



“MY ACTIVITIES” AND “MY DOCUMENTS” NAVIGATION TUTORIAL.

RESERVED AREA OF THE AVIATION WEBSITE.

Find out everything you can do in the “My Activities” and “My Documents” section.



"MY ACTIVITIES"

YOUR ACTIVITY REPORTS, ALWAYS AVAILABLE.

In the **"My Activities"** section of your Reserved Area, you can safely manage all your financial and activity information.

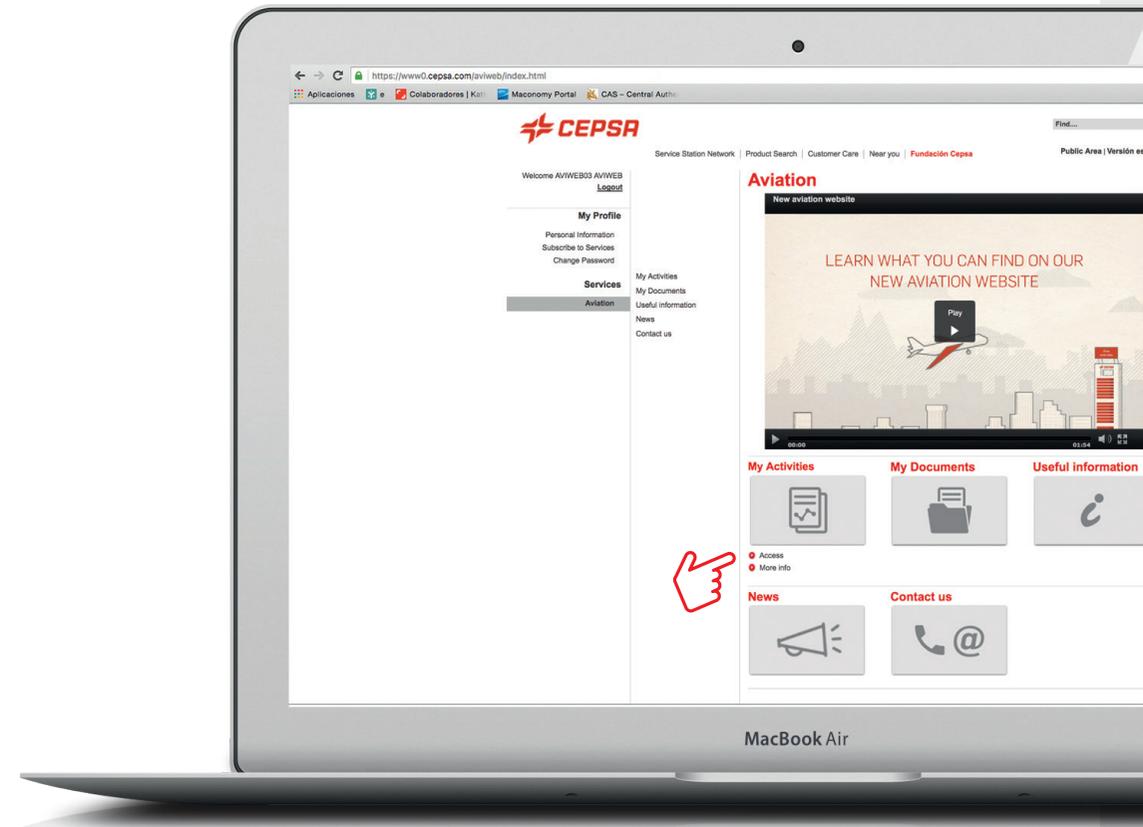
You can view and download your payment record as well as your invoices, delivery notes, and VAT certificates **anywhere and at any time**, which makes your paperwork easier and lets you improve and speed up your department's routine processes.

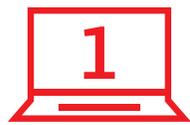
In this simple tutorial, you will learn how to get the most out of all the possibilities we offer you:

1. Basic navigation guide.
2. View your operations (*orders, delivery notes, and activity reports*).
3. View your financial activity (*statements and invoices*).
4. View your profile (*price list and contract details*).



If you have any questions or problems viewing your reports, please contact your Cepsa sales representative.





BASIC NAVIGATION GUIDE.

1

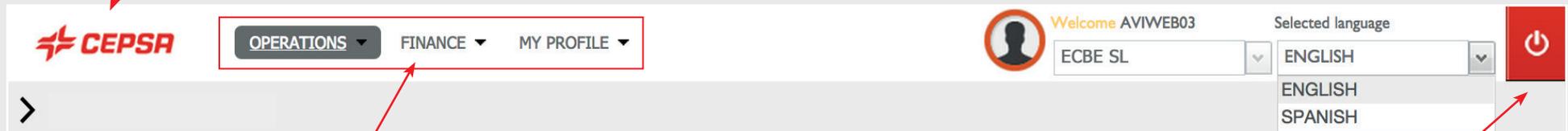
BASIC NAVIGATION GUIDE.

BACK

Click on the Cepsa logo to go back to the Aviation home page.

LANGUAGE

You can choose between **ENGLISH** and **SPANISH**.



ACTIVITIES MENU

Select an activity: **OPERATIONS**, **FINANCE** or **MY PROFILE**.

END SESSION

For security, **always remember to end the session** when you finish with the program.



To get the best performance from the tool, we recommend using **Chrome as your browser**.

1

BASIC NAVIGATION GUIDE.

SEARCH

Find a specific report using the search feature in order to view or download it. If you change the search parameters, remember to press "search" again so that the parameters are updated.

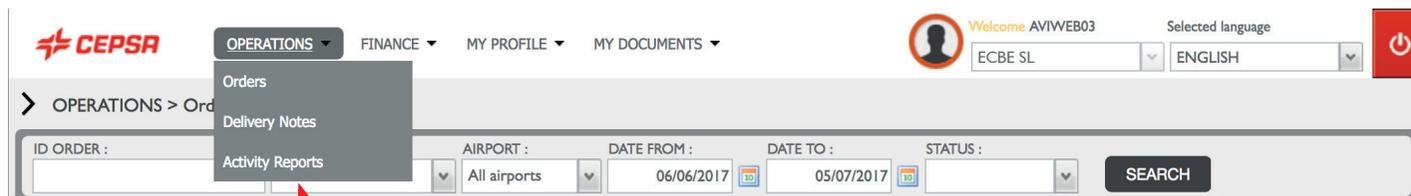
The screenshot displays the CEPSA web application interface. At the top, there is a navigation bar with the CEPSA logo and menu items: OPERATIONS, FINANCE, MY PROFILE, and MY DOCUMENTS. A user profile icon shows 'Welcome AVIWEB03' and 'Selected language' is set to 'ENGLISH'. Below the navigation bar, the breadcrumb 'OPERATIONS > Orders' is visible. The main search area includes fields for 'ID ORDER', 'AIRLINE' (set to 'All airlines'), 'AIRPORT' (set to 'All airports'), 'DATE FROM' (06/06/2017), 'DATE TO' (05/07/2017), and 'STATUS'. A 'SEARCH' button is located to the right of these fields. Below the search area is a table with columns: 'DETAIL', 'ID ORDER', 'AIRLINE', 'ID AIRPORT', 'AIRPORT', 'REGISTRATIO...', 'SUPPLY DATE', 'ORDER VALUE', and 'STATUS'. The table content is empty, displaying 'No items to show.'. A dropdown menu is open over the 'SUPPLY DATE' column, showing options: 'Sort Ascending', 'Sort Descending', 'Configure Sort...', 'Clear Sort', 'Auto Fit All Columns', 'Auto Fit', 'Columns' (with a sub-menu for 'by Day', 'by Week', 'by Month', 'by Quarter', 'by Year', 'by Day of Month', 'by Upcoming'), 'Group by SUPPLY DATE', and 'Freeze SUPPLY DATE'. An 'EXPORT XLS' button is located at the bottom left of the table area. Red arrows point from the text above to the search fields and the 'SUPPLY DATE' dropdown menu.

CUSTOMIZING RESULTS

When the cursor is rolled over each of the parameters on the list, an arrow appears. Click on the arrow to drop down the configuration options (group results, select ascending or descending order, select the columns that you want to see, lock the content, etc.).



VIEW YOUR OPERATIONS.



In this section, you can view your **orders**, **delivery notes**, and **activity reports**.

2

OPERATIONS > ORDERS.

SEARCH

Select the ID of the order, airline, airport, date from or to, or current status (in progress, canceled, delivered, or invoiced) and press search.

MAGNIFYING GLASS

Click on the magnifying glass to see the details of a specific order.

The screenshot shows a detailed form for an order. It is divided into several sections: 'DATOS DESTINATARIO' (recipient details), 'DATOS SUPLENISTRO' (supplier details), and 'DATOS AVION' (aircraft details). The form includes fields for destination, airline, airport, dates, and aircraft type. A 'ACEPTAR' button is visible at the bottom right of the form.

The screenshot shows the 'OPERATIONS > Orders' search results page. At the top, there is a search bar with fields for 'ID ORDER', 'AIRLINE', 'AIRPORT', 'DATE FROM', 'DATE TO', and 'STATUS'. Below the search bar is a table of search results. The table has columns for 'DETAIL', 'ID ORDER', 'AIRLINE', 'ID AIRPORT', 'AIRPORT', 'REGISTRATIO...', 'SUPPLY DATE', 'ORDER VALUE', and 'STATUS'. A legend on the right side of the table shows status options: IN PROGRESS (blue circle), CANCEL (orange circle), DELIVERED (purple circle), and INVOICED (blue circle). An 'EXPORT XLS' button is located at the bottom of the table.

DETAIL	ID ORDER	AIRLINE	ID AIRPORT	AIRPORT	REGISTRATIO...	SUPPLY DATE	ORDER VALUE	STATUS
	0564361928	ECBE SL	BCN	BARCELONA	GLUXY	07/03/2016	XXXX	FACTURADO
	0564361930	TRANSPORTES REUNIDOS S.A.U.	ACE	LANZAROTE	ECMMQ	07/03/2016	XXXX	FACTURADO
	0564363894	ECBE SL	MAD	BARAJAS	DCVHB	08/03/2016	XXXX	FACTURADO
	0564363895	TRANSPORTES REUNIDOS S.A.U.	LPA	LAS PALMAS	ECMHQ	08/03/2016	XXXX	FACTURADO
	0564365145	TRANSPORTES REUNIDOS S.A.U.	LPA	LAS PALMAS	ECMHQ	09/03/2016	XXXX	FACTURADO
	0564365208	ECBE SL	MAD	BARAJAS PLATAFO...	DCVHB	10/03/2016	XXXX	FACTURADO
	0564365209	ECBE SL	MAD	BARAJAS PLATAFO...	DCVHB	10/03/2016	XXXX	FACTURADO
	0564365210	TRANSPORTES REUNIDOS S.A.U.	FUE	FUERTEVENTURA	ECMHQ	10/03/2016	XXXX	FACTURADO
	0564365785	TRANSPORTES REUNIDOS S.A.U.	LPA	LAS PALMAS	ECMHQ	11/03/2016	XXXX	FACTURADO
	0564366537	ECBE SL	QSA	SABADELL FUEL PL...	ECLPP	14/03/2016	XXXX	FACTURADO
	0564366545	TRANSPORTES REUNIDOS S.A.U.	ACE	LANZAROTE	ECHHQ	14/03/2016	XXXX	FACTURADO
	0564369224	TRANSPORTES REUNIDOS S.A.U.	LPA	LAS PALMAS	9HOLA	15/03/2016	XXXX	FACTURADO
	0564369225	TRANSPORTES REUNIDOS S.A.U.	LPA	LAS PALMAS	ECMHQ	15/03/2016	XXXX	FACTURADO

EXPORT TO XLS

To download the search list to your computer.

CUSTOMIZING RESULTS

Place the cursor over the desired parameter until the arrow appears. Click on the arrow and the options for configuring how the results are displayed will drop down.

2

OPERATIONS > DELIVERY NOTES.

SEARCH

Filter the search by the delivery number, airport, or date from or to, and press search.

CUSTOMIZING RESULTS

Place the cursor over the desired parameter until the arrow appears. Click on the arrow and the options for configuring how the results are displayed will drop down.

The screenshot shows the CEPSA Activity Reports interface. At the top, there is a navigation bar with 'OPERATIONS' selected, and a user profile section for 'Welcome AVIWEB03' with 'ECBE SL' and 'ENGLISH' selected. Below this is a search filter bar with the following fields: 'REPORTS:' (Activity report), 'AIRPORT:' (All airports), 'SPLIT INTO PLANE MODE:' (Yes/No), 'DATE FROM:' (05/05/2017), 'DATE TO:' (05/07/2017), 'GROUPED BY:' (Annual), and 'VALUES:' (All measures). A 'SEARCH' button is located to the right of these filters. Below the filters is a table with the following columns: 'DELIVERY NUMBER', 'AIRLINE', 'AIRPORT', and 'DELIVERY DATE'. The table contains two rows: one for '92430DQ/01' by 'ECBE SL' at 'BCN' on '05/03/2016', and another for '02785CJ/01' by 'TRANSPORTES REUNIDOS S.A.U.' at 'BCN' on '08/04/2016'. At the bottom of the interface, there is an 'EXPORT A LIST...' button and a 'Download' button. A red box highlights the search filter bar, and another red box highlights the 'AIRLINE' column header. A red arrow points from the 'EXPORT A LIST...' button to a pop-up menu showing 'XLS' and 'PDF' options. Another red arrow points from the 'Download' button to a red box around the PDF icon in the second row of the table.

EXPORT A LIST

Save the complete list in the format you prefer (XLS or PDF).

SAVE AS PDF

Click on the PDF icon to save the file to your computer.

DOWNLOAD

To save one or various specific files, select them from the list and press this button.

2

OPERATIONS > ACTIVITY REPORTS.

SEARCH

Filter the search by airport, "into plane mode" (Hydrant or Truck), date, periodicity (daily, monthly or annual) or measurement (m3, no. of supplies, invoice amount...) and press search.

Airport / IATA	Split Intoplane Mode	2016			Total		
		Amount Eur	M3	N° Ops.	Amount Eur	M3	N° Ops.
AGP	UR	XXXX	3	2	XXXX	3	2
BCN	UR	XXXX	2	2	XXXX	2	2
ECV	UR	XXXX	1	1	XXXX	1	1
GRX	UR	XXXX	2	1	XXXX	2	1
MAD	-	XXXX	5	2	XXXX	5	2
	UR	XXXX	2	1	XXXX	2	1
QSA	UR	XXXX	7	9	XXXX	7	9
SVQ	UR	XXXX	3	2	XXXX	3	2

LIST

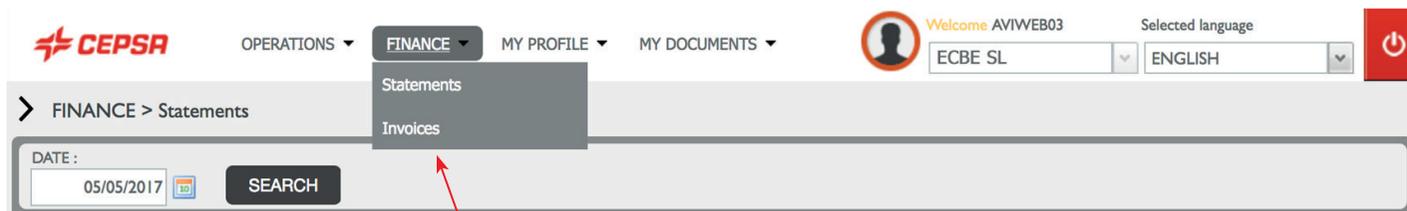
Lists appear automatically on the screen in preview mode.

SAVE

To save it to your computer, click on the icon and select the format (XML, CSV, PDF, MHTML, Excel, TIFF or Word).



VIEW YOUR FINANCIAL ACTIVITY.



In this section, you can view your **statement account and invoices.**

3

FINANCIAL > STATEMENT.

SEARCH

Select a specific date and press search.

OPERATIONS FINANCE MY PROFILE MY DOCUMENTS

Welcome AVIWEB03 Selected language
ECBE SL ENGLISH

FINANCE > Statements

DATE :
05/05/2017 SEARCH

qgK6eDQplbmRzdHJlYW0NCmVuZG9i ag0KMTIgMCMvYmoNCjEwMzINCmVuZG9... 1 / 1

Fecha 20.04.2017

Su cuenta con nosotros 21427

ECBE S.L.
PASEO DE LA CASTELLANA 415
28046 MADRID

PARTIDAS ABIERTAS 05.02.2016

Nº DOCUMENTO	FECHA DOC.	FECHA VTO.	IMPORTE	MONEDA
8100203967	25.01.2016	04.02.2016	XXXXX	EUR 9000021709/2016
8100203968	25.01.2016	04.02.2016	XXXXX	EUR 9000021709/2016
8100204053	26.01.2016	05.02.2016	XXXXX	EUR 9000021709/2016

TOOLBAR

Place the cursor on the document to see the toolbar and select the display mode, save or print the file.

3

FINANCIAL > INVOICES.

SEARCH

Find your invoices by status (pending or paid) or date and press search.

CUSTOMIZING RESULTS

Place the cursor over the desired parameter until the arrow appears. Click on the arrow and the options for configuring how the results are displayed will drop down.

INVOICE NUM...	ISSUE DATE	DUE DATE	DOCUMENT TYPE	AMOUNT	CURRENCY	CLEARING DOCUMENT	PDF	DISPUTES
8100211736	06/07/2016	16/07/2016	Factura	XXXX	EUR			
8100211737	06/07/2016	16/07/2016	Factura	XXXX	EUR			
8100211738	06/07/2016	16/07/2016	Factura	XXXX	EUR			
8100212000	07/07/2016	17/07/2016	Factura	XXXX	EUR			
8100212006	08/07/2016	18/07/2016	Factura	XXXX	EUR			
8100212037	11/07/2016	21/07/2016	Factura	XXXX	EUR			
8100212038	11/07/2016	21/07/2016	Factura	XXXX	EUR			
8100212280	13/07/2016	23/07/2016	Factura	XXXX	EUR			
8100212281	13/07/2016	23/07/2016	Factura	XXXX	EUR			
8100212282	13/07/2016	23/07/2016	Factura	XXXX	EUR			
8100212283	13/07/2016	23/07/2016	Factura	XXXX	EUR			
8100212589	19/07/2016	29/07/2016	Factura	XXXX	EUR			
8100212590	19/07/2016	29/07/2016	Factura	XXXX	EUR			
8100212799	20/07/2016	30/07/2016	Factura	XXXX	EUR			
8100212802	21/07/2016	31/07/2016	Factura	XXXX	EUR			
8100212836	22/07/2016	01/08/2016	Factura	XXXX	EUR			

SAVE AS PDF

Click on the PDF icon to save the file to your computer.

EXPORT A LIST

Save the complete list in the format you prefer (XLS or PDF).

DOWNLOAD INVOICES

To save one or various specific invoices, select them from the list and download them in zip format.

CREATE A COMPLAINT

Select an invoice, fill out the online form and we'll contact you.



VIEW "YOUR PROFILE".



In this section, you can view the **price list** and your **contract details**.

4

MY PROFILE > PRICE LIST.

SEARCH

Select a specific date and press search.

data: 1 / 2

CEPSA

ECBE SL
JOSE GARCIA REY
CLIENTES 1234
DEST. MERCANCIAS: TRANSPORTES REUNIDOS S.A.U.

PRECIOS VÁLIDOS 01.02.2016 - 15.02.2016

PLATT'S DE REFERENCIA	Densidad	EUR/M3
CIF NWE HIGH	0,79810288	XXXX,XXX

Cambio Medio USD / EURO /1,08731
Este cambio aplica al Platts y a los diferenciales. Para las tasas se usará el cambio de cada día de suministro.

PROD	AER.	DIFERENCIAL EUR/M3	BASICA /	CORES EUR / M3	FLIO OPERACION EUR	TOTAL EUR / M3	TASA EUR/M3
JET	ACE	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	AGP	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	ALC	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	BCM	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	BIO	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	BZE	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	EAS	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	EDV	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	FUE	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	GRD	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	GRX	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	HSZ	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	LGO	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	LEI	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	LPA	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	MAD	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	MAD	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	MADF	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	MAH	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	MWJ	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX
JET	ODB	XXXX,XXX	0,0000	X,XXX	X,XXX	XXXX,XXX	X,XXX

TOOLBAR

Place the cursor on the document to see the toolbar and select the display mode, save or print the file.

4

MY PROFILE > CONTRACTS.

SEARCH

Select a recipient or a specific date (or none if you want to see all) and press search.

MAGNIFYING GLASS

Click on the magnifying glass to see the details of a specific contract.

The screenshot shows a modal window titled 'DETALLE CONTRATO' with the following fields and data:

ID CONTRATO:	02282	FECHA INICIO:	01/05/2012	FECHA FIN:	31/03/2018	MONEDA:	EUR	PLAZO PLATT:	Mensual
VIA PAGO:	TRANSFERENCIA BANCARIA A 010 DIAS		TIPO FACTUR.: Facturación diaria						
MATERIAL	AEROPUERTO	VOLUMEN MS	PLATT	PLAZO PLATT	DIFERENCIAL				
GASAV 100LL	ACE	0	SI	Mensual	0,00				
GASAV 100LL	AGP	0	SI	Mensual	0,00				
GASAV 100LL	ALC	0	SI	Mensual	0,00				
GASAV 100LL	BCH	0	SI	Mensual	0,00				
GASAV 100LL	BIO	0	SI	Mensual	0,00				

EN EL CASO DE QUE ALGUNA DE LAS TAREAS MENCIONADAS (PUNTA DUC, TASA ABOFORTUNADA, CARGOS POR HORAS EXTRAORDINARIAS) VALEREBEN, SELENI SE ACTUALIZARA EN CONSECUENCIA. ACEPTAR

The screenshot shows the 'MY PROFILE > Contracts' page with the following search filters and table:

AIRLINE: All airlines | DATE: 13/07/2016 | SEARCH

DETAIL	ID	DATE FROM	DATE TO
	02282	01/05/2012	31/03/2018
	02496	01/06/2013	31/03/2018
	02829	01/04/2015	31/03/2017
	02831	01/04/2015	31/03/2017
	02871	01/05/2015	31/03/2017

CUSTOMIZING RESULTS

Place the cursor over the desired parameter until the arrow appears. Click on the arrow and the options for configuring how the results are displayed will drop down.



“MY DOCUMENTS”

MANAGE YOUR DOCUMENTS IN THE EASIEST WAY.

In the **"My Documents"** section of your Reserved Area, you will be able to quickly and safely manage all your documents. Press the **ACCESS** button and it will open a drop-down menu, where you can search by type of document or date. That will make your search easier and immediate.

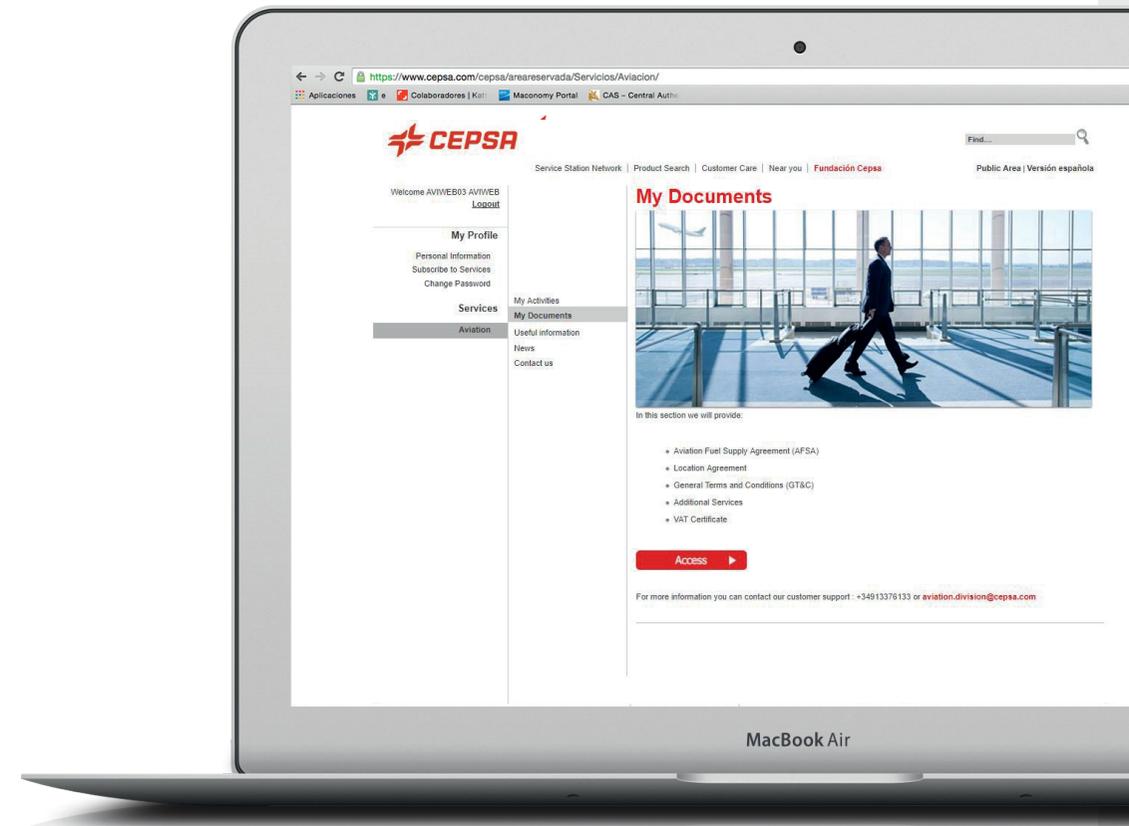
In addition, all your documents are downloadable: You will be able to access them when you need it and file them wherever you want.

In this section, you will find:

1. Aviation Fuel Supply Agreement (AFSA).
2. Location Agreement.
3. General Terms and Conditions.
4. Additional Services.
5. VAT certificate.
6. Bank Guarantee.

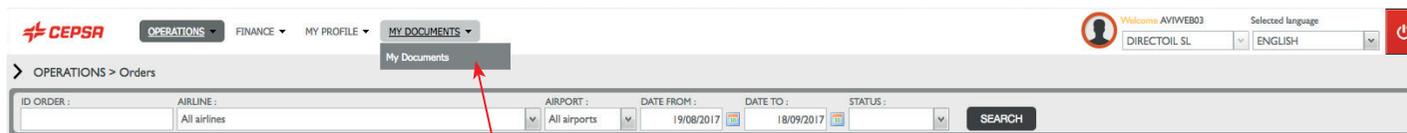


If you have any questions or problems viewing your documents, please contact your Cepsa sales representative.





VIEW "MY DOCUMENTS".



In this section, you can see all the **documentation**.

5

MY PROFILE > MY DOCUMENTS

CEPSA OPERATIONS FINANCE MY PROFILE MY DOCUMENTS

Welcome AVWWEB03 Selected language
DIRECTOIL SL ENGLISH

MY DOCUMENTS > My Documents

DOCUMENT TYPE: DATE FROM: DATE TO: SEARCH

DOCUMENT TYPE	TITLE	START OF VALIDITY	END OF VALIDITY	SITUATION
No items to show.				

Aviation Fuel Supply Agreement (AFSA)
Location Agreement
General Terms and Conditions (GT&C)
Additional Services
VAT Certificate
Bank Guarantee

SEARCH
Select the document type you want to access.