



GAS APPLICATION

User Guide Document

Version 1.0

INTRODUCTION

BPCL is one of the first movers into gas business in India and has successfully copromoted of Petronet LNG Limited (PLL) in 1998. BPCL has marketing share in both the LNG Regassification Terminals at Dahej and Kochi and has been serving many customers all around India for their energy needs through supply of RLNG.

BPCL has been a pioneer in the industry offering unique initiatives for customer enablement like Petrocard, Speed, Pure For Sure, E Biz and BROMA.

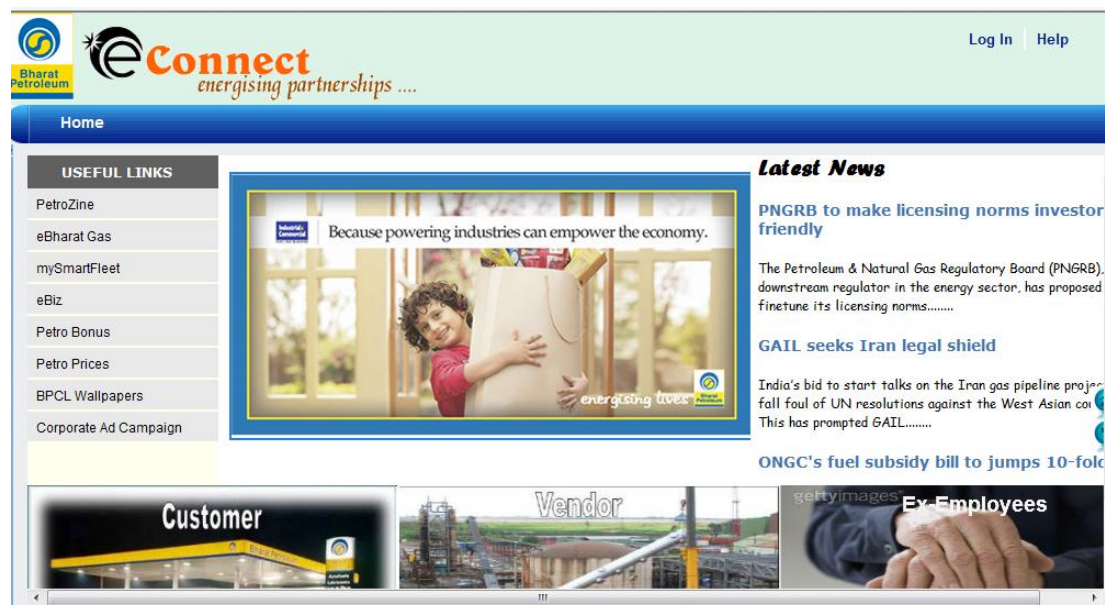
Gas portal is another initiative by BPCL, which will help the gas customers of BPCL to enter their gas nominations and Re Nominations through internet. The portal will facilitate the customers to accurately enter the nomination/ Re nomination data and monitor their Annual Program on real time basis. Emails will be automatically generated/received upon confirming the data.

We believe that this portal will help the customer in daily planning of gas consumption. Detailed procedure and help documents are as follows

HELP FOR USER LOGIN ID & PASSWORD REGISTRATION

Please use the following URL for accessing the Gas Application:-

<https://efp.bpcl.in>



The screenshot shows the eConnect website homepage. At the top left is the Bharat Petroleum logo and the eConnect logo with the tagline "energising partnerships". On the top right are "Log In" and "Help" links. Below the header is a "Home" navigation bar. On the left is a "USEFUL LINKS" menu with items: PetroZine, eBharat Gas, mySmartFleet, eBiz, Petro Bonus, Petro Prices, BPCL Wallpapers, and Corporate Ad Campaign. The main content area features a large banner with a child holding a box and the text "Because powering industries can empower the economy." To the right is a "Latest News" section with three articles: "PNGRB to make licensing norms investor friendly", "GAIL seeks Iran legal shield", and "ONGC's fuel subsidy bill to jumps 10-fold". At the bottom are three navigation buttons: "Customer", "Vendor", and "Ex-Employees".

Click on **Log in** button

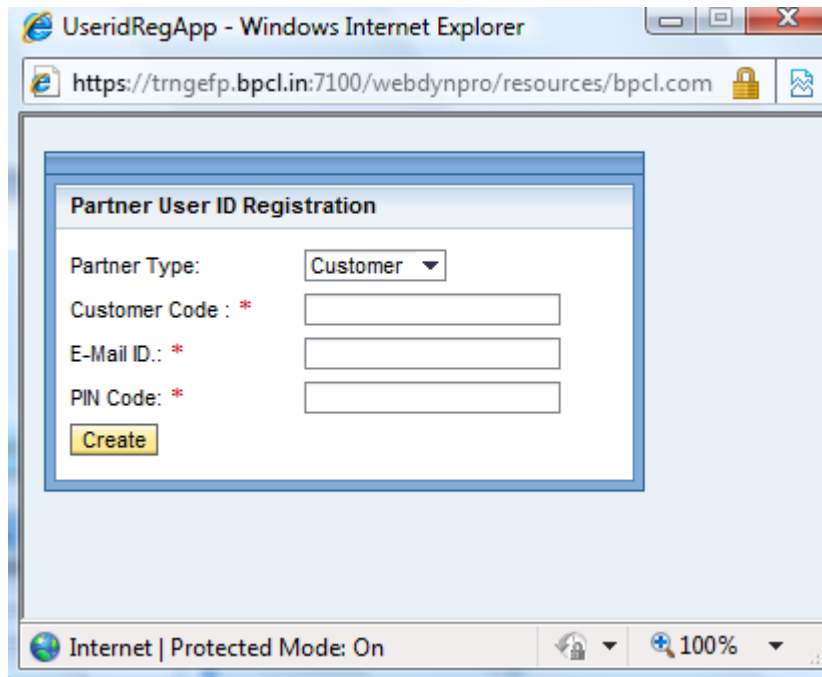


The screenshot shows the eConnect login page. At the top left is the Bharat Petroleum logo and the eConnect logo with the tagline "energising partnerships". On the top right is a banner image of a smiling woman with her arms raised. The main content area has a light blue background with a white box containing the text "Please enter your User ID and Password to log in". Below this text are two input fields: "User ID *" and "Password *". Below the input fields is a "Log on" button with a key icon. At the bottom left of the white box is a "Forgot Password" link with a question mark icon. At the bottom right is a "Partner Register" button with a key icon.

For registration click on  button.

Upon clicking on **Partner Register** button - A pop will open, where you need to chose partner Type as "Customer" and fill other details –

Customer code, Email ID & PIN code – the details should match with that of maintained in Customer Master in BPCL Records

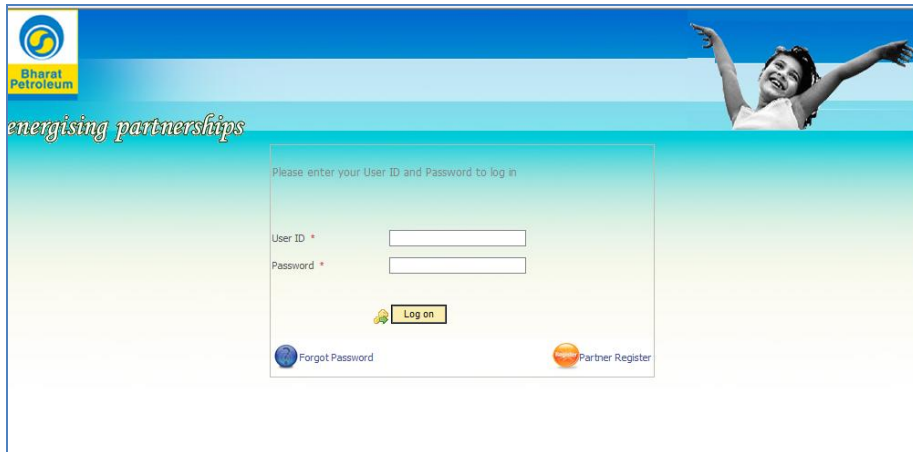


After entering all the details, press **Create** button.

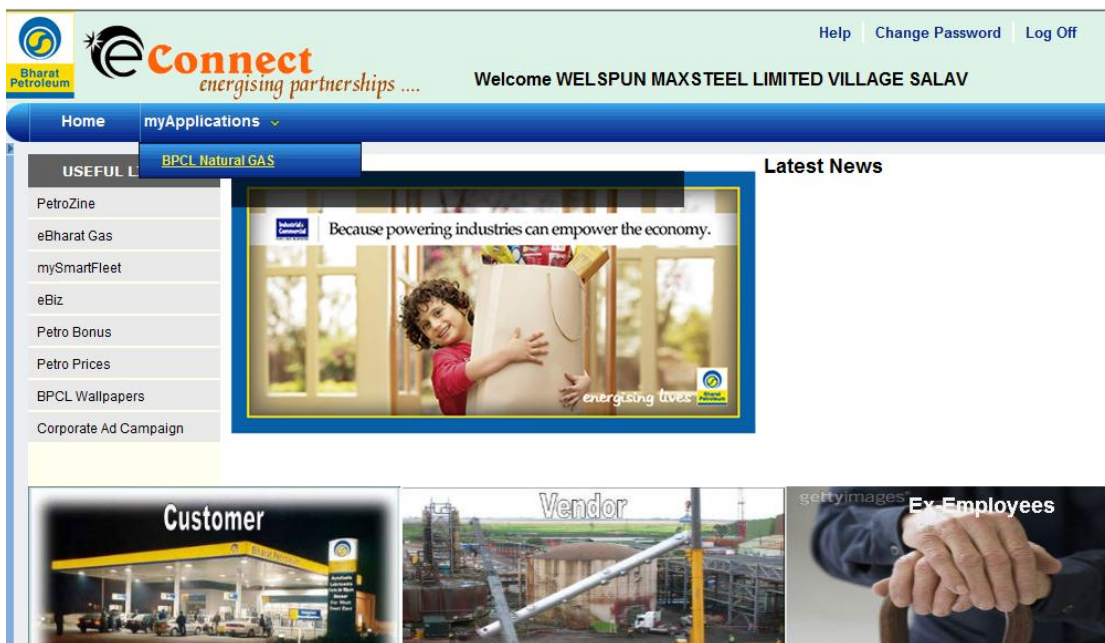
Once click on 'Create' button, an e-mail will be sent to the e-mail address. Sample of e-mail message will be as under:-.

```
Thank you for registering with us. Following are your login details.  
  
Login ID : CC122289  
Password : [B@1d6b79f7  
  
We request you to keep your login information confidential.  
Please change the password when you login first time to the site.  
  
With Regards,  
BPCL Partner Portal Team
```

After receiving the User Login ID/ Password, you can login to External Portal through URL <https://efp.bpcl.in>

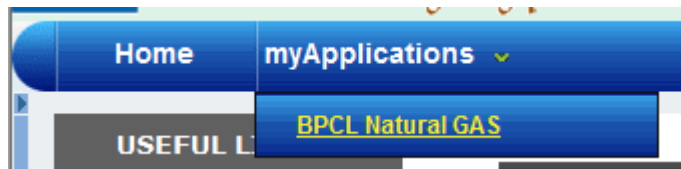


After entering the User ID (start with 'CC') & password, following screen will appear:-

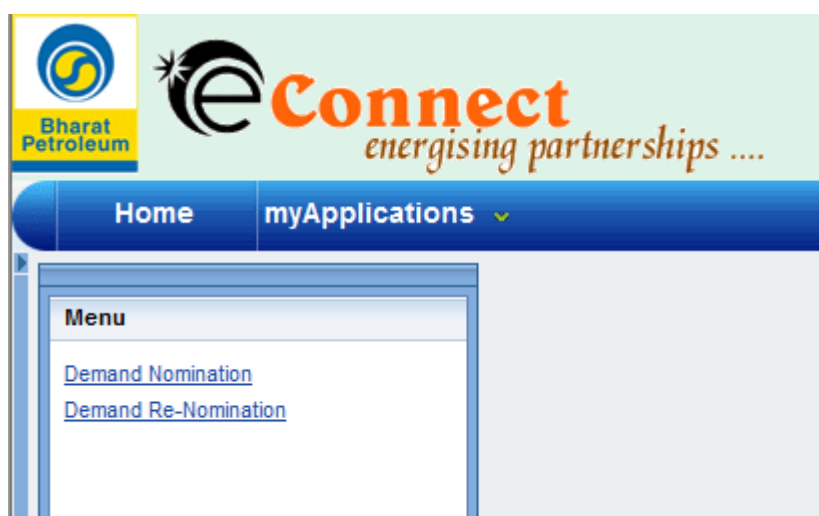


PROCEDURE FOR ENTERING THE WEEKLY DEMAND NOMINATION

Click on [myApplications->BPCL Natural Gas](#):-

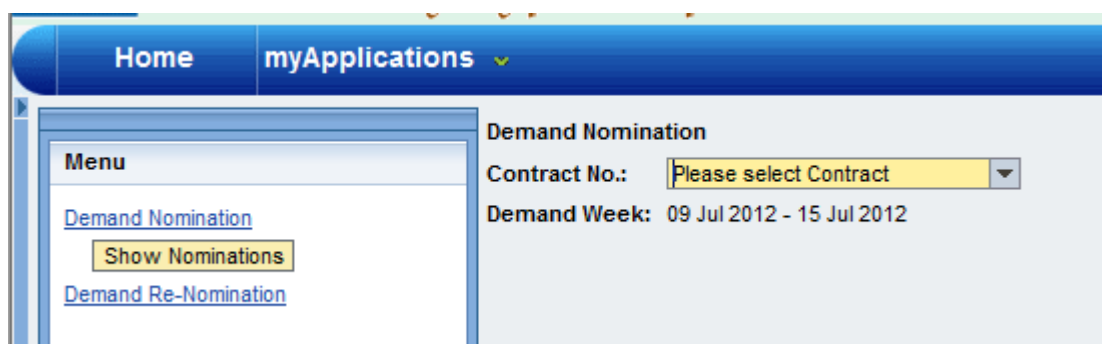


System will open the following screen:-

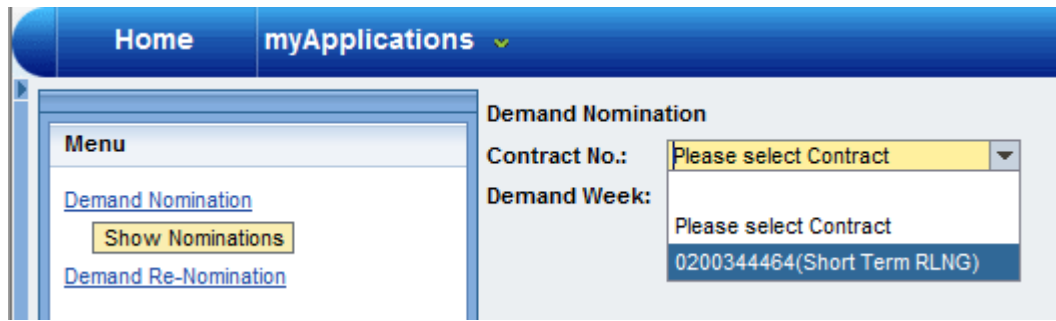


- **Demand Nomination** : This option is available for the users to enter the Weekly Demand of Natural Gas.

Click on option 'Demand Nomination', following screen will appear:-



Select option 'Please select Contract', here system will show the Sales Contracts valid for the applicable Demand Week. Sales Contract details will be provided by the BPCL, Gas Department in advance.



Now click on option 'Show Nominations', following screen will appear:-



Against the Annual Plan Quantity, customers need to enter the weekly Gas Demand in the column 'Nomination - Delivery Point'. Quantities must be entered in unit 'MMBTU' only.

After entering the Weekly Nomination quantity, click on option 'Save Nominations'. With this option customers can change the quantity till the time 'Confirm Nominations' is selected.

Cusotmers can enter/change the Nomination-Delivery Point quantities for the next week upto Friday of the preious week (upto 1600 hours).

Once option 'Confirm Nominations' selected, system will not allow to change the quantities.

An e-mail will be triggered to BPCL once option 'Confirm Nominations' is selected. e-mail message will be as under which is from Customer to the BPCL Users.

Dear Sir,

We have confirmed RLNG Nomination for the Week of 02 Jul 2012 - 08 Jul 2012 for Contract No 200344464.

Kindly confirm the same.

Details of Nominations are as follows:

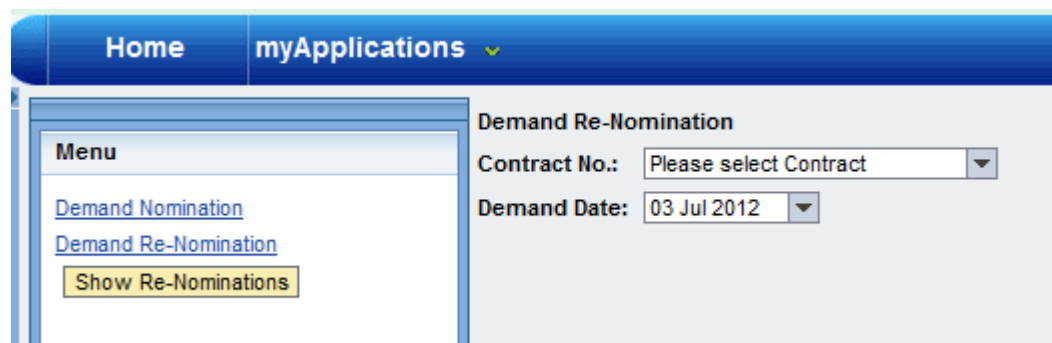
Date	Delivery Point	ReDelivery Point	Unit	Delivery Point Nomination
02 Jul 2012	DAHEJ	SALAV	MBT	3000.000
03 Jul 2012	DAHEJ	SALAV	MBT	5000.000
04 Jul 2012	DAHEJ	SALAV	MBT	4000.000
05 Jul 2012	DAHEJ	SALAV	MBT	5000.000
06 Jul 2012	DAHEJ	SALAV	MBT	0.000
07 Jul 2012	DAHEJ	SALAV	MBT	5000.000
08 Jul 2012	DAHEJ	SALAV	MBT	5500.000

Thanks.

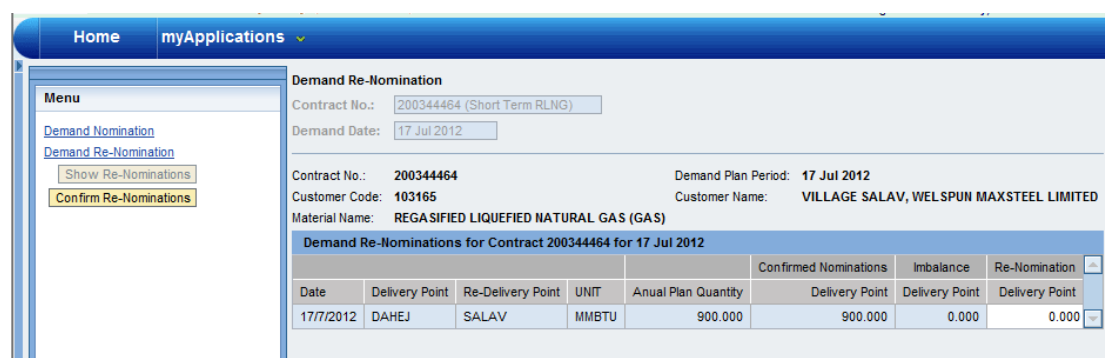
PROCEDURE FOR ENTERING THE DAILY DEMAND RE-NOMINATION

Daily demand (Re-nomination) can be entered for the same Day & next Day - only upto 1600 hours on the same Day. Eg. If system is accessed on 25.06.2012, system will allow the customers to enter the Re-nomination for 25.06.2012 & 26.06.2012. Entry is restricted by 1600 hours on 25.06.2012.

Click on option 'Demand Re-Nomination', following screen will appear:-



Now Select the required Sales Contract and select the date also and then click on 'Show Re-Nomination'. Screen will appear as under:-



Date	Delivery Point	Re-Delivery Point	UNIT	Annual Plan Quantity	Confirmed Nominations	Imbalance	Re-Nomination
17/7/2012	DAHEJ	SALAV	MMBTU	900.000	900.000	0.000	0.000

System will show the Annual Plan Quantity, Confirmed Nominations at Delivery Point & Imbalance quantity at Delivery Point. Here customer is required to enter the Re-nomination quantity for a day under column 'Re-Nomination - Delivery Point'.

After entering the Re-nomination quantity for a day, click on 'Confirm Re-Nomination'. Users will get the following e-mail message once re-nomination quantities are confirmed:-

Dear Sir,

We have confirmed RLNG Re-Nomination for 03 Jul 2012 for Contract No 200344464.

Kindly confirm the same.

Details of Re-Nominations are as follows:

Date	Delivery Point	ReDelivery Point	Delivery Point Re-Nomination
03 Jul 2012	DAHEJ	SALAV	5500.000

Thanks.

VILLAGE SALAV, WELSPUN MAXSTEEL LIMITED

103165

IMPORTANT CONTROLS

Following are the controls in the Gas Application:-

- This application can be accessed by only users who are registered in the BPCL Portal site.
- Demand Nomination on weekly basis is allowed only for the coming week (from Monday to Sunday) with day-wise break up.
- Demand Nomination on weekly basis can be entered from Monday to Friday of previous week. Entry can be made only upto 1600 hours on Friday (previous week).
- Demand Re-nomination on daily basis can be entered for the Same Day or Next Day only.
- Demand Re-nomination entry is restricted by 1600 hours on the same day.