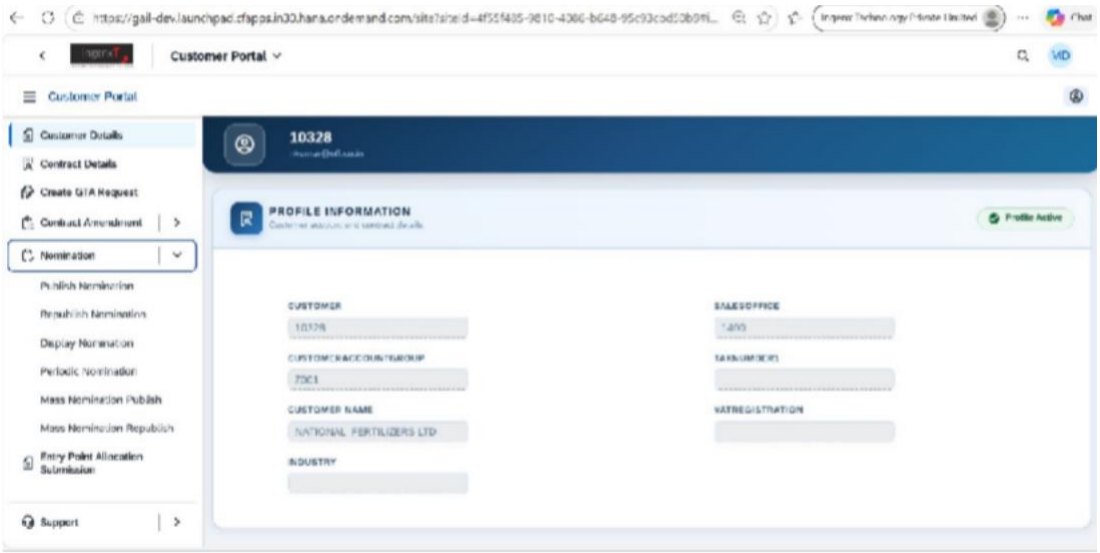


5) User will hit submit button



2.1 Mass Nomination

User will be Choosing option of mass nomination publish from the nomination section

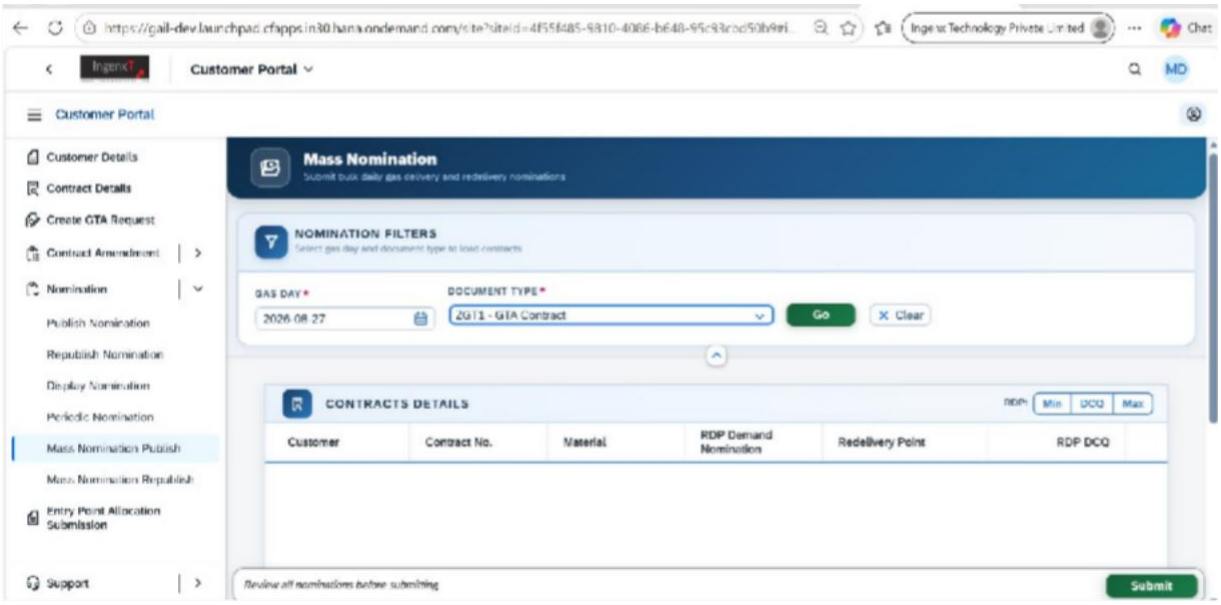


User will be selecting the following data-

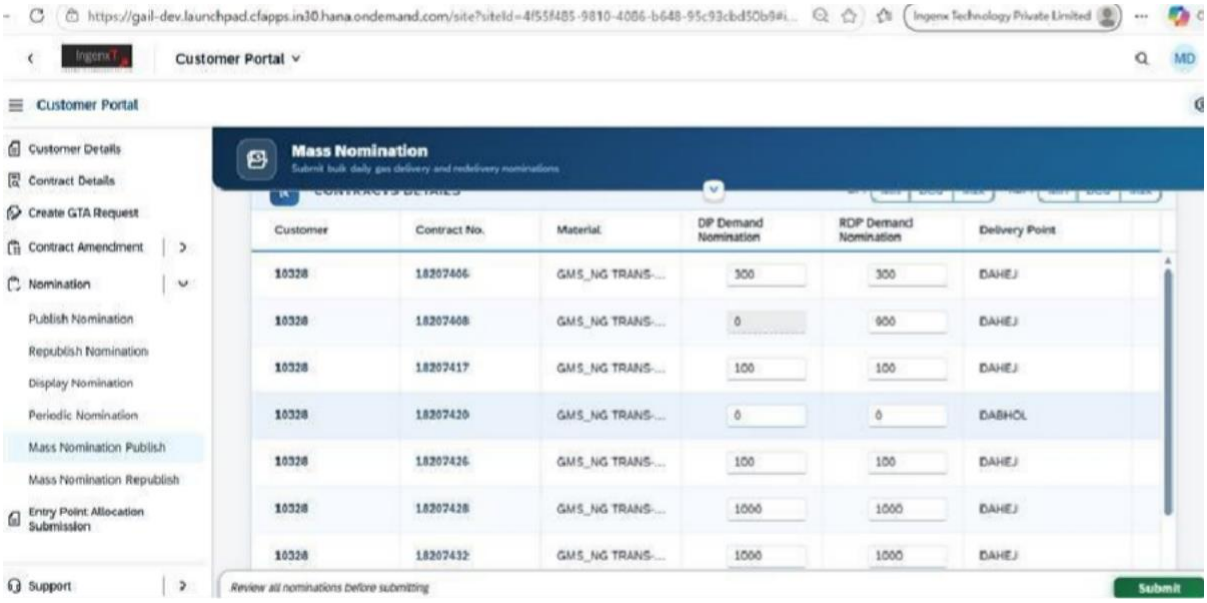
Gas day-

Relevant document typoe-ZGT1

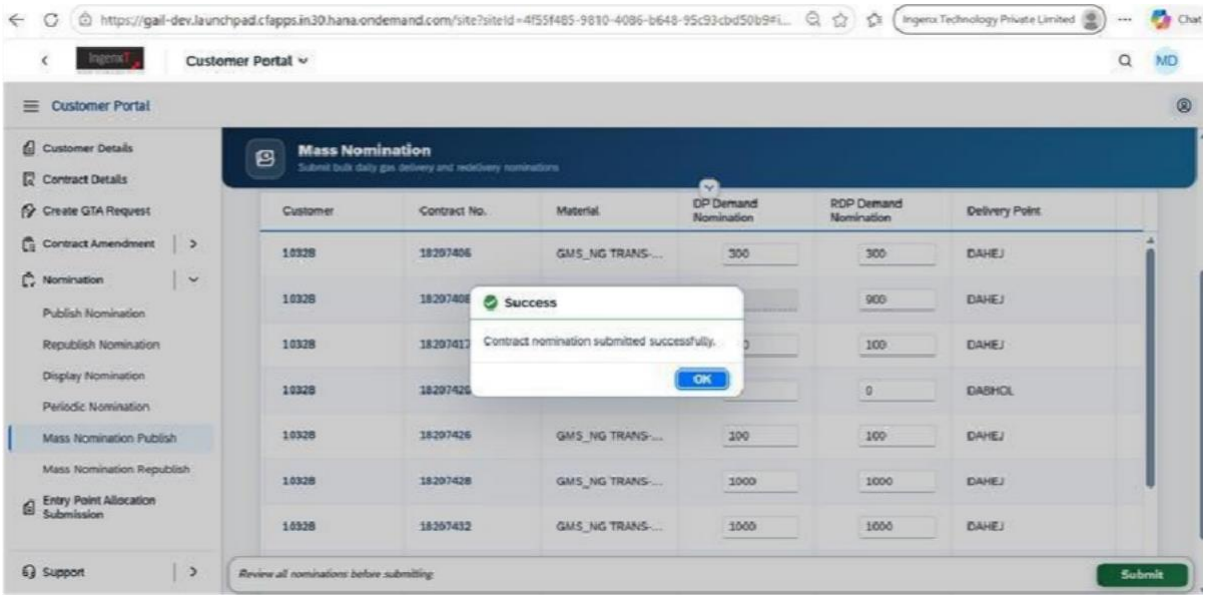
Click on go button



User will be entering the relevant DP DCQ and RDP DCQ values for each contract nomination

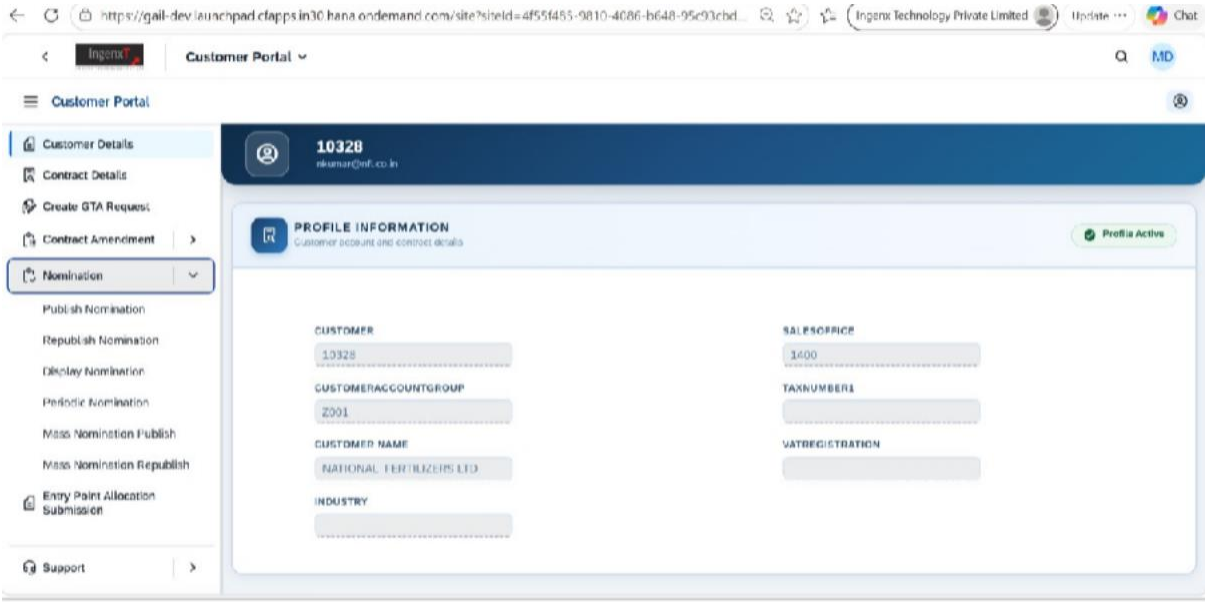


Click on Submit

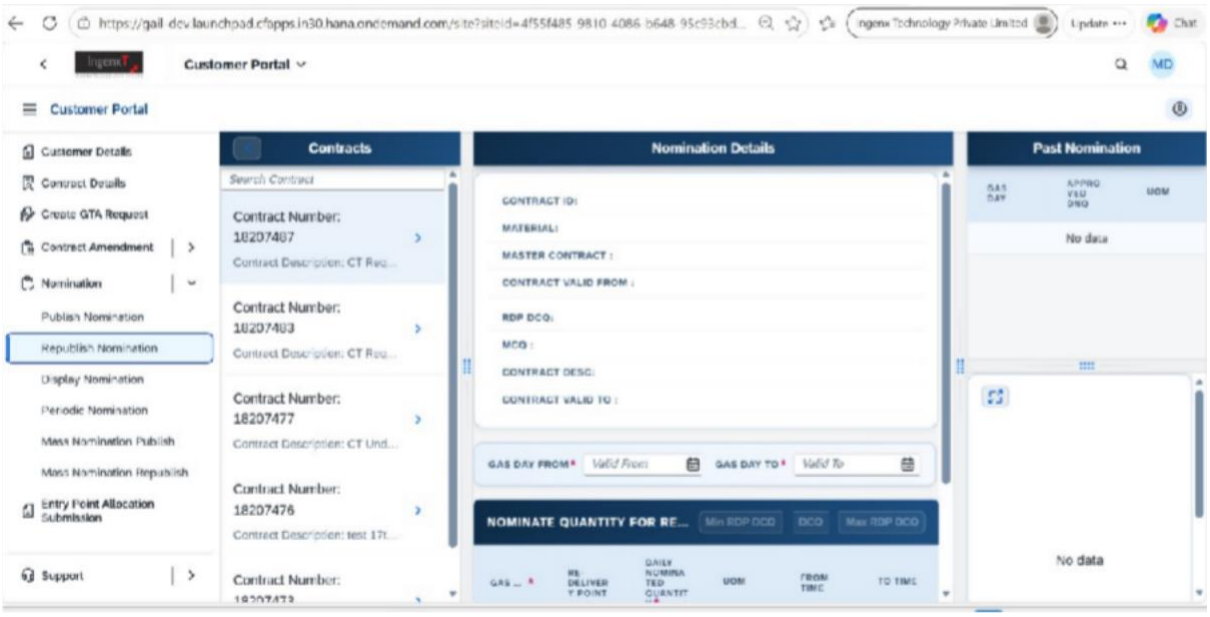


2.2 Republish Nomination

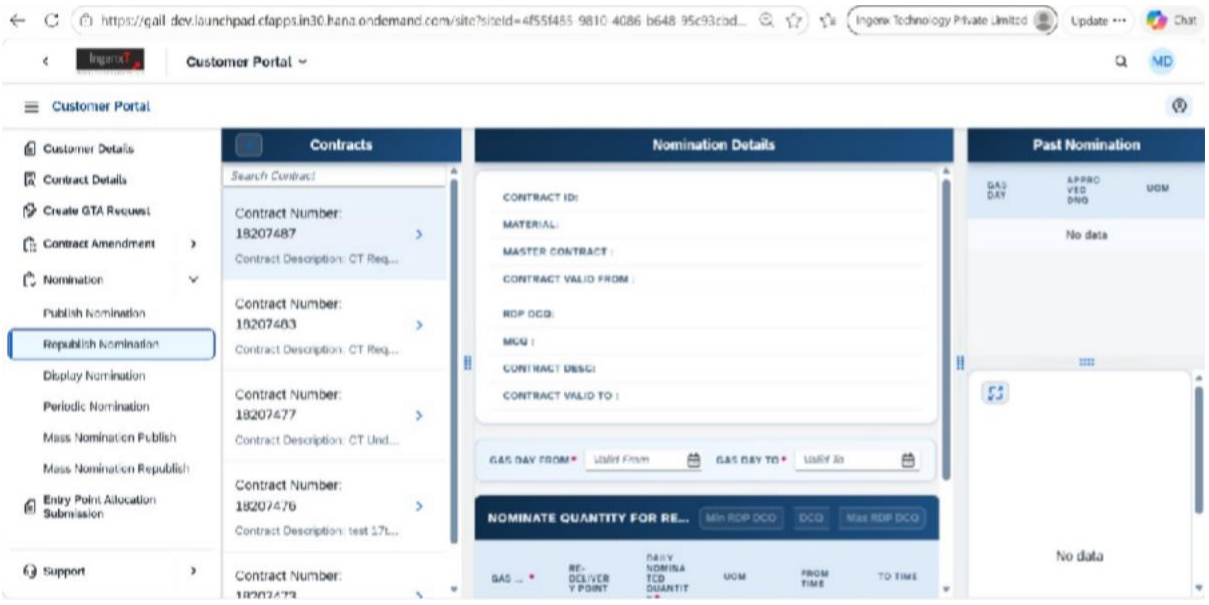
1) User will be clicking on republish nomination under nomination section



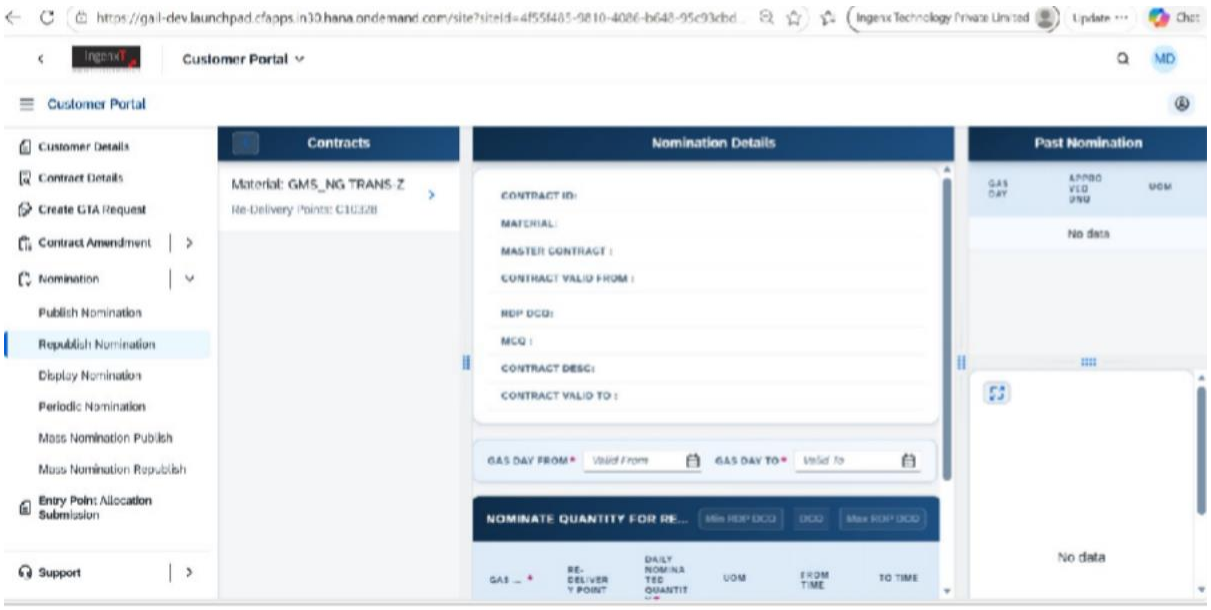
2) Below Screen opens up



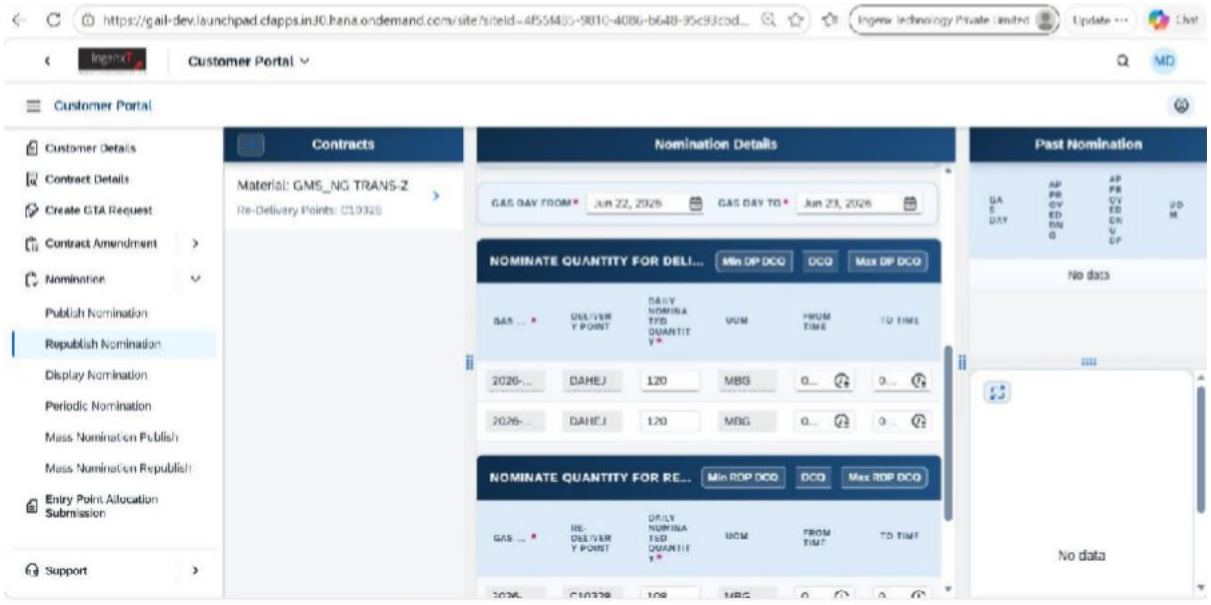
3) User will be selecting the contract for which User want to republish the nomination



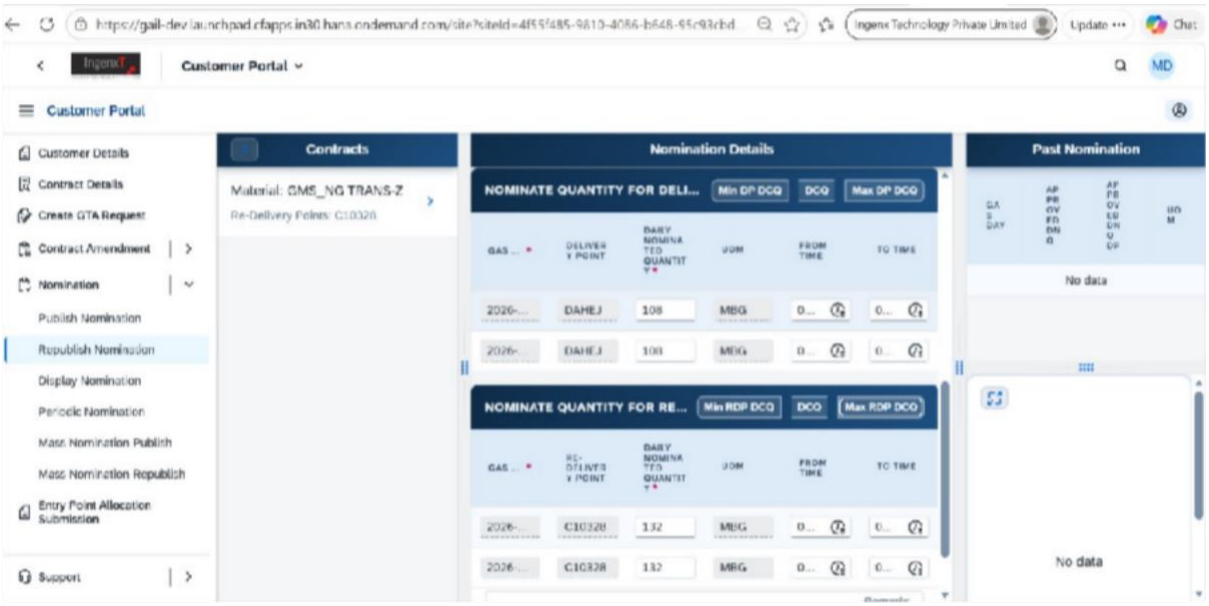
4) User will be clicking on the material which User want to select



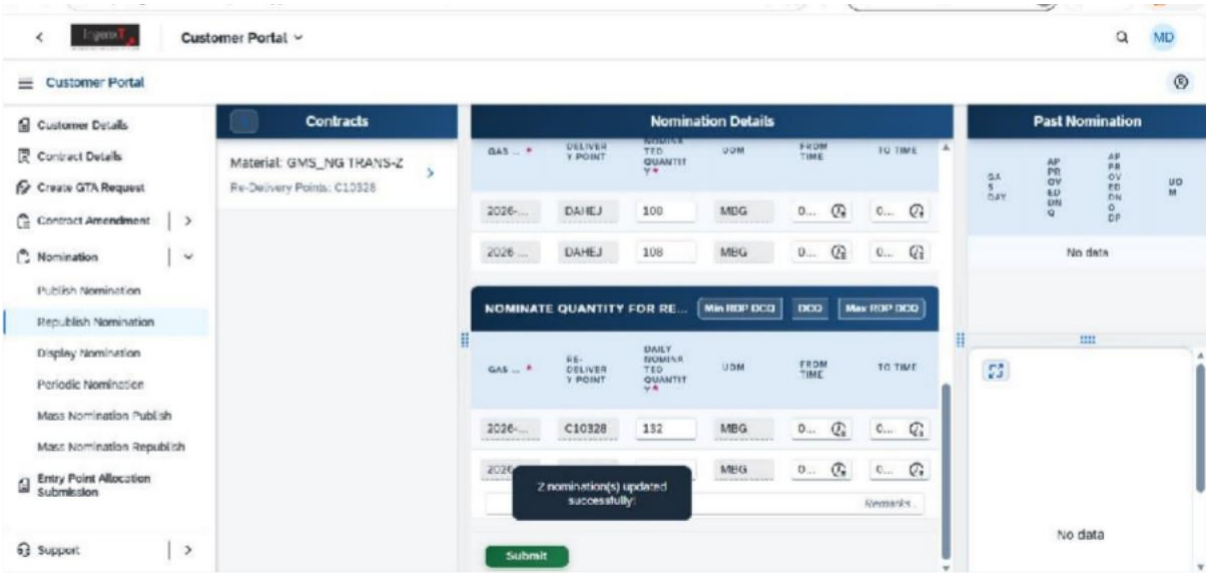
5) Upon selecting the valid from and valid to dates of nomination the previously created nomination is displayed



6) USER will enter the updated changed DP DNQ/RDP DNQ values for which User want to changed

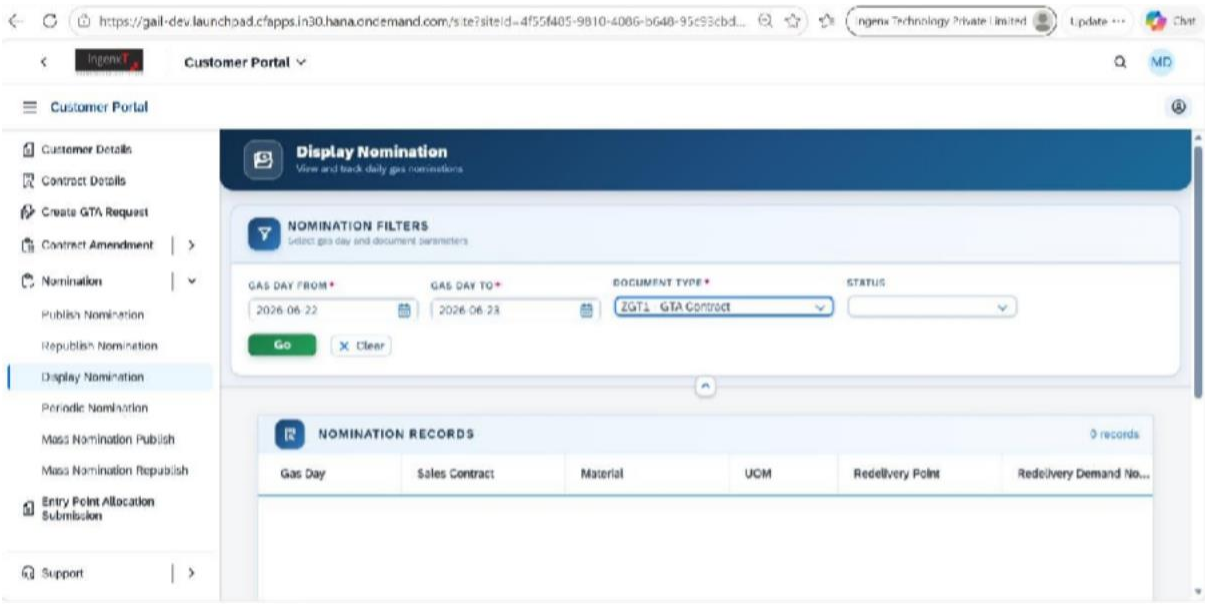


7) User will click on submit

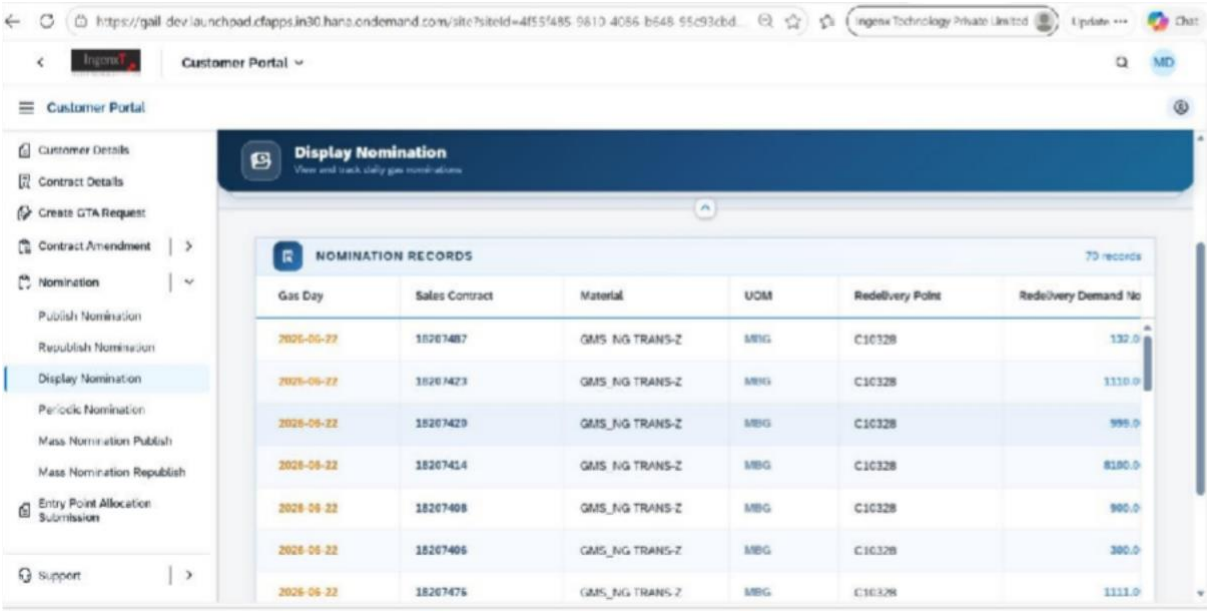


2.3 Display Nomination

1) Users will be selecting display nominations from nomination section
2) Upon opening the screen user will enter the following
   a) Gas Day from and Gas Day To
   b) Select drop down Document Type- ZGT1(GTA contract)
   c) Status-select relevant status from dropdown
   d) Click go

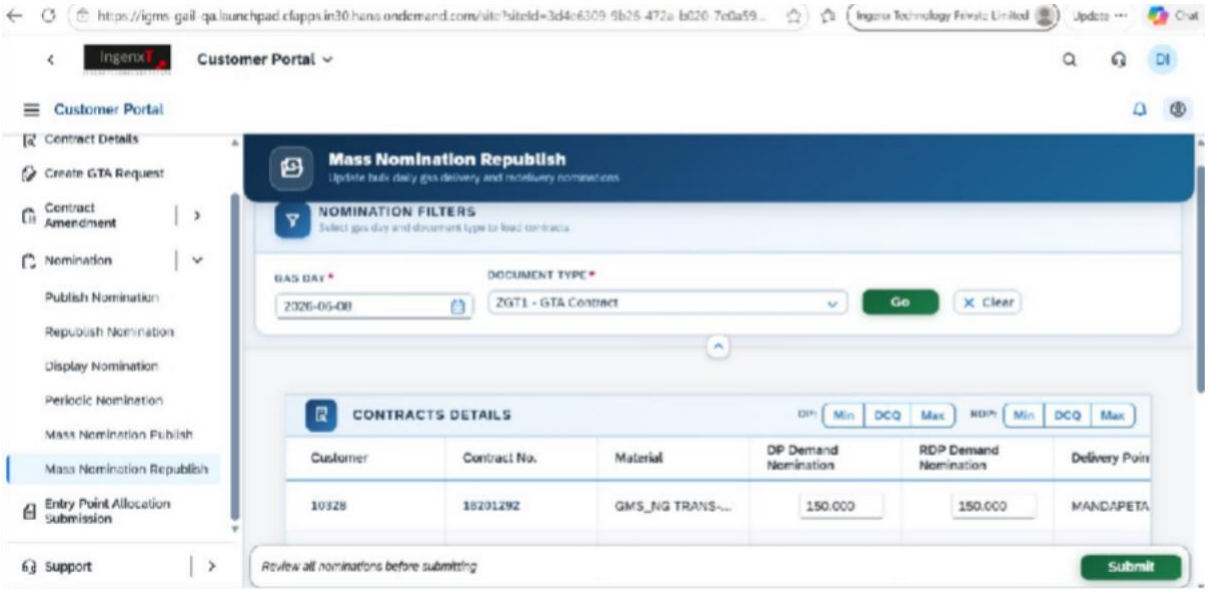


3) All the relevant nomination are displayed for the given day

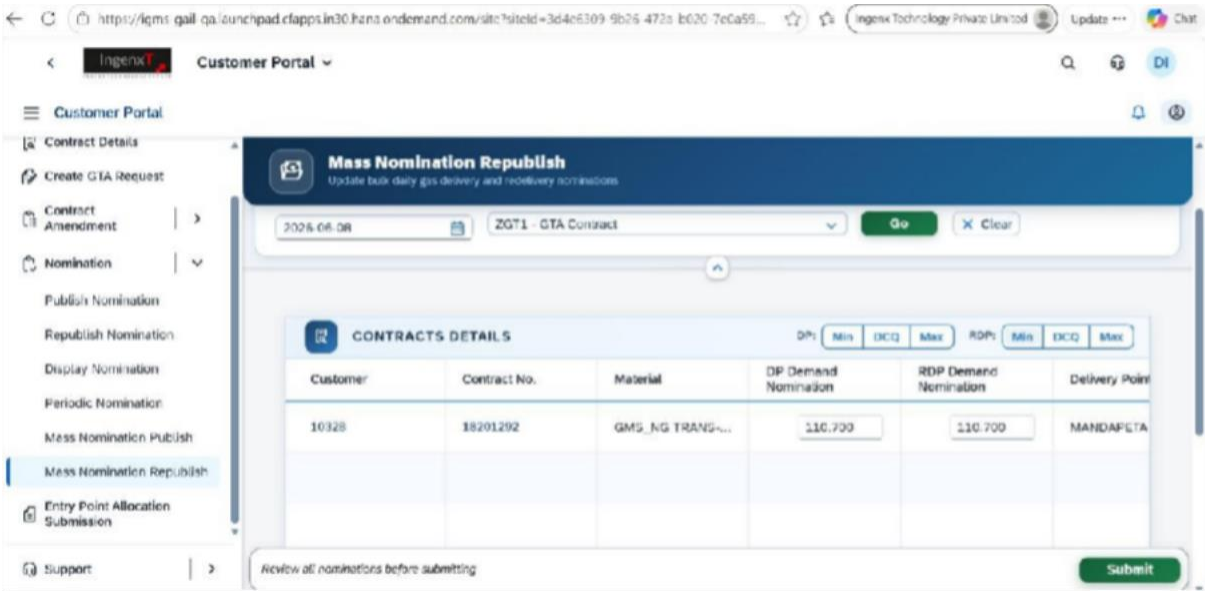


2.4 Mass Nomination Republish

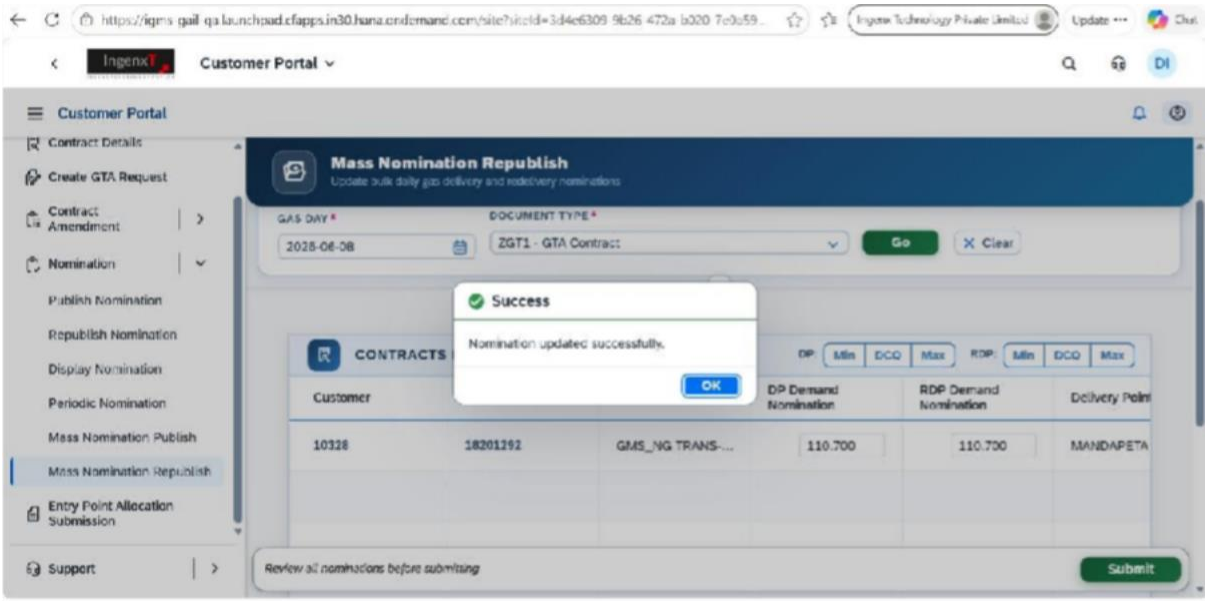
1) Users will choose republish mass nomination from the nomination tab
2) User will enter the following-
   a) Relevant gas day
   b) Select document type from dropdown-ZGT1 (GTA Contract)
   c) Hit on GO button



3) User will update the DP DCQ/RDP DCQ values

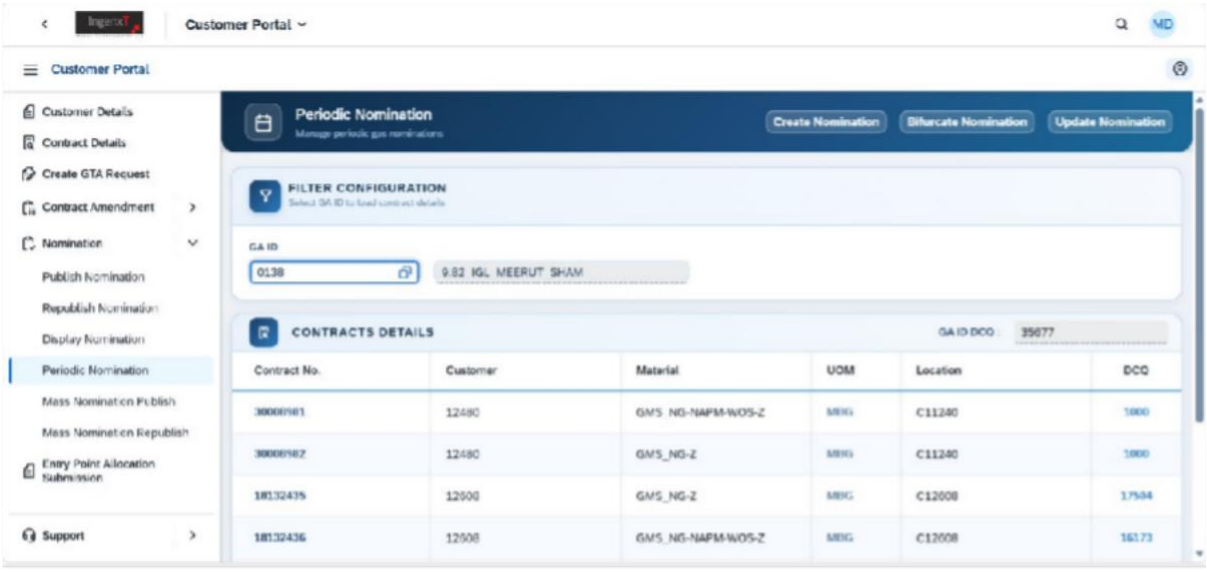


4) Hit Submit

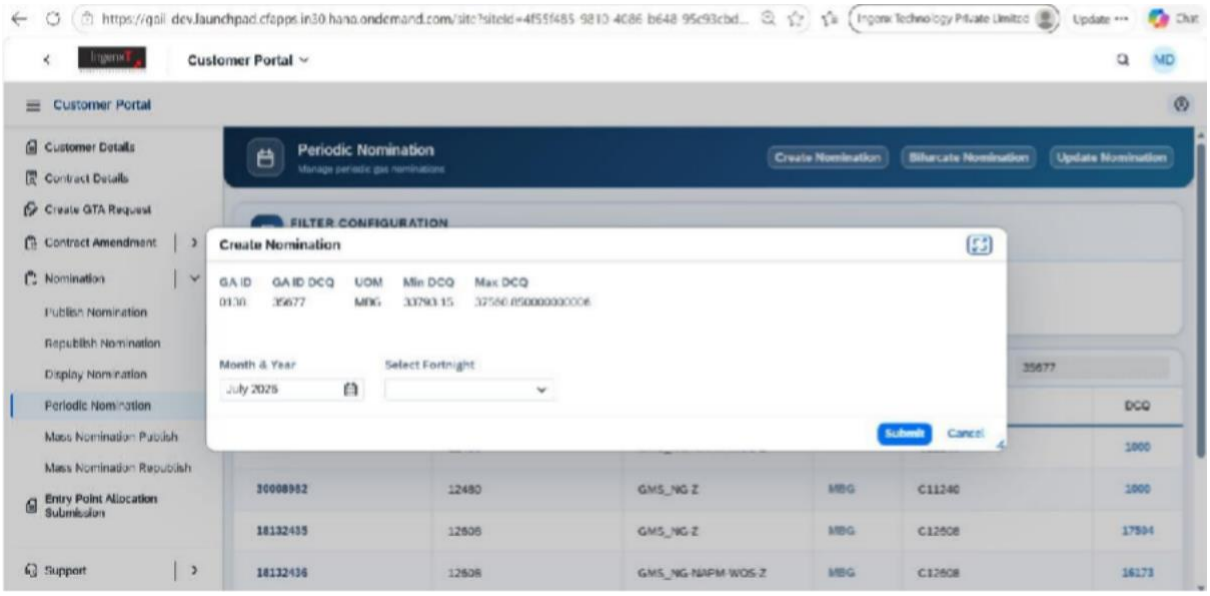


2.8 Periodic Nomination

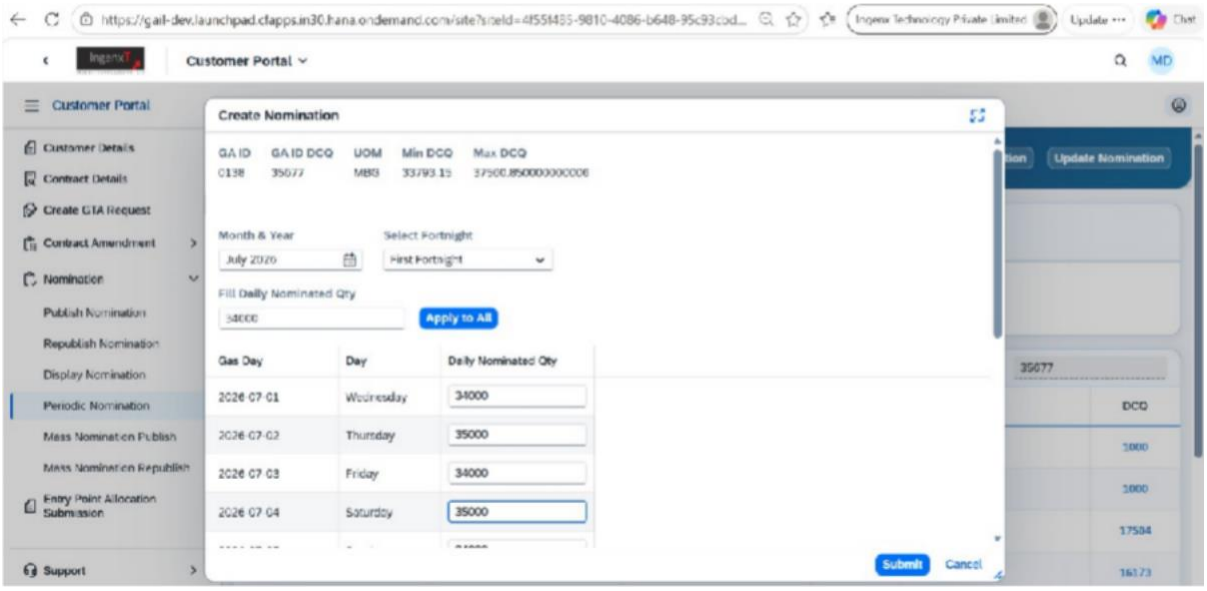
1) User will select periodic nomination option from the nomination section
2) User will choose the relevant GA ID



3) User will hit on create nomination button
4) User will choose fortnight for which he wants to do periodic nomination and click submit.



5) User will enter the relevant DNQ values for each day or can directly enter DNQ values for each day and select Apply to all button



6) Click Submit

iGMS Nomination Portal step-by-step

