



TotalEnergies

# Total Web Ordering System



Version 3.0  
2024-09-27

# TotalEnergies Web Ordering System

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# 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 your Business account portal



## Business Account Portal

The Portal Dashboard currently has the following widgets:

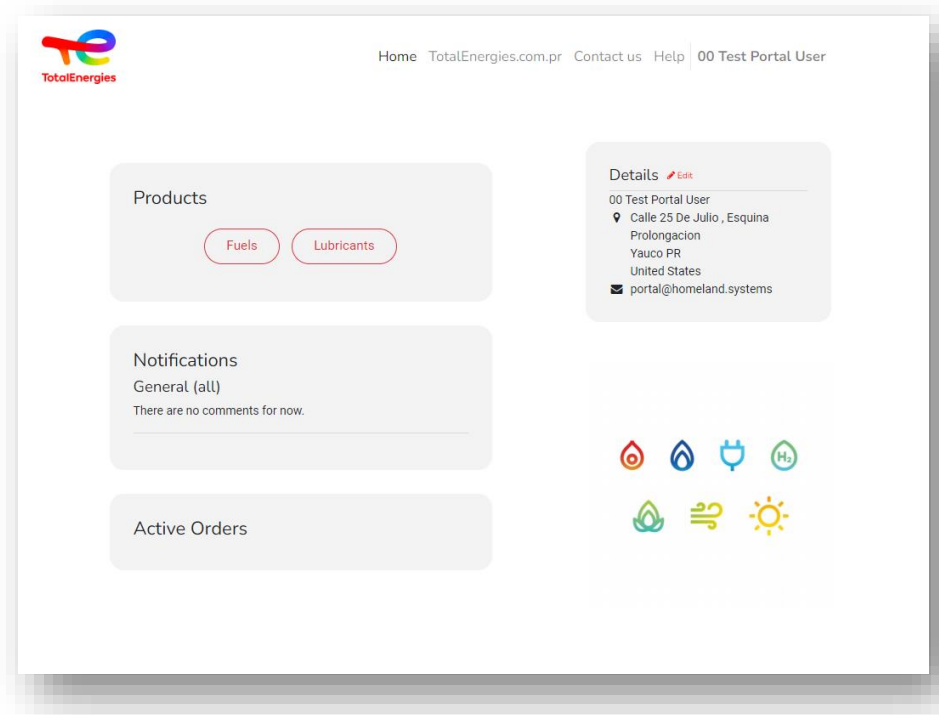
(Future widgets may be available)

*Products*

*Notification*

*Activities*

*Details*

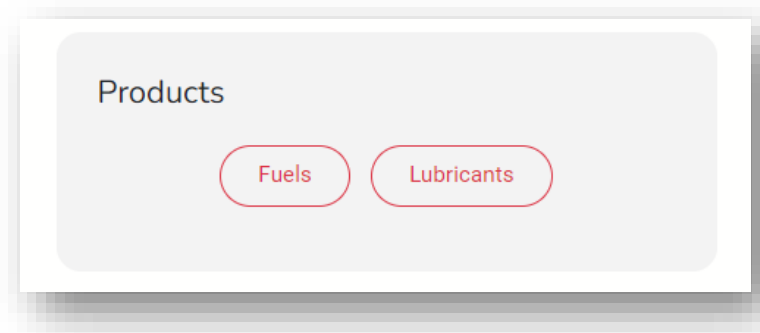


## Products

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

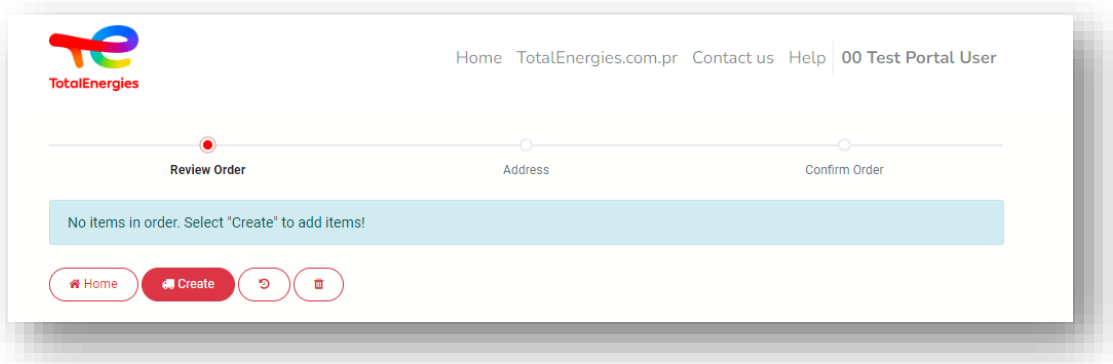
Here you will find the product types available for ordering based on your account profile which has been specifically adapted to your needs by your sales agent. Contact your sales agent for available products.



## Fuels

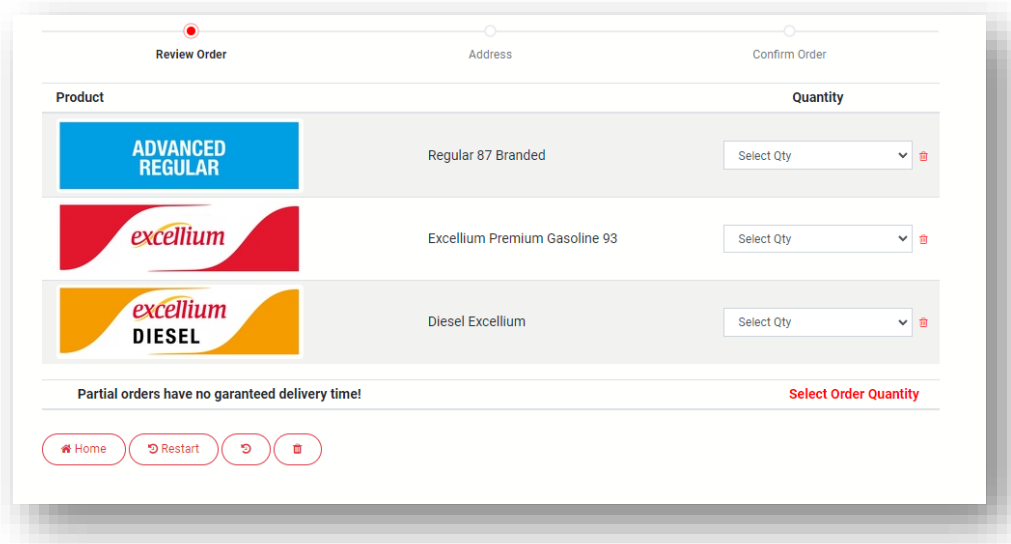
Our clients have specific fuel requirements that may need to abide certain critical parameters that can determine the proper and timely delivery of our products.

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

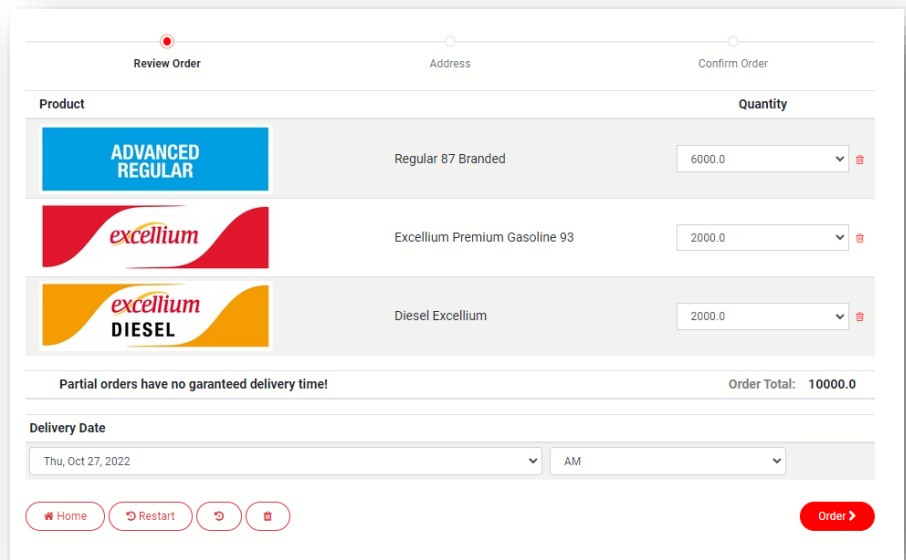


To place an order:

- Select the **create button** or if a previous order has been placed, you have the option to recall the last 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 your account.

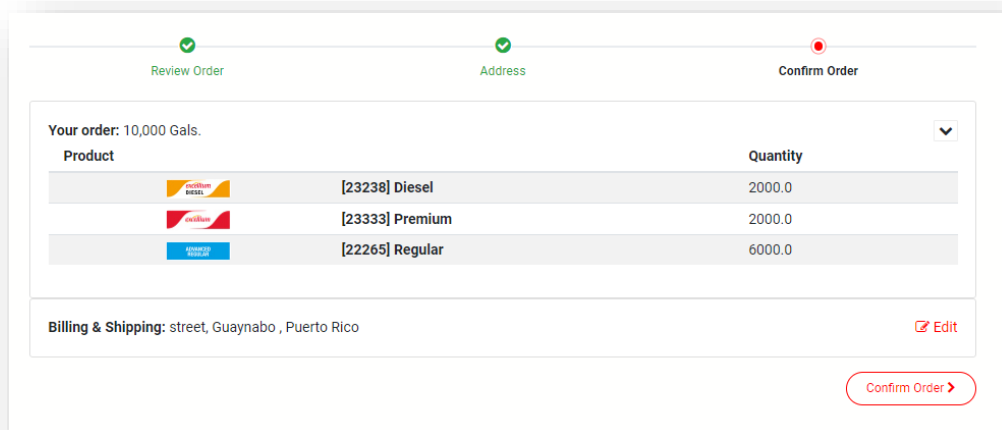


**Note:** Only qualified combination orders will be allowed to be placed. For special orders, please contact your sales agent for more details.



- 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



- 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.

🏠 / [Sales Orders](#) / [Sales Order WEB00370](#)

**Ordered Qty: 10,000**

Download
Print

[Sales Order WEB00370](#)

[Details](#)

[History](#)

### Sales Order *WEB00370*

**Order Date:** 10/26/2022
**Delivery Date:** 10/27/2022

**Delivery Options:** AM

**Business and Delivery Address:**

Mercedes Brunet street  
Guaynabo  
Puerto Rico

**Details**

Products	Quantity
[23238] Diesel Diesel Excellium	2000
[23333] Premium Excellium Premium Gasoline 93	2000
[22265] Regular Regular 87 Branded	6000
<b>Total</b>	<b>10,000</b>

**History**

There are no comments for now.

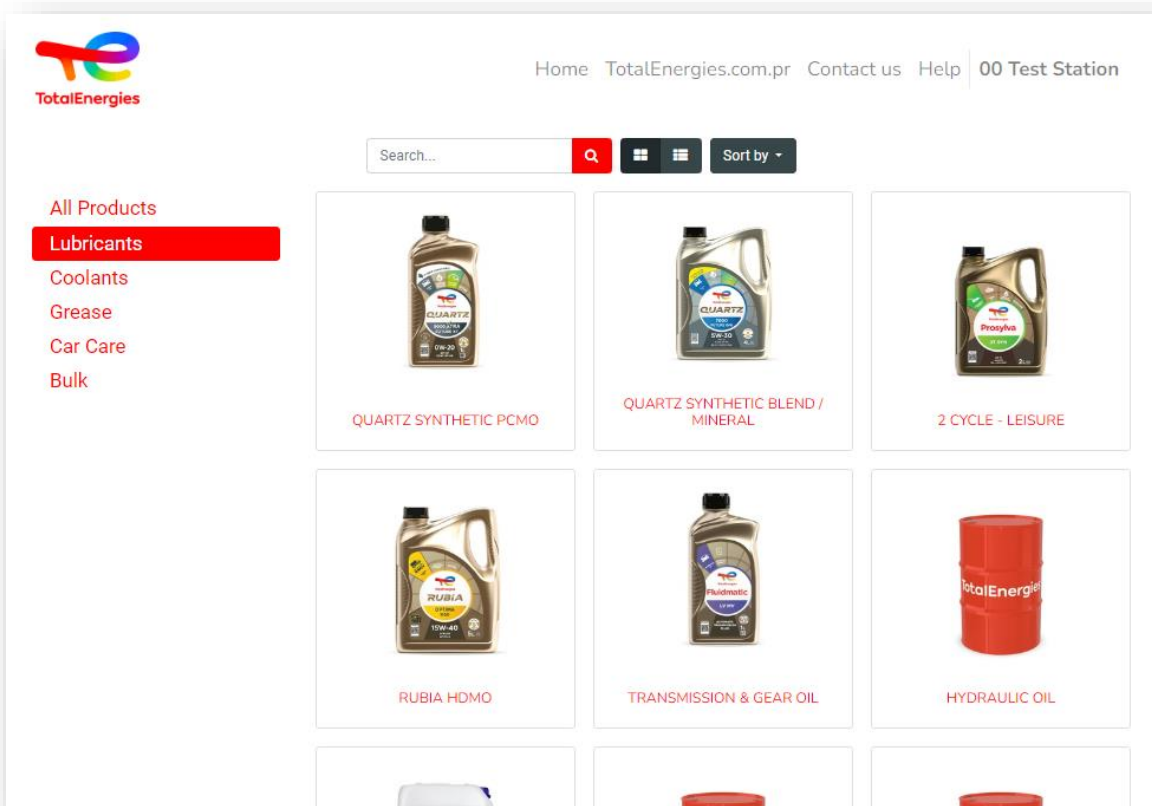
## Lubricants

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.

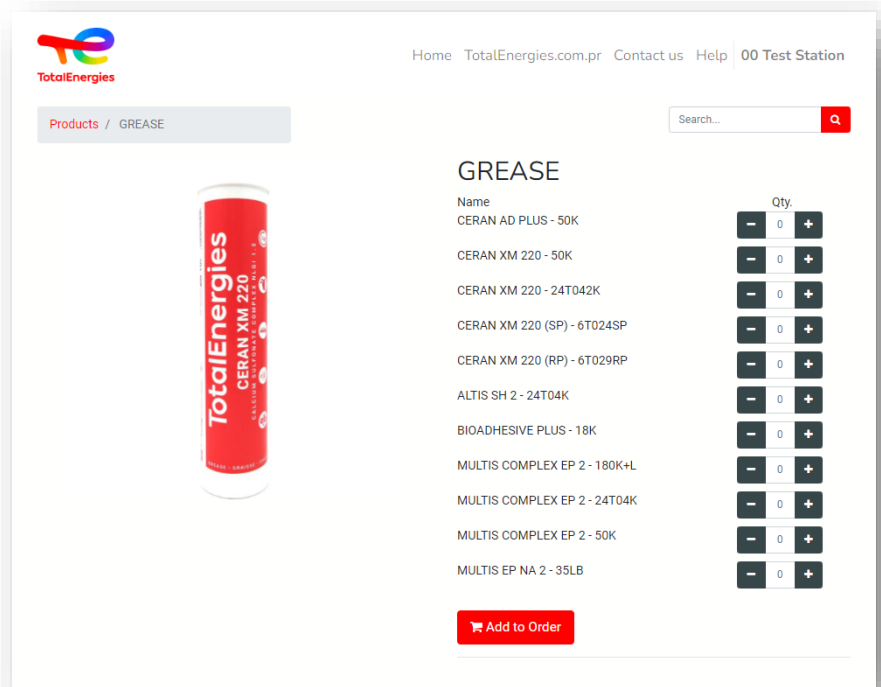
We value our station and retailers time and know how important it is to complete a purchase as soon as possible! Our available products have been organized by categories or similar product groups to facilitate and minimize the time it takes to complete and order.





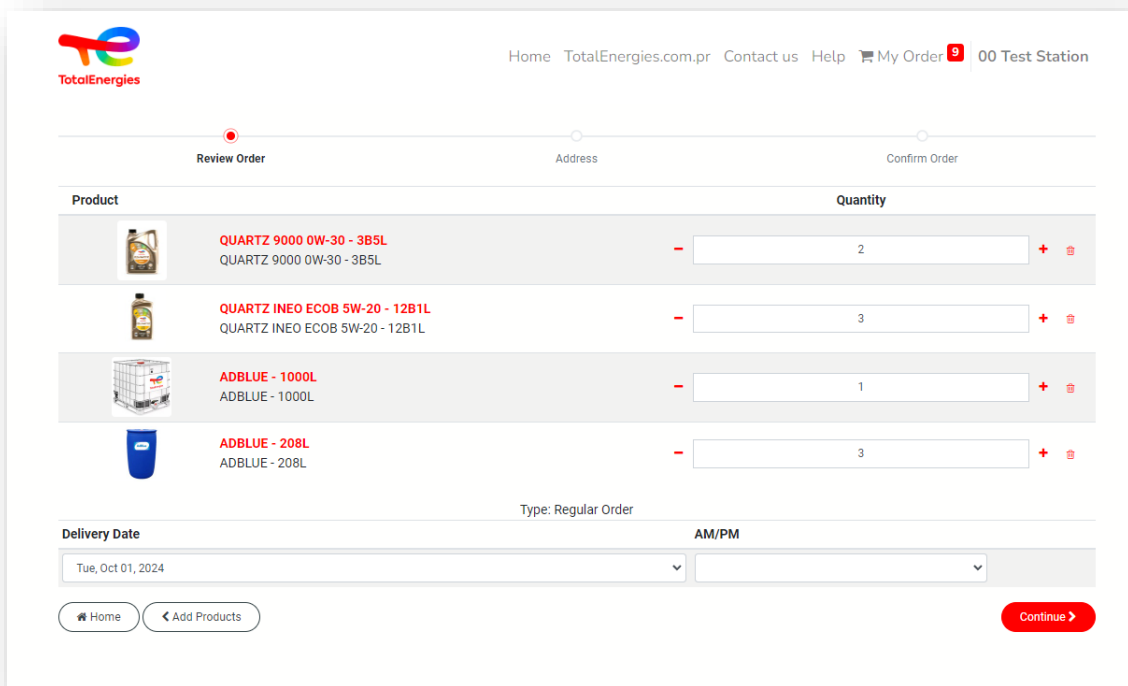
### Product Groups

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.



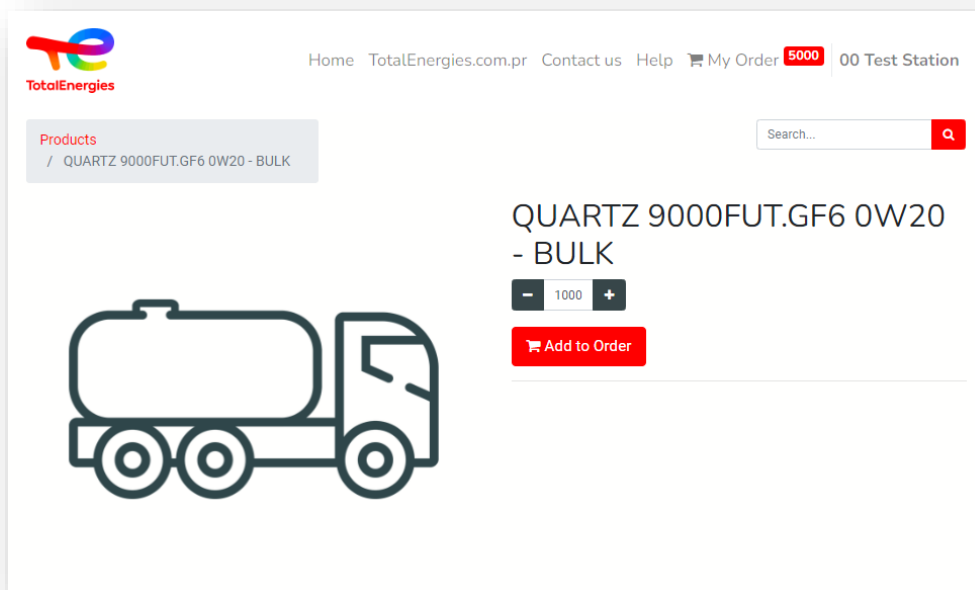
### Order Edit

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".

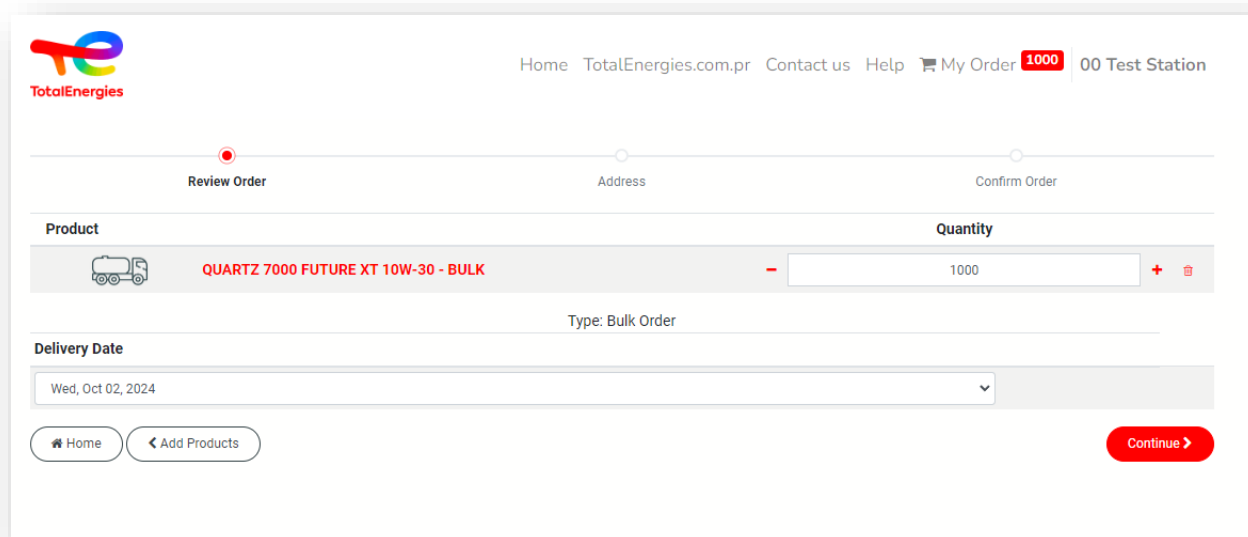


### Bulk Orders

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.



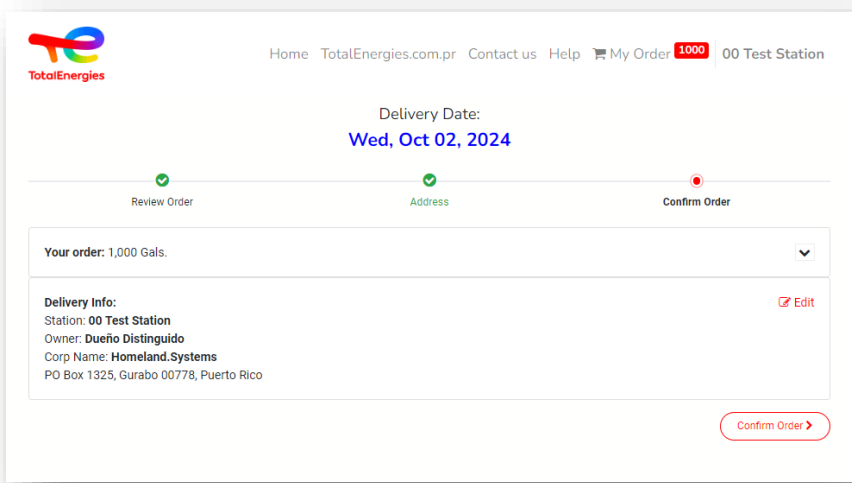
**Note: A Bulk Product may only be purchased separately and can't be combined with any other products. Twos will not let you proceed if not complied with the above.**



## Order Confirmation

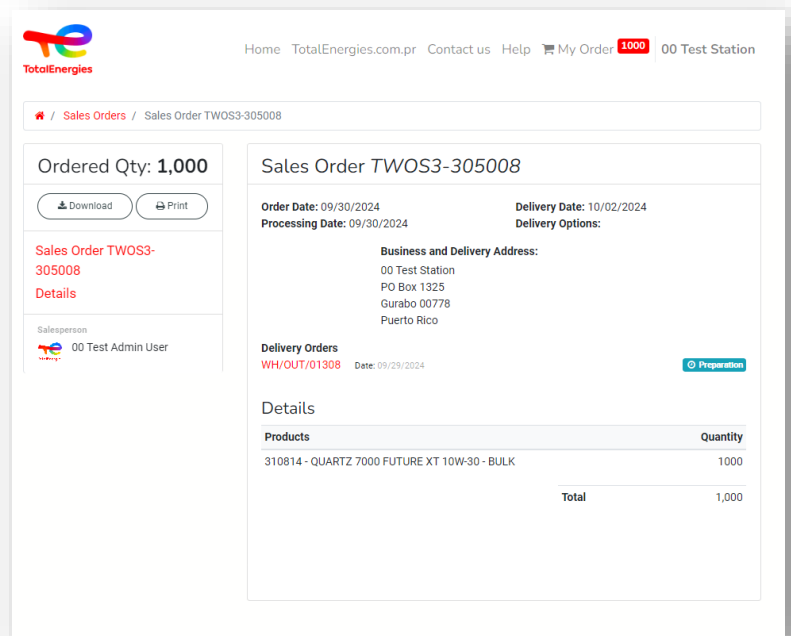
Almost done!!!

- 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.



Order Confirmation:

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



# 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.

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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.

[Home](#) / 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.

**Your contact**

Mike Cordero (Dev)

✉ [mike@mcjeg.com](mailto:mike@mcjeg.com)

☎ 7876381111

📍 Gurabo

## 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.

**Details** [✎ Edit](#)

00 Test Portal User

📍 Calle 25 De Julio , Esquina Prolongacion  
Yauco PR  
United States

✉ [portal@homeland.systems](mailto:portal@homeland.systems)

<b>Name</b>	<b>Email</b>
<input type="text" value="00 Test Portal User"/>	<input type="text" value="portal@homeland.systems"/>
<b>Company Name</b>	<b>VAT Number</b>
<input type="text" value="00 Test Portal User"/>	<input type="text"/>
<b>Phone</b>	<b>Street</b>
<input type="text"/>	<input type="text" value="Calle 25 De Julio , Esquina Prolongacion"/>
<b>City</b>	<b>Zip / Postal Code</b>
<input type="text" value="Yauco"/>	<input type="text"/>
<b>Country</b>	<b>State / Province</b>
<input type="text" value="United States"/>	<input type="text" value="Puerto Rico"/>
<a href="#" style="background-color: red; color: white; padding: 5px 10px;">Confirm →</a>	

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

# Support

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