

Total Web Ordering System







Version 3.0 2024-09-27



TotalEnergies Web Ordering System

Contents

Introduction to Total Web Ordering System	2
TWOS Business Account Access	2
Business Account Portal	3
Products	3
Product Types	3
Fuels	4
Lubricants	7
Categories and Products List	Error! Bookmark not defined.
Order Edit	8
Order Edit Order Account and Products Review	
	9
Order Account and Products Review	9
Order Account and Products Review Order Confirmation	
Order Account and Products Review Order Confirmation Notifications	
Order Account and Products Review Order Confirmation Notifications Activities	
Order Account and Products Review Order Confirmation Notifications Activities Salesperson / Account Info	



Introduction to Total Web Ordering System

Accessing your business account has never been easier. Introducing TWOS 3.0.

TotalEnergies Web Ordering System, providing all our clients fast and easy access to their sales representatives, ordering platform and account information.

Simple intuitive design allows anyone to complete fuel orders in just a few clicks.

Contact your sales representative and learn more on how TWOS 3.0 can speed-up your product orders.

TWOS Business Account Access

TotalEnergies TWOS Account Portal lies behind a securely encrypted AWS datacenter delivering reliable access to all our users and clients on any modern-day web browser including Chrome, Safari, Samsung, Edge, Firefox, Opera, and others.

To access the portal:

- In your browser, enter twos.totalenergies.pr or access the TWOS link at https://totalenergies.pr
- Enter the provided credentials

You will be presented immediately with you Business account portal

TotalEnergies -	Aportando más energías a tu servicio. Total se transforma	Email
201	en TotalEnergies.	Email
		Password
	TotalEnergies	Log in
Descontrol Control		Nuestro negocio
Fleet 13456		es mover el tuyo
Contractors		Con tu Fleet Card gestiona y controla todos los gastos de tu flota fácilmente. totalenergies.com.pr
	TotalEner	gies
Contraction of the local division of the loc		3



Business Account Portal

The Portal Dashboard currently has the following widgets:

Products Notification Activities Details Notifications General (all) There are no comments for now. Active Orders	
Notification Activities Details Fuels Lubricants Products Products Puels Lubricants Products Products Puels Lubricants Products Products </th <th>otalEnergies.com.pr Contact us Help 00 Test Portal User</th>	otalEnergies.com.pr Contact us Help 00 Test Portal User
Notification Products Activities Details Notifications General (all) There are no comments for now. Image: Comment of the comment	
Activities Details Notifications General (all) There are no comments for now. Image: State and the sta	
Details Notifications General (all) There are no comments for now. Image: Image	♥ Calle 25 De Julio , Esquina Prolongacion Yauco PR United States
General (all) There are no comments for now.	portal@homeland.systems
Active Orders Image: Second seco	
Active Orders	o 👌 🗘 🤫 😣
	<u>نې</u> 😫 🔕

Products

At TotalEnergies, we offer a variety of products to accommodate your energy needs. In this section we will discuss how to select a product type in the Products widget, select quantities, review and place your order with TWOS.

Product Types

Here you will find the product types available for ordering based on your account profile which has been specifically adapted to your needs by your sales agent. Contact your sales agent for available products.

Products	l
Fuels Lubricants	



Fuels

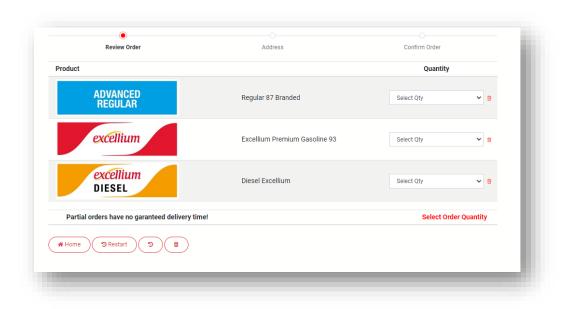
Our clients have specific fuel requirements that may need to abide certain critical parameters that can determine the proper and timely delivery of our products.

The following section describes how to process a fuel order with your specific order and delivery requirements.

TotalEnergies	Home TotalEnergies.com.pr (Contact us Help 00 Test Portal User
• Review Order	Address	Confirm Order
No items in order. Select "Create" to add items!		
# Home (# Create)		

To place an order:

- Select the **create button** or if a previous order has been placed, you have the option to recall the las order.
- The **specific fuels assigned** to your account will be displayed.
- Select the **quantity of each fuel product** you would like to order.
- When **selecting fuel quantities**, TWOS will **automatically determine** the **allowed fuel combinations** that can be placed based on the parameters of you account.





Note: Only qualified combination orders will be allowed to be placed. For special orders, please contact your sales agent for more details.

ty
~
~
~
tal: 10000.0
·
D1

- Once a qualified order quantity has been selected, the **Order** button will appear on the bottom right corner of the screen, and you may be presented with the following options
 - **Delivery Date**: TWOS will present you with the available delivery dates. Next day delivery and other special delivery may be available. Contact your sales agent for current delivery policies available.
 - Delivery Time: In most cases, if an order is considered a "Full Load Order", you may qualify to choose a delivery time option.
 Note: Partial orders have no guaranteed delivery time and will not be presented a delivery time option.
- To proceed, click on the **Review Order** button to **review** the current selections

Review Order	Address	Confirm Order
'our order: 10,000 Gals.		~
Product		Quantity
Coccilium Desse	[23238] Diesel	2000.0
entillare	[23333] Premium	2000.0
MONINGED Record AR	[22265] Regular	6000.0
Billing & Shipping: street, Gua	ynabo , Puerto Rico	G∕r Edit
		Confirm Order >



- Verify and review your product selection in this order.
- Also, in this section you can **verify the delivery address** details for the **current fuel station.**
- Once satisfied with your selection and the address is verified and confirmed, click
 Confirm Order to place your order. An Order Confirmation will appear once the order process has completed. The Invoice options available are Download and Print. Both produce a PDF document with the order details.

Ordered Qty: 10,000	Sales Order WEB003	370	
▲ Download ⊖ Print	Order Date: 10/26/2022	Delivery Date: 10/27/202 Delivery Options: AM	22
Sales Order WEB00370 Details History	Mercedes Brur street Guaynabo Puerto Rico	Delivery Address: net	
	Details Products		Quantity
	[23238] Diesel Diesel Excellium		2000
	[23333] Premium Excellium Premium Gasoline 93		2000
	[22265] Regular Regular 87 Branded		6000
		Total	10,000
	History		



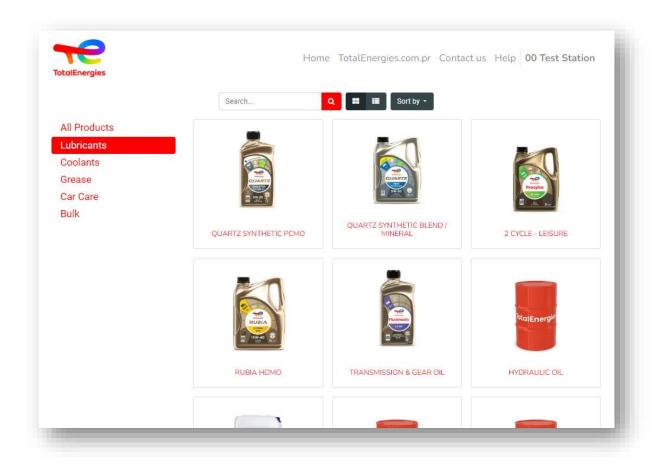
Lubricants

In addition to our well-known Fuel Products, we now offer online orders for our quality Lubricant Products.

Categories and Products

Searching for our products has never been simpler. Either by browsing through our online product list or by directly searching, you will always find the best available products online.

We value our station and retailers time and know how important it is to complete a purchase as soon as possible! Our available products have been organized by categories or similar product groups to facilitate and minimize the time it takes to complete and order.





Product Groups

When selecting a **Product Group**, you will be presented with multiple items that can be added to an order with just selecting the quantities and adding them with the **Add to Order** Button.

Products / GREASE	Se	arch Q
	GREASE	
	Name CERAN AD PLUS - 50K	Qty.
<u>ě</u>	CERAN XM 220 - 50K	- 0 +
ប្តន្ត	CERAN XM 220 - 24T042K	- 0 +
O X	CERAN XM 220 (SP) - 6T024SP	- 0 +
	CERAN XM 220 (RP) - 6T029RP	- 0 +
	ALTIS SH 2 - 24T04K	- 0 +
P⊂ ⇒ø	BIOADHESIVE PLUS - 18K	- 0 +
Survey - GRANTER - T	MULTIS COMPLEX EP 2 - 180K+L	- 0 +
	MULTIS COMPLEX EP 2 - 24T04K	- 0 +
	MULTIS COMPLEX EP 2 - 50K	- 0 +
	MULTIS EP NA 2 - 35LB	- 0 +
	📜 Add to Order	

Order Edit

Reviewing and adjusting quantities to your order can be accomplished easily on the same screen. You can also return to the product list by clicking "Add Products".

	Review Order	Address	Confirm Order	
Product			Quantity	
	QUARTZ 9000 0W-30 - 3B5L QUARTZ 9000 0W-30 - 3B5L	-	2	+ 🗉
	QUARTZ INEO ECOB 5W-20 - 12B1L QUARTZ INEO ECOB 5W-20 - 12B1L	-	3	+ 😫
	ADBLUE - 1000L ADBLUE - 1000L	-	1	+ 🕫
•	ADBLUE - 208L ADBLUE - 208L	-	3	+ :
		Type: Regular Order		
Delivery Date		AM/PM		
Tue, Oct 01, 2024		~		~



Bulk Orders

Need to place a Bulk Order?? No problem, **Twos 3.0** has been designed to accommodate as many order types as possible including more to come. Just select a product in the **Bulk Category** and add the desired amount.

TotalEnergies	ome TotalEnergies.com.pr Contact us Help 🏲 My Order 5000 00 Test Station
Products / QUARTZ 9000FUT.GF6 0W20 - BULK	Search Q
	QUARTZ 9000FUT.GF6 0W20 - BULK - 100 + Madd to Order

Note: A Bulk Product may only be purchased separately and can't be combined with any other products. Twos will not let you proceed if not complied with the above.

	Confirm Order	
	Quantity	
	Quantity	
-	1000	+ 🗉
er		
	~	
		Continue >



Order Confirmation

Almost done!!!

- Verify and review your product selection in this order.
- Also, in this section you can **verify the delivery address** details for the **current retailer**.
- Once satisfied with your selection and the address is verified and confirmed, click
 Confirm Order to place your order. An Order Confirmation will appear once the order process has completed. The Invoice options available are Download and Print. Both produce a PDF document with the order details.

	Delivery Da	ate:	
	Wed, Oct 02	, 2024	
0	0		
Review Order	Address	Confirm Order	
Your order: 1,000 Gals.		V	•
Delivery Info:		G Edi	it
Station: 00 Test Station			
Owner: Dueño Distinguido			
Corp Name: Homeland.Systems PO Box 1325, Gurabo 00778, Puerto Rice	D		
		Confirm Order 3	

Order Confirmation:

An order confirmation email will be provided and should be available once you complete your order.

/ Sales Orders / Sales Order TWOS	3-305008		
Ordered Qty: 1,000	Sales Order TWOS3-305008		
▲ Download ↔ Print	Order Date: 09/30/2024 Processing Date: 09/30/2024	Delivery Date: 10/02/2024 Delivery Options:	
Sales Order TWOS3- 305008 Details	Business and Deliv 00 Test Station PO Box 1325 Gurabo 00778	very Address:	
Salesperson 00 Test Admin User	Puerto Rico Delivery Orders WH/OUT/01308 Date: 09/29/2024		• Preparation
	Details		
	Products		Quantity
	310814 - QUARTZ 7000 FUTURE XT 10W-3	0 - BULK	1000
		Total	1,000



Notifications

This section allows for alerts, notifications and documents to be presented from your sales agent. Depending on the type of notification, you may be able to respond directly to the messages.

Note: If a notification has arrived, it must be confirmed before being able to proceed with a product purchase.

Notifications General (all) There are no comments for now.

Public Disc There are no comments for now.

Activities

Account history and activities provides you with a way to monitor order transaction and other enabled history activities for the las 7 entries.

🖀 / Sales Orders		Sort By: Order Date 👻
Sales Order #	Order Date	Total Quantity
WEB00369	10/16/2022 19:09:03	10,000
WEB00368	10/16/2022 18:43:01	10,000
WEB00365	09/17/2022 19:41:56	10,000
WEB00364	09/17/2022 19:38:47	10,000
WEB00363	09/17/2022 19:32:30	10,000
WEB00362	09/17/2022 19:29:25	10,000
WEB00361	09/17/2022 19:12:44	10,000



Salesperson / Account Info

Finally, no dashboard would be complete without account information to easily identify key info items to facilitate ordering and support.

Your Contact

Presents your Sales agent name and contact information. Your sales agent may also choose to display additional support information in this section.

Account Details

Here you can find your station details to help your staff ensure no mistakes are when placing orders. Station name, contact and address information can be updated with ease and changes are system wide.

Mik Mik	ur contact e Cordero (Dev) mike@mcjeg.com 7876381111 Gurabo
De	etails ∕Edi t
00	Test Portal User Calle 25 De Julio , Esquina Prolongacion Yauco PR

Name	Email
00 Test Portal User	portal@homeland.systems
Company Name	VAT Number
00 Test Portal User	
Phone	Street
	Calle 25 De Julio , Esquina Prolongacion
City	Zip / Postal Code
Yauco	
Country	State / Province
United States	✓ Puerto Rico ✓
	Confirm →

Just **click** on the **edit** pencil next to Details to procede with any needed changes.





This page intentionally left blank.