

ONGC WESTERN OFFSHORE · DRILLING FLUID SERVICES

DFS Phase / Section Data Entry — Vendor Guide

How to fill and submit the online phase/section data form

This guide walks you through submitting phase and section data through **entryform.rig-board.com**. It takes about ten minutes the first time, and every submission saves directly into ONGC's records — no email, no attachments, no follow-up needed on your part.

1 Before You Start

Have these on hand before you open the form:

- Your **Contract No. / OLA No.**
- The **Serial Number** for this phase or section (check your own records — each Contract No. + Serial Number combination can only be submitted once)
- The phase/section's operational data: dates, depths, mud properties, and volumes for the period being reported

No login required. The form works on any phone, tablet, or laptop with an internet connection — just open the link.

2 Step-by-Step

1 Open entryform.rig-board.com

The page loads the current list of contracts and reference data automatically. Give it a few seconds on a slow connection.

2 Select your **Contract No. / OLA No.**

Choose it from the dropdown — don't type it. Vendor Name, Vendor Code, and OLA Scope fill in automatically once you select it.

3 Enter the **Serial Number**

As soon as you tab away from this field, the page checks whether this Contract No. + Serial Number has already been submitted.

If you see a duplicate warning: the rest of the form stays hidden and submission is blocked. This means that exact Serial Number already exists for this contract. Double-check the number you were given — if it's correct and you believe the existing record needs correcting, contact the DFS team (see the last page). The form itself cannot overwrite an existing record; this is intentional.

4 Fill in the rest of the form, section by section

Once the check clears, the remaining sections appear. Work through them in order — see the field reference on the next page for what each section covers.

5 Leave the **grayed-out fields alone**

Fields like Actual Days, Phase Length, Total Solids, and the mud volume totals are shaded and calculate themselves from what you enter elsewhere. Don't try to type into them.

6 Submit

Click **Submit Entry**. You'll see a confirmation naming the row it saved to — that's your confirmation the data is in ONGC's records. Nothing further to do.

That's it. There's no review step, no email confirmation to wait for, and no file to attach anywhere — the submission is the record.

3 What Each Section Covers

Section	What goes in it
Contract Details	Contract No., Serial Number, and the auto-filled vendor information
Basic Well & Contract Info	Rig, well, phase/section name, mud system, and phase dates
Casing & Hole Info	Casing sizes, open hole size, well profile type, directional details
Well Profile Data	MD, TVD, inclination, azimuth, horizontal drift, and max DLS — start and end values for the phase
Mud Properties	Weight, viscosity, pH, gels, rheology, fluid loss, solids content, and related chemistry — start and end/max values
Mud Volume Summary	Received, built, handled, transferred, and lost volumes for the phase
Operational Complications	Up to five issues per stage (drilling, tripping, casing lowering, cementation, completion/testing), selected from a standard list
Sign-off	Prepared By fills automatically; select the Rig Manager under Verified By

4 Troubleshooting

? The page is stuck on "Loading form..."

Refresh the page. If it persists, try a different network (e.g. mobile data instead of office Wi-Fi) — some corporate networks are slower to recognize a domain right after it changes.

? A dropdown is empty or missing an option you need

Contact the DFS team — the option list may need to be added to the master reference data, which only they can update.

? Submit says "Save failed"

Your data was not saved. Note the error message shown, then try again — if it repeats, contact the DFS team with a screenshot of the message.

Need Help?

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For corrections to a previously submitted record, contact the DFS team directly — this cannot be done through the form.