

Total Web Ordering System



Version 2.1
2022-10-27

TotalEnergies *Web Ordering System*

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Introduction to Total Web Ordering System

Accessing your business account has never been easier. Introducing Twos 2.0.

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 2.0 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.com.pr or access the Twos link at <https://totalenergies.com.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:

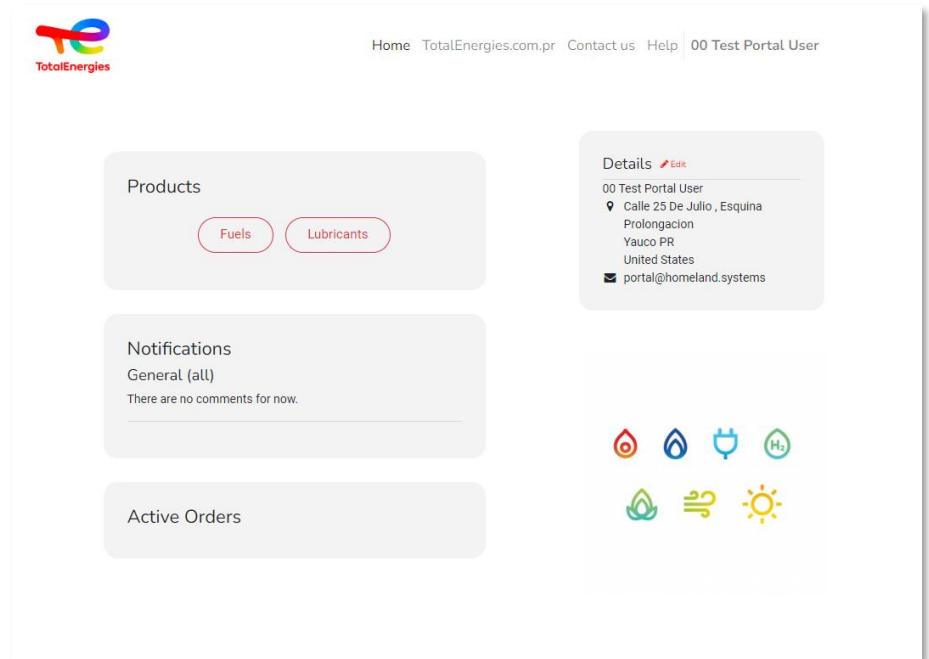
(Future widgets may be available)

Products

Notification

Activities

Details

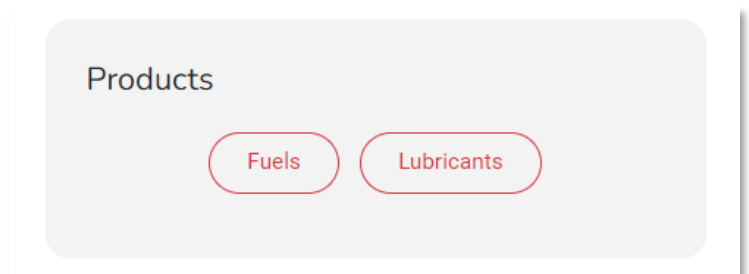


Products

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

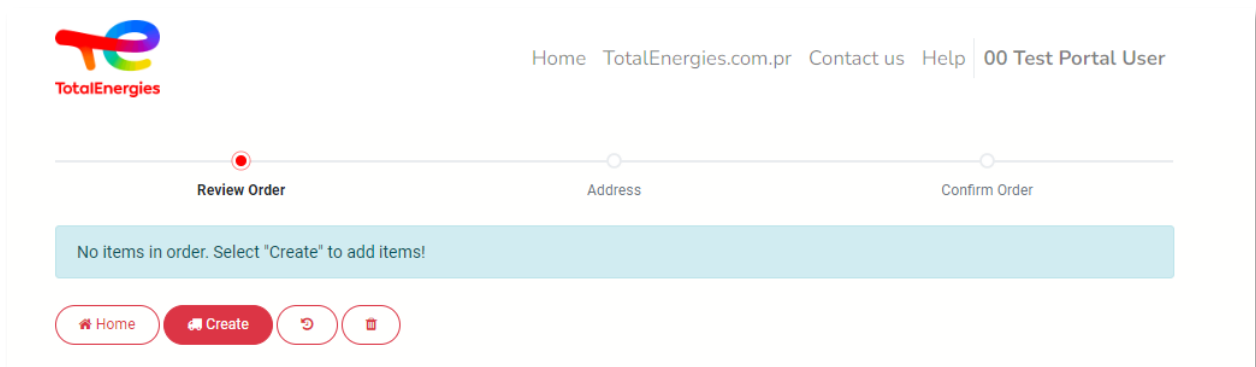
Here you will find the product types available for ordering based on your account profile which has been specifically adapted to your needs by your sales agent. Contact your sales agent for available products.



Fuels

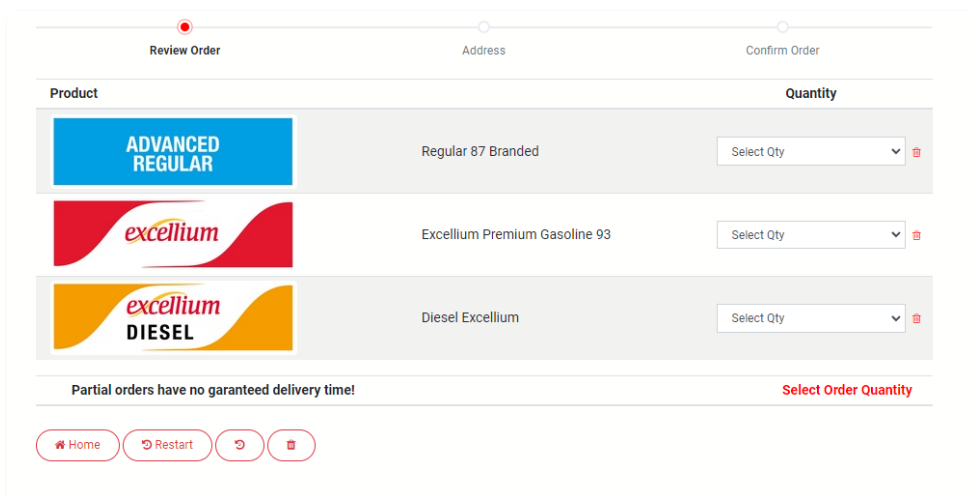
Our clients have specific fuel requirements that may need to abide certain critical parameters that can determine the proper and timely delivery of our products.

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



To place an order:

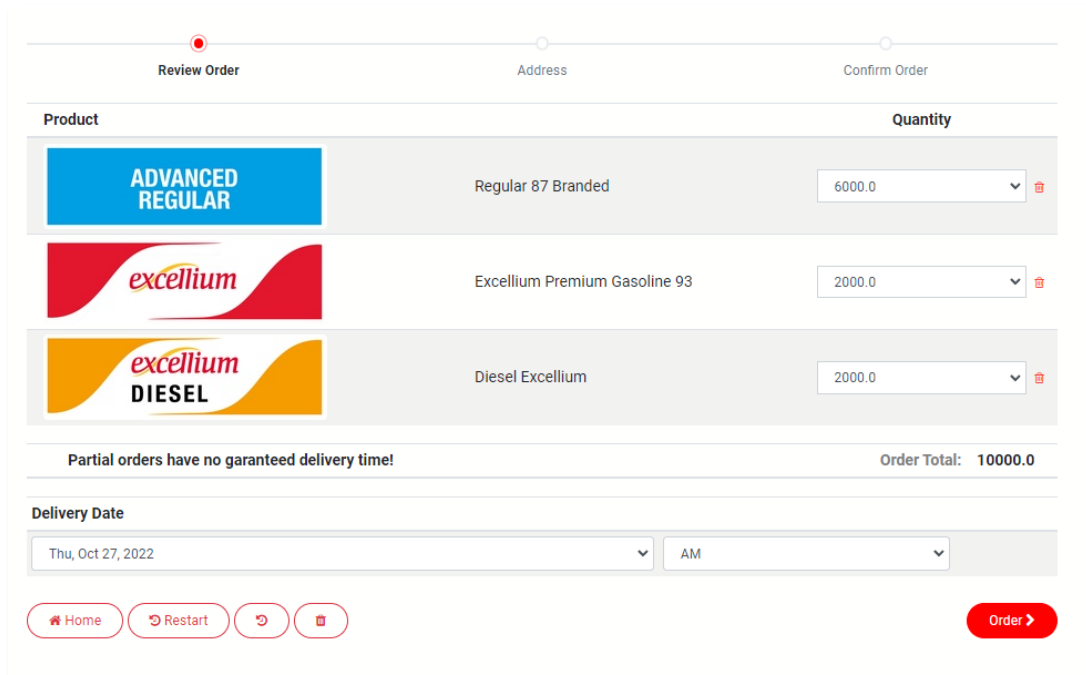
- Select the create button or if a previous order has been placed, you have the option to recall the las order.



- 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 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 Review 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

Your order: 10,000 Gals. ▼

Product	Quantity
 [23238] Diesel	2000.0
 [23333] Premium	2000.0
 [22265] Regular	6000.0

Billing & Shipping: street, Guaynabo , Puerto Rico

✎ 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.

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

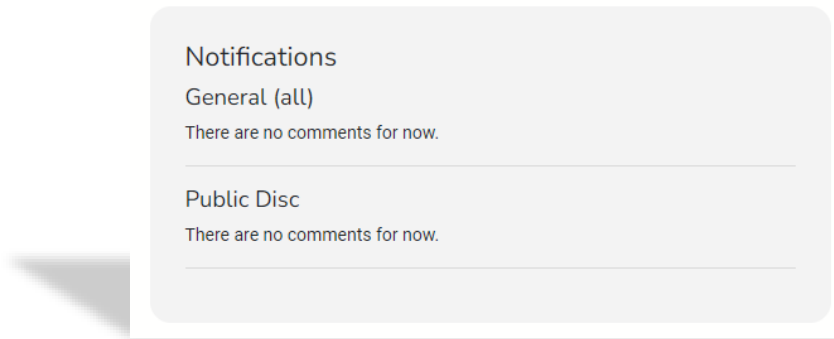
Details

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

History
There are no comments for now.

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.

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.

Your contact

Mike Cordero (Dev)

✉ 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

<p>Name</p> <input type="text" value="00 Test Portal User"/>	<p>Email</p> <input type="text" value="portal@homeland.systems"/>
<p>Company Name</p> <input type="text" value="00 Test Portal User"/>	<p>VAT Number</p> <input type="text" value=""/>
<p>Phone</p> <input type="text" value=""/>	<p>Street</p> <input type="text" value="Calle 25 De Julio , Esquina Prolongacion"/>
<p>City</p> <input type="text" value="Yauco"/>	<p>Zip / Postal Code</p> <input type="text" value=""/>
<p>Country</p> <input type="text" value="United States"/>	<p>State / Province</p> <input type="text" value="Puerto Rico"/>

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

Support
