



“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.

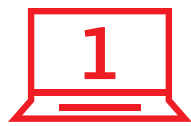
In this simple tutorial, you will learn how to get the most out of all the possibilities we offer you:

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.



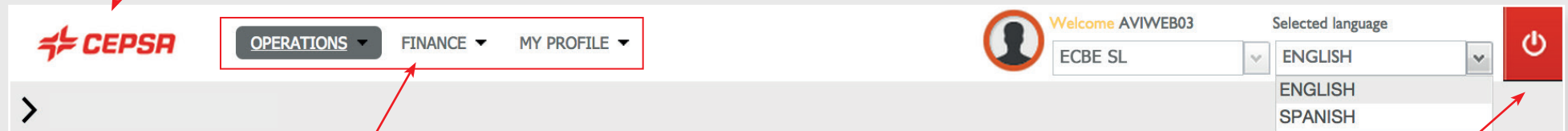
BASIC NAVIGATION GUIDE.

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.



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.

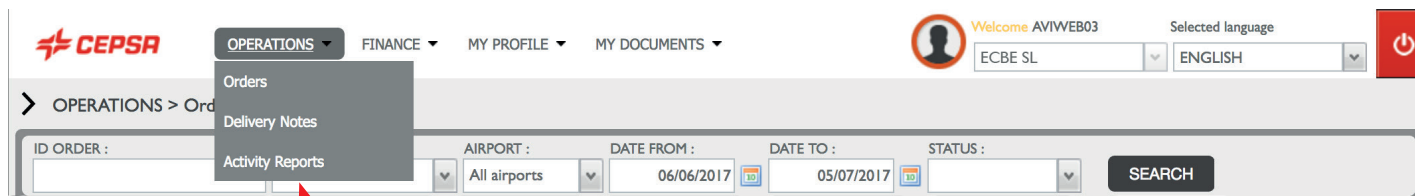
The screenshot displays the CEPSA web application interface. At the top, there is a navigation bar with the CEPSA logo and several menu items: OPERATIONS, FINANCE, MY PROFILE, and MY DOCUMENTS. A user profile icon is visible next to the text 'Welcome AVWEB03'. The selected language is 'ENGLISH'. Below the navigation bar, the breadcrumb trail shows 'OPERATIONS > Orders'. The main content area features a search bar with 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 bar is a table with columns: DETAIL, ID ORDER, AIRLINE, ID AIRPORT, AIRPORT, REGISTRATIO..., SUPPLY DATE, ORDER VALUE, and STATUS. The table currently shows 'No items to show.' A dropdown menu is open for the 'SUPPLY DATE' column, displaying options: Sort Ascending, Sort Descending, Configure Sort..., Clear Sort, Auto Fit All Columns, Auto Fit, Columns, Group by SUPPLY DATE, and Freeze SUPPLY DATE. The 'Group by SUPPLY DATE' option is expanded, showing a list of time intervals: by Day, by Week, by Month, by Quarter, by Year, by Day of Month, and by Upcoming. An 'EXPORT XLS' button is located at the bottom left of the table area.

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**.



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.

| DETAIL | ID ORDER | AIRLINE | ID AIRPORT | AIRPORT | REGISTRATIO... | SUPPLY DATE | STATUS | ORDER VALUE | STATUS |
|--------|------------|-----------------------------|------------|---------------------|----------------|-------------|-------------|-------------|-----------|
| | 0564361928 | ECBE SL | BCN | BARCELONA | GLUXY | 07/03/2016 | IN PROGRESS | XXXX | FACTURADO |
| | 0564361930 | TRANSPORTES REUNIDOS S.A.U. | ACE | LANZAROTE | ECMMQ | 07/03/2016 | DELIVERED | XXXX | FACTURADO |
| | 0564363894 | ECBE SL | MAD | BARAJAS | DCVHB | 08/03/2016 | INVOICED | 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.

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.

CEPSA OPERATIONS FINANCE MY PROFILE MY DOCUMENTS

Welcome AVIWEB03 ECBE SL Selected language ENGLISH

OPERATIONS > Activity Reports

REPORTS : AIRPORT : SPLIT INTO PLANE MODE : DATE FROM : DATE TO : GROUPED BY : VALUES :
Activity report All airports Yes No 05/05/2017 05/07/2017 Annual All measures SEARCH

| DELIVERY NUMBER | AIRLINE | AIRPORT | DELIVERY DATE |
|-----------------|-----------------------------|---------|---------------|
| 92430DQ/01 | ECBE SL | BCN | 05/03/2016 |
| 02785CJ/01 | TRANSPORTES REUNIDOS S.A.U. | BCN | 08/04/2016 |

EXPORT A LIST... XLS PDF Download

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.



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.

CEPSA OPERATIONS FINANCE MY PROFILE MY DOCUMENTS Welcome AVIWEB03 Selected language ECBE SL ENGLISH

OPERATIONS > Activity Reports

REPORTS : AIRPORT : SPLIT INTO PLANE MODE : DATE FROM : DATE TO : GROUPED BY : VALUES :
Activity report All airports Yes No 05/05/2017 05/07/2017 Annual All measures SEARCH

1 of 1 Find | Next

CEPSA

Delivery Period : From 09/02/2016 Until 14/04/2016
Customer : DIRECTOIL SL

| 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 |

Report

- Archivo XML con datos de informe
- CSV (delimitado por comas)
- PDF
- MHTML (archivo web)
- Excel
- Archivo TIFF
- Word

LIST

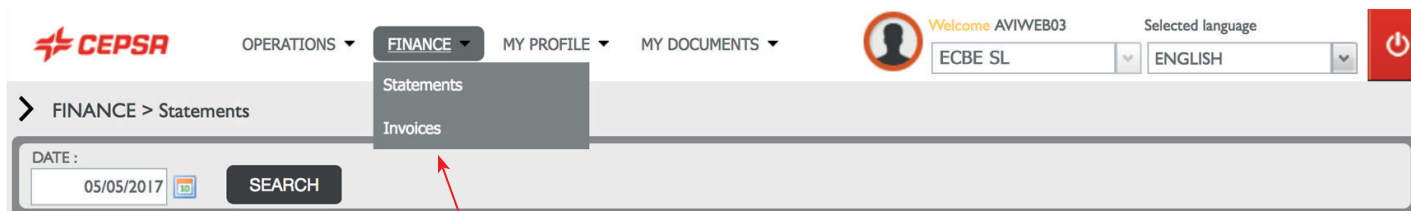
Lists appear automatically on the screen in preview mode.

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.

CEPSA

OPERATIONS FINANCE MY PROFILE MY DOCUMENTS

Welcome AVIWEB03 Selected language
ECBE SL ENGLISH

FINANCE > Statements

DATE :
05/05/2017 SEARCH

qgK6eDQplbmRzdHJlYW0NCmVuZG9i ag0KMTIgMCMvYmoNCjEwMzINCmVuZG9...1 / 1

CEPSA

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 |
| 8100203968 | 25.01.2016 | 04.02.2016 | XXXXX | EUR |
| 8100204053 | 26.01.2016 | 05.02.2016 | XXXXX | EUR |

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.

CEPSA OPERATIONS FINANCE MY PROFILE MY DOCUMENTS

Welcome AVIWEB03 Selected language ECBE SL ENGLISH

FINANCE > Invoices

STATUS: ALL DATE FROM: 06/06/2017 DATE TO: 05/07/2017 SEARCH

| 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 | | | |

EXPORT LIST AS... Download Invoices Open Dispute

SAVE AS PDF

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

CEPSA OPERATIONS FINANCE MY PROFILE MY DOCUMENTS

Welcome AVIWEB03 Selected language ECBE SL ENGLISH

FINANCE > Invoices

STATUS: ALL DATE FROM: 06/06/2017 DATE TO: 05/07/2017 SEARCH

Crear reclamación

RECLAMACIÓN

TÍTULO

DESCRIPCIÓN

COMENTARIOS

RECLAMACIÓN

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.



MY PROFILE > PRICE LIST.

SEARCH

Select a specific date and press search.

CEPSA OPERATIONS FINANCE MY PROFILE MY DOCUMENTS

Welcome AVIWEB03 Selected language ECBE SL ENGLISH

MY PROFILE > Price List

DATE:

data: 1 / 2

CEPSA

ECBE SL
JOSÉ GARCÍA 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 | BÁSICA / | CORES EUR / M3 | FLUO OPERACIÓN 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 | BCN | XXXX,XXX | 0,0000 | X,XXX | X,XXX | XXXX,XXX | X,XXX |
| JET | BIG | XXXX,XXX | 0,0000 | X,XXX | X,XXX | XXXX,XXX | X,XXX |
| JET | BLJ | 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 | ECV | 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 | LGS | 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 | MAD | 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 | MJV | XXXX,XXX | 0,0000 | X,XXX | X,XXX | XXXX,XXX | X,XXX |
| JET | ODS | 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.



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.

CEPSA OPERACIONES FINANCIERA MI PERFIL

MI PERFIL > Contratos

DESTINATARIO: Todos los destinatarios FECHA: 13/07/2014 BUSCAR

DETALLE: ID FECHA INICIO FECHA FIN

DETALLE CONTRATO

| ID CONTRATO | FECHA INICIO | FECHA FIN | MONEDA | PLAZO PLATT |
|-------------|--------------|------------|--------|-------------|
| 02282 | 01/05/2012 | 31/03/2018 | EUR | Menual |

VIA PAGO: TRANSFERENCIA BANCARIA A 910 DIAS TIPO FACTUR: Facturación diaria

| MATERIAL | AEROPUERTO | VOLUMEN M3 | PLATT | PLAZO PLATT | DIFERENCIAL |
|-------------|------------|------------|-------|-------------|-------------|
| GASAV 100LL | ACE | 0 | SI | Menual | 0,00 |
| GASAV 100LL | AGP | 0 | SI | Menual | 0,00 |
| GASAV 100LL | ALC | 0 | SI | Menual | 0,00 |
| GASAV 100LL | BCN | 0 | SI | Menual | 0,00 |
| GASAV 100LL | BDO | 0 | SI | Menual | 0,00 |

EN EL CASO DE QUE ALGUNA DE LAS TASAS MENCIONADAS (PLF, TASA OTC, TASA AEROPORTUARIA, CARGOS POR HORAS EXTRAORDINARIAS) VARIAREEN, SEJEREN ACTUALIZADO EN CONSECUENCIA

ACEPTAR

CEPSA OPERACIONES FINANCIERA MY PROFILE MY DOCUMENTS

Welcome AVIVWEB03 Selected language ECBE SL ENGLISH

> MY PROFILE > Contracts

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 |
| | | 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.

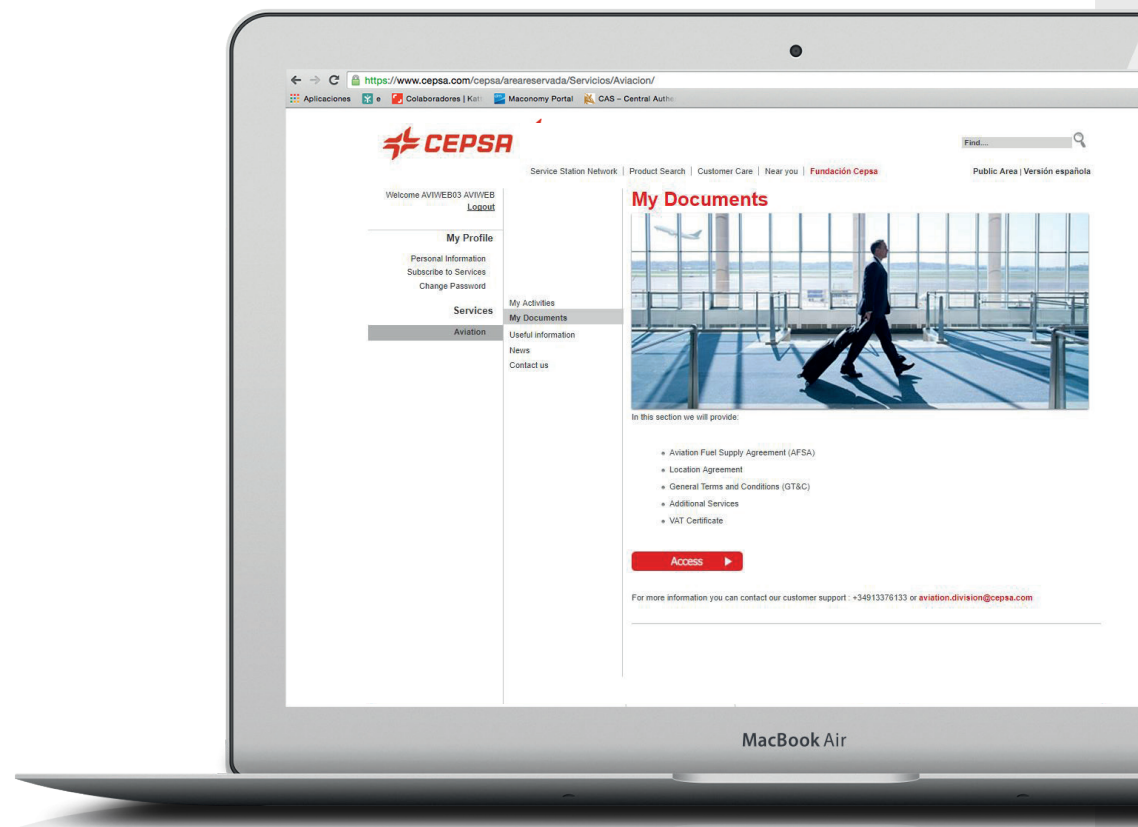
In addition, all your documents are downloadable: You will be able to access them when you need it and file them wherever you want.

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.

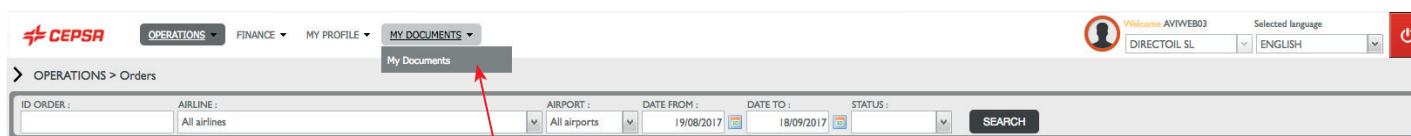


If you have any questions or problems viewing your documents, please contact your Cepsa sales representative.





VIEW “MY DOCUMENTS”.



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

5

MY PROFILE > MY DOCUMENTS

The screenshot displays the CEPSA user interface for the 'MY DOCUMENTS' section. At the top, there is a navigation bar with the CEPSA logo and tabs for OPERATIONS, FINANCE, MY PROFILE, and MY DOCUMENTS. The MY DOCUMENTS tab is active. On the right side of the header, there is a user profile icon labeled 'Welcome AVWEB03', a 'Selected language' dropdown set to 'ENGLISH', and a 'DIRECTOIL SL' dropdown. Below the header, the main content area is titled 'MY DOCUMENTS > My Documents'. It features a search bar with fields for 'DOCUMENT TYPE', 'DATE FROM', and 'DATE TO', followed by a 'SEARCH' button. A dropdown menu is open under the 'DOCUMENT TYPE' field, listing the following options: 'Aviation Fuel Supply Agreement (AFSA)', 'Location Agreement', 'General Terms and Conditions (GT&C)', 'Additional Services', 'VAT Certificate', and 'Bank Guarantee'. A red box highlights this dropdown menu, and a red arrow points from the text 'SEARCH Select the document type you want to access.' to it. Below the search bar, there is a table with columns: 'DOCUMENT TYPE', 'TITLE', 'START OF VALIDITY', 'END OF VALIDITY', and 'SITUATION'. The table currently displays 'No items to show.'

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