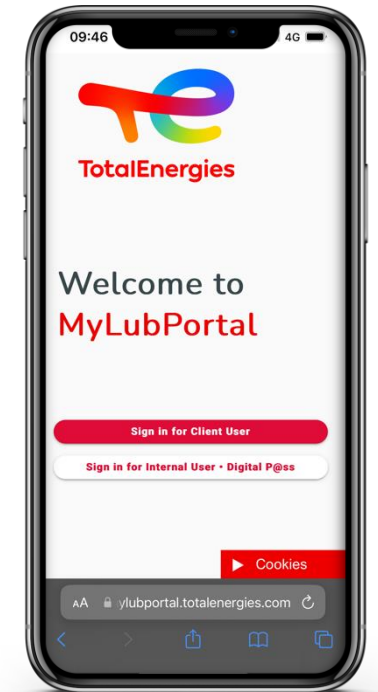


# MyLubPortal

• PORTAL PRESENTATION •



# Agenda

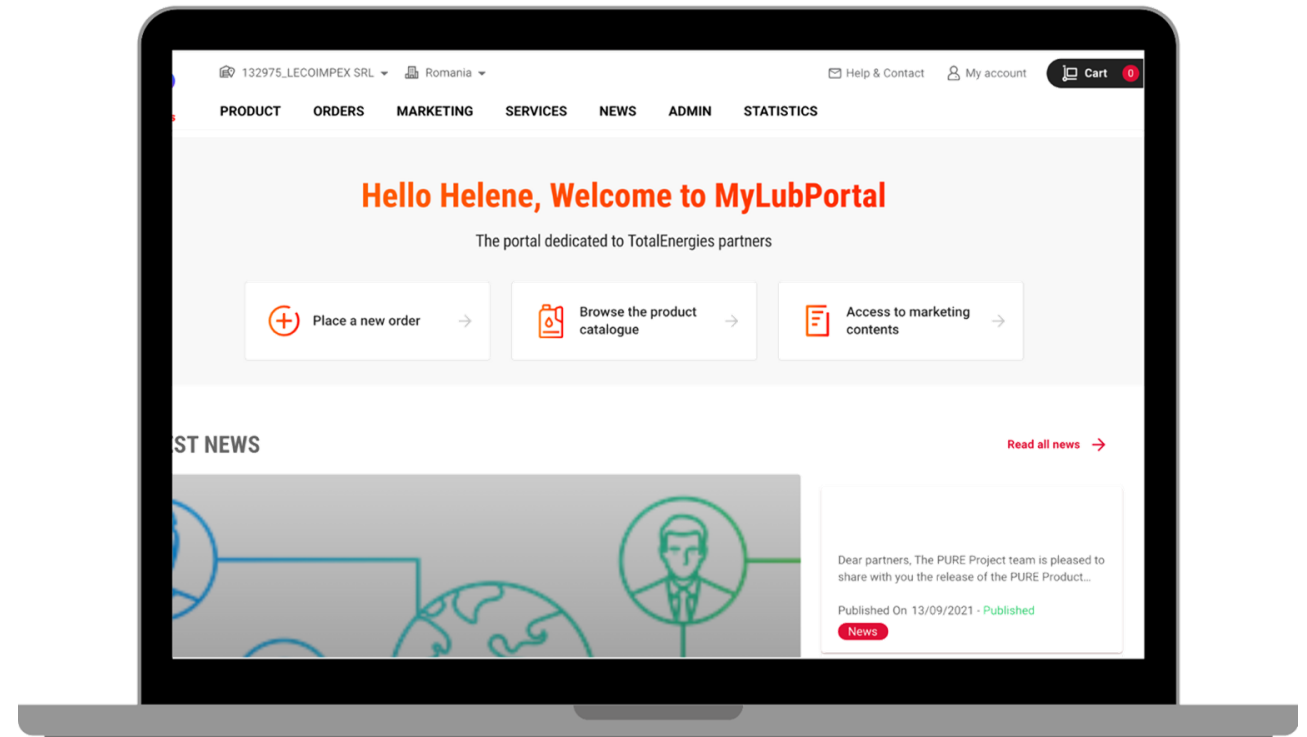


- 1 **Homepage**
- 2 **Product**
- 3 **Order**
- 4 **E-ordering**

- 5 **Marketing**
- 6 **Services**
- 7 **News**



# 1. Homepage



# 1. HOMEPAGE

## 1. HEADER

- **Sold To ID + Client's name**
- **Help & Contact:** find phone number and email address for support
- **My account:** access your personal data (first/last name, etc.) and active or not to receive Newsletter by email
- **Notifications:** stay updated with new content related to Marketing, Communication and News
- **Favorite:** quick access to your favorite products
- **Cart:** view the products added to your cart
- **Menu:** navigate between tabs (**refer to slide 5 for details**)

## 2. SHORTCUT

- Place a new order -> Orders section
- Browse the product catalogue -> Product section
- Access to marketing contents -> Marketing section

## 3. PAGE

- Latest news, client service, latest marketing content: all the **latest article** are **visible** on the homepage to ensure you do not miss any **important information**.

The screenshot shows the MyLubPortal homepage. At the top, a navigation bar includes the TotalEnergies logo, a dropdown menu for '2053\_30\_545487\_NISSAN SWITZERL...', and links for 'Help & Contact', 'My account', 'Favorite', and 'Cart'. Below the navigation bar, a personalized greeting reads 'Hello Anthony Test, Welcome to MyLubPortal' with the subtitle 'The portal dedicated to TotalEnergies partners'. A central navigation bar contains three buttons: 'Place a new order', 'Browse the product catalogue', and 'Access to marketing contents'. The 'LATEST NEWS' section features a prominent article for 'RUBIA LUBRIFIANTS' with the headline 'Discover Rubia Lubricants by TotalEnergies' and a 'Read all news' link. Below this, the 'SERVICES FOR CLIENT' section includes a 'Browse all Services for client' link and a featured article titled 'How to choose the right motor oil for your car?' with a 'Discover' button. At the bottom, the 'LATEST MARKETING CONTENTS' section has a 'Browse all marketing contents' link. Numbered callouts 1, 2, and 3 highlight the navigation bar, the shortcut buttons, and the news section respectively.

# 1. HOMEPAGE - FOCUS MENU

## 1. MENU

- **PRODUCT:** access the Products catalogue, Product Recommendation or Equivalent tool and the Technical Data Sheet (TDS) & Safety Data Sheets (SDS).
- **ORDERS:** place an order, view your order history (including status), and download invoices or credit and debit notes.
- **MARKETING:** access all marketing, communication, and promotional content (product descriptions, current sales, promotions, etc.).
- **SERVICES:** find specific content and offers that could be useful for your business.
- **NEWS:** stay informed with all company updates at both local and global levels.

1

2053\_30\_545487\_NISSAN SWITZERL...

Help & Contact My account Favorite Cart

PRODUCT ORDERS MARKETING SERVICES NEWS

Hello Anthony Test, Welcome to MyLubPortal

The portal dedicated to TotalEnergies partners

Place a new order → Browse the product catalogue → Access to marketing contents →

LATEST NEWS [Read all news →](#)

**RUBIA LUBRIFIANTS**

Discover Rubia Lubricants by TotalEnergies

News Published on 29/07/2024

SERVICES FOR CLIENT [Browse all Services for client →](#)

What do you look for when you're choosing an engine oil?

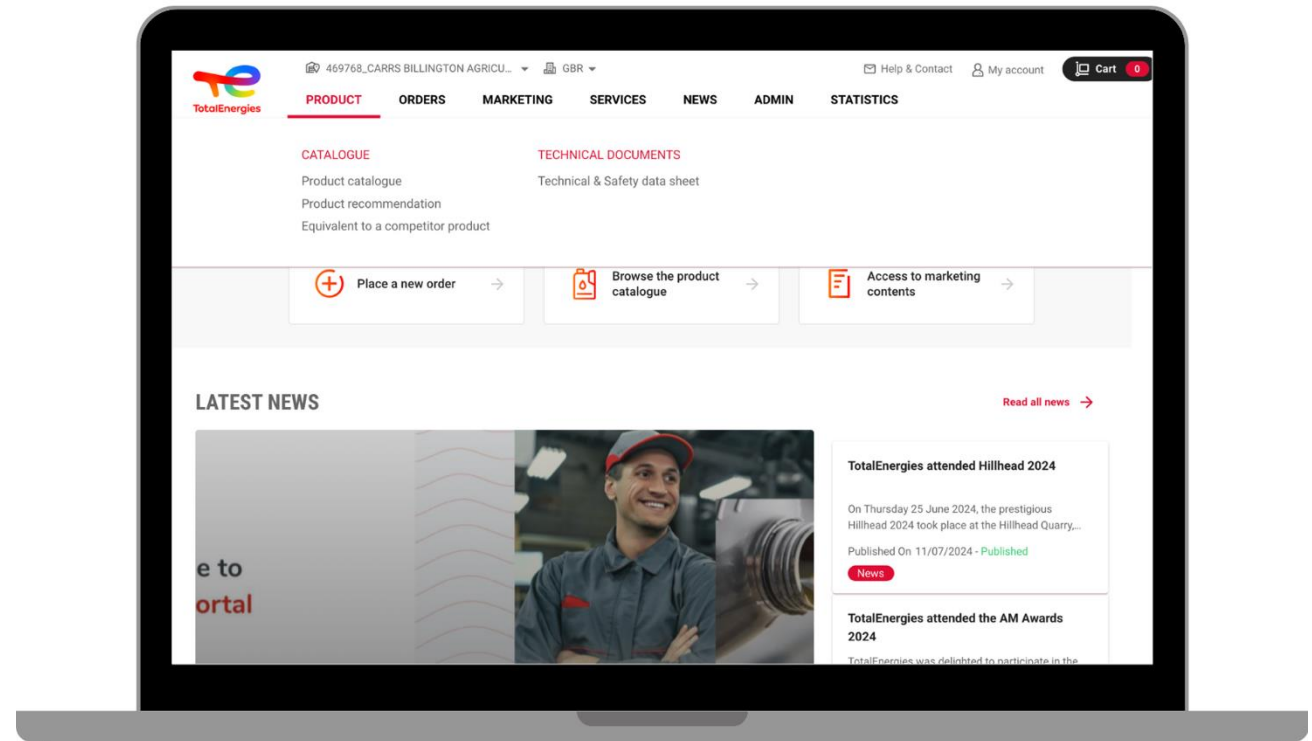
How to choose the right motor oil for your car? 🚗

Here are some essential tips ...

Discover

LATEST MARKETING CONTENTS [Browse all marketing contents →](#)

## 2. Product section



## 2. PRODUCT SECTION – Product catalogue

### 1. PRODUCT CATALOGUE

- If you have access to multiple catalogues, you must first select the one you want (usually organized by brand).
- If not, no catalogue selection is required.

### 2. FILTERS

- **Product I sell:** all the products you can order directly on MyLubPortal, meaning products with available pricing.
- **All products:** all products available in the market, though you cannot purchase them (no pricing available). If you're interested in a product, feel free to contact your Sales Representative.
- **Others filters:** you can also **filter** per Market Segment, Viscosity, Homologation, Performance, Range and Application, or use the search bar to filter per product name, brand or article code.

The screenshot displays the TotalEnergies MyLubPortal interface. At the top, the navigation menu includes 'PRODUCT', 'ORDERS', 'MARKETING', 'SERVICES', 'NEWS', 'ADMIN', and 'STATISTICS'. The 'PRODUCT' section is active, showing a dropdown for 'Catalogue name' with 'ELF' selected. A search bar contains 'TE Elf Test'. Below the search bar are filters for 'Market segment', 'Performance', 'Homologation', 'Viscosity', and 'Range'. A 'More filters' button is also present. The results section shows 'Results: 62 products' and two buttons: 'All products' and 'Products I sell'. The product grid displays six items: ELF MOTO GEAR OIL 10W-40, ELF ELFMATIC CVT, ELF ELFMATIC G3, ELF MOTO GEAR OIL 80W-90, ELF MOTO 4 ROAD 10W-40, and ELF SCOOTER 4 CITY 10W-40. Each product card includes an image, title, description, and a 'See X articles' link.

### 3. PRODUCTS

- After refining your search, you will see the products with their name, image and a short description.
- By **clicking on a product**, you will be taken to its detailed **page** with more **information**.

## 2. PRODUCT SECTION – Product Recommendation

1.

You can obtain Product Recommendations for Automotive and/or Industry. First, select the business line that you want.

2.

Then, **specify** the **vehicle or stationary machinery** you would like a recommendation for.

3.

For Automotive, you can also **filter** by **Vehicle type** and then by **Manufacturer**. You will need to fill in all the required fields (year, model, etc.) to receive your recommendation. The same applies to Industry for the Market segment.

4.

Once all steps are completed, you will **receive a list of all recommended products**, which you can filter according to the **application** (engine oil, transmission, brake, etc.). Also, you can download the TDS and SDS.

By clicking on the **product name**, you will access the **product page** with all information.

**GET PRODUCT RECOMMENDATION**

1. Select business line: Vehicle and mobile equipments (highlighted) or Stationary machinery.

2. Search field: Type your vehicle's name (Example: Mercedes class A).

3. Search by category: Cars, Vans, Motorcycles, Commercial, Agricultural, Off-Highway, Industrial. Manufacturer: ABARTH, AC, ACURA, AIWAYS, AIXAM.

Recommended products for:

**AUDI**  
A1 Sportback 40 TFSI 200bhp, 2.0, 2024

4. Product details for Audi A1 Sportback 40 TFSI 200bhp, 2.0, 2024:

- Engine (P) (CZPC)** Capacity: 5.7 L  
TotalEnergies Quartz Ineo Xtra Long Life 0W-20  
Safety Data Sheet | Technical Data Sheet  
Quartz Ineo Xtra Long Life 0W-20 with Age-Resistance technology is advanced synthetic engine oil specially formulated to meet the severest ACEA standards and technical requirements of vehicle manufacturers. It ensures outstanding wear protection, strong durability and exceptional fuel economy performance whilst maintaining efficiency of emission systems in latest diesel and petrol engines of European vehicles requiring SAE 0W-20 viscosity grade. Quartz Ineo Xtra Long Life 0W-20 is specifically recommended for use in VW group vehicles that require a VW 508.00/509.00 specification lubricant.
- Transmission (DCT) (0D9)** Capacity: 5.2 L  
TotalEnergies FLUIDMATIC DCT MV  
Safety Data Sheet | Technical Data Sheet  
Fluidmatic DCT MV is a dual clutch transmission fluid based on an advanced synthetic technology which covers 95% of the wet clutch DCT market.

## 2. PRODUCT SECTION – Technical & Safety Data Sheet

1.

If you have a multi catalogue, **select** the catalogue of your choice.

2.

Then specify the **product name** for which you would like to download the TDS or SDS for.

3.

Use filters with Market segment, homologation, range, performance, viscosity or application.

4.



**Check** the box of the products you want and download the Technical or Safety Data Sheet by clicking on "**Download**".

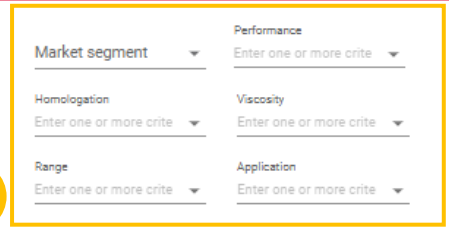
If you only need one of the data sheets, **click on the arrow** and **select** only the one you want.

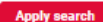
The files will be downloaded in ZIP and PDF formats to your browser's download folder.




**TECHNICAL & SAFETY DATA SHEET**












Search technical and safety data sheets

1  Brand or product name for vehicle, mobile equipments and stationary machinery  2

3 

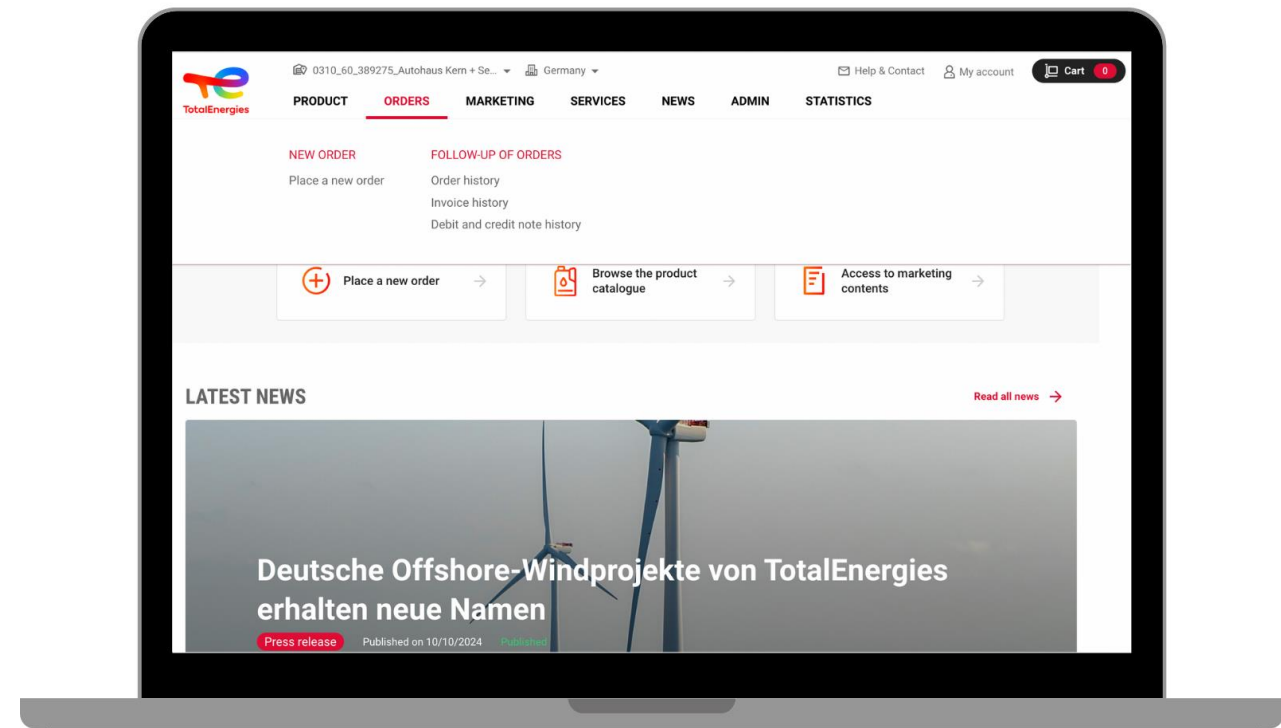
Close filters 

Results for « motor oil » : 8 products   Select all displayed content  Download 8 contents  4

<input checked="" type="checkbox"/>	 NISSAN MOTOR OIL SYNTHETIC TECHNOLOGY 0W30 A3/B4	<input checked="" type="checkbox"/> Technical Data Sheet <input checked="" type="checkbox"/> Safety Data Sheet
<input checked="" type="checkbox"/>	 NISSAN MOTOR OIL SYNTHETIC TECHNOLOGY 0W-20 C5	 Download
<input checked="" type="checkbox"/>	 NISSAN MOTOR OIL SYNTHETIC TECHNOLOGY 5W-30 C3	 Technical Data Sheet
<input checked="" type="checkbox"/>	 NISSAN MOTOR OIL SYNTHETIC TECHNOLOGY 5W-30 C4	 Technical Data Sheet
<input checked="" type="checkbox"/>	 NISSAN MOTOR OIL SYNTHETIC TECHNOLOGY 5W-40 A3/B4	 Technical Data Sheet
<input checked="" type="checkbox"/>	 NISSAN MOTOR OIL SYNTHETIC BASED 10W-40 A3/B4	 Technical Data Sheet

### 3.

# Order section



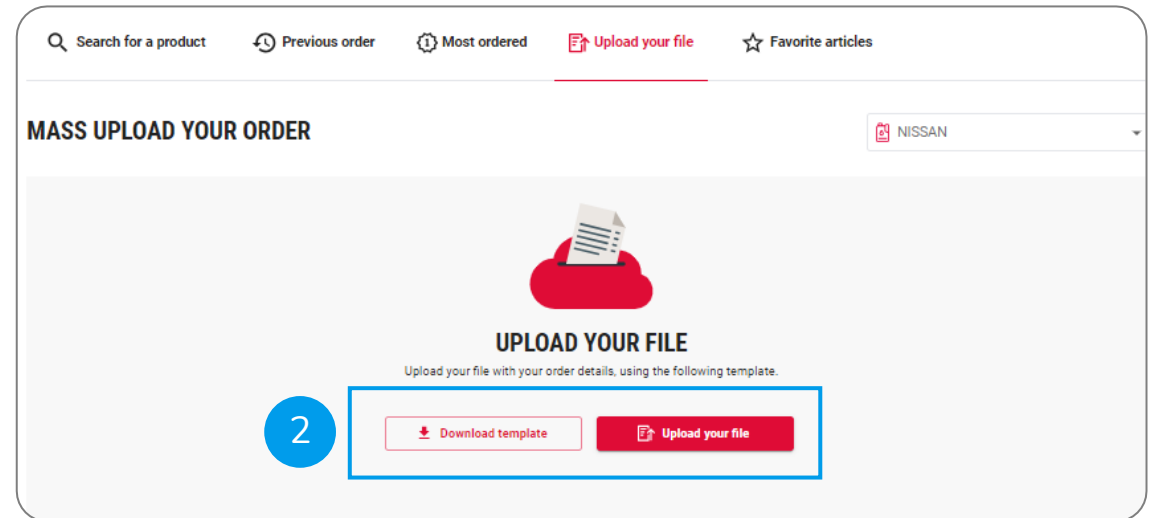
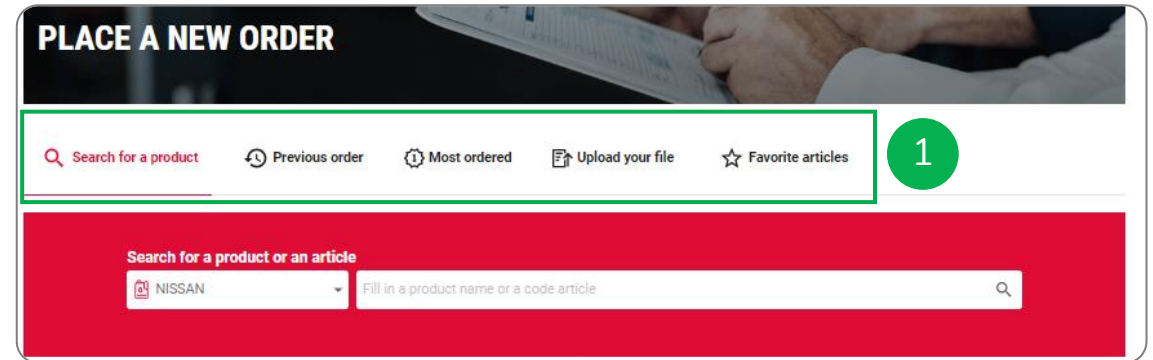
### 3. ORDER SECTION – Place a new order

#### 1. PLACE A NEW ORDER

- You have 5 different ways to place an order:
  - **Search for a product:** if you have the multi catalogue, you first need to select the one you want and search for a product name or a code article
  - **Previous order:** list of all your past orders that you can add with one click
  - **Most ordered:** list of all your most ordered products
  - **Upload your file:** mass upload of articles you can add (**focus #2**)
  - **Favorite articles:** list of all your favorite articles

#### 2. UPLOAD YOUR FILE

Download the template as an Excel file and fill in the desired quantities for the items you want. Once done, upload your file, review the preview and add the items to your cart.



### 3. ORDER SECTION – Order history

#### 1. ORDER HISTORY

- On the Order history page, you will retrieve several information such as:

- **Order ID**
- **Customer Order Reference**
- **Date**
- **Order status**

- You have filters:

- **Status:** All, Ongoing, Completed, Cancelled
- **Calendar**
- **Search bar:** search by Order ID or Customer Order Reference

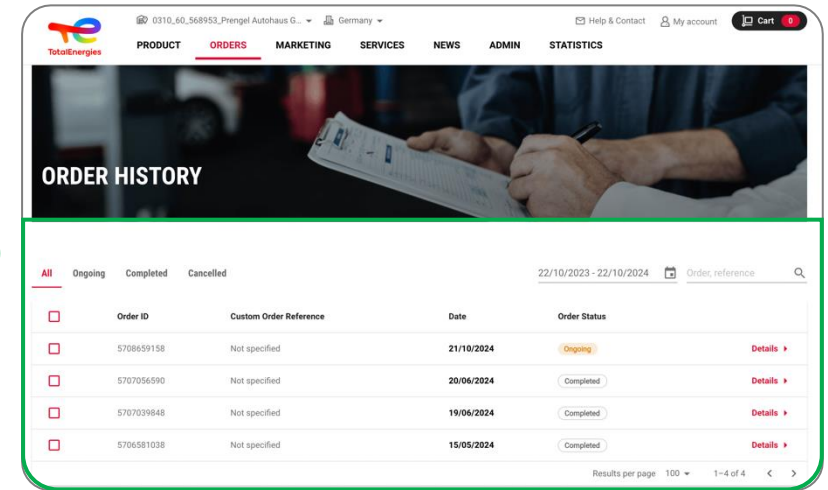
See the details of an order by clicking on “Details”.

#### 2. ORDER DETAILS

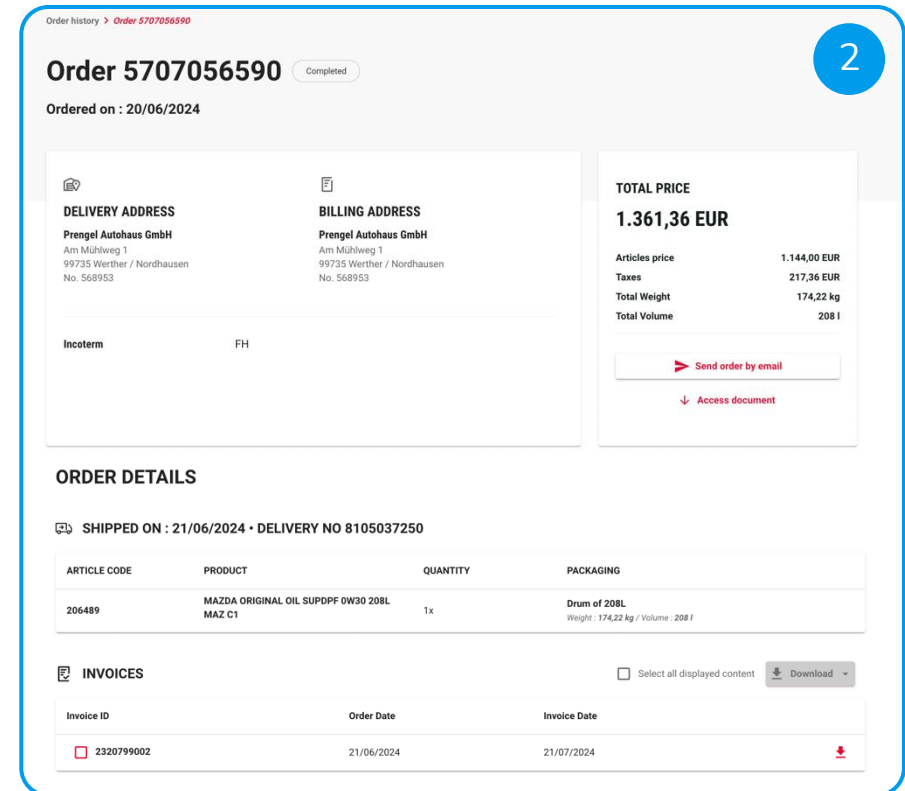
- On the Order details, information will be displayed such as:

- **Order ID and status related**
- **Delivery and billing addresses**
- **Total amount** of the order (article price, taxes, etc.)
- If you want the summary of this order by email, click on “**Send order by email**”
- Article who has been **shipped on** or **awaiting shipment**
- **Invoice** linked to the articles shipped on that **you can download**

1



2



### 3. ORDER SECTION – Document history

#### 1. INVOICE HISTORY

- On the Invoice history page, you will retrieve several information such as:

- **Invoice ID**
- **Invoice date**
- **Payment due date**
- **Amount**
- **Invoice status**

- You have filters:

- **Status:** All, Invoice processed, Late payment, Payment expected, Payment due date approaching
- **Calendar**
- **Search bar:** search by Invoice ID

Download invoice one by one by clicking on the arrow or select several invoices and download them.

#### 2. DEBIT & CREDIT NOTE HISTORY

- On the Debit and Credit note history, you will retrieve several information such as:

- **Note ID**
- **Debit/Credit date**
- **Amount**
- **Type:** debit or credit note

1

0310\_60\_568953\_Prenzel Autohaus G... Germany

Help & Contact My account Cart 0

PRODUCT **ORDERS** MARKETING SERVICES NEWS ADMIN STATISTICS

## INVOICE HISTORY

All Invoice Processed Late payment Payment expected Payment due date approaching 22/10/2023 - 22/10/2024 Invoice ID

Results: 3 invoices Select all displayed content Download

Invoice ID	Invoice date	Payment due date	Amount	Status
2320673433	25/10/2023	24/11/2023	1.361,36 EUR	Invoice Processed
2320776290	16/05/2024	15/06/2024	1.163,34 EUR	Invoice Processed
2320799002	21/06/2024	21/07/2024	1.728,18 EUR	Invoice Processed

Results per page 100 1-3 of 3

2

2053\_30\_545487\_NISSAN SWITZERL... Switzerland

Help & Contact My account Cart 0

PRODUCT **ORDERS** MARKETING SERVICES NEWS ADMIN STATISTICS

## DEBIT AND CREDIT NOTE HISTORY

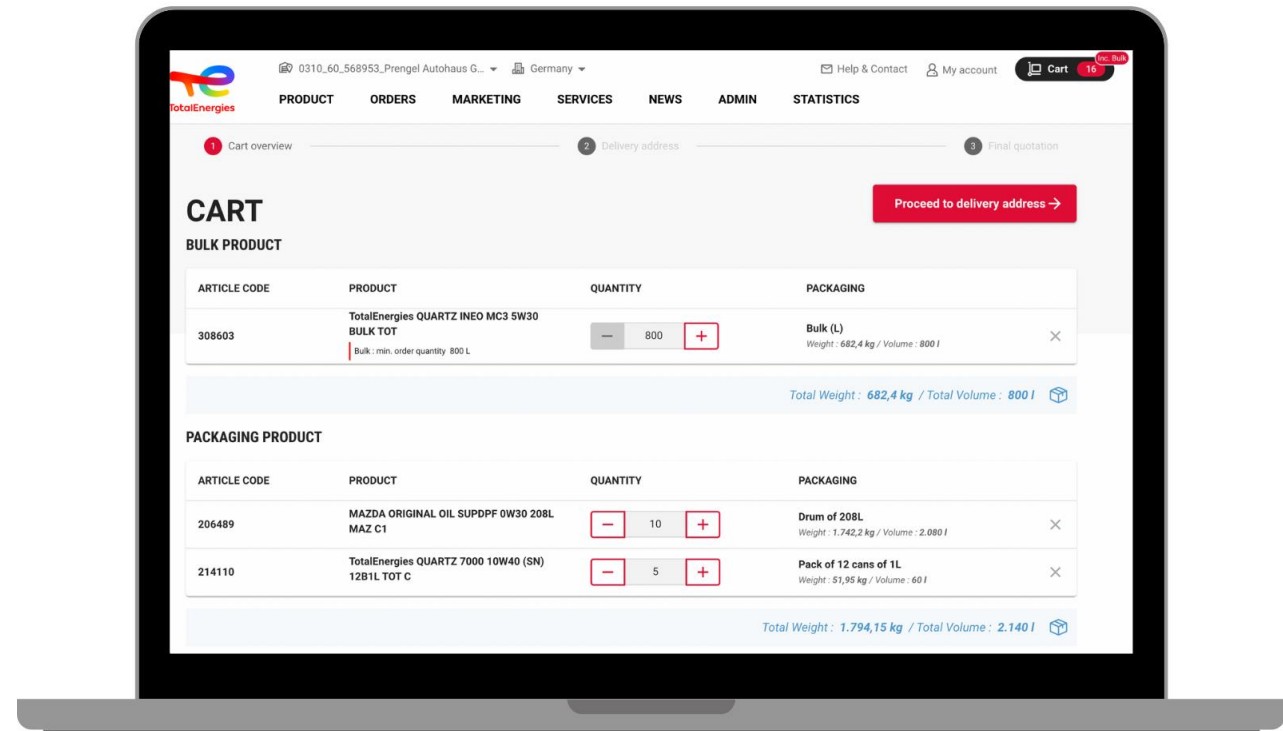
All Credit note Debit note 22/10/2023 - 22/10/2024 Search for a Debit/Credit number

Results: 4 debit and credit notes Select all displayed content Download

Note ID	Debit/Credit date	Amount	Type
5545002582	24/11/2023	911.75 CHF	Credit
5545002583	23/04/2024	844.54 CHF	Credit
5545002480	24/11/2023	683.25 CHF	Debit
5545002481	24/11/2023	224.96 CHF	Debit

Results per page 100 1-4 of 4

# 4. E-ordering process



### 3. E-ORDERING PROCESS – Cart overview & Delivery address

ARTICLE CODE	PRODUCT	QUANTITY	PACKAGING
308603	TotalEnergies QUARTZ INEO MC3 5W30 BULK TOT <small>Bulk: min. order quantity 800 L</small>	800	Bulk (L) <small>Weight : 682,4 kg / Volume : 800 l</small>

ARTICLE CODE	PRODUCT	QUANTITY	PACKAGING
206489	MAZDA ORIGINAL OIL SUPDPF 0W30 208L MAZ C1	10	Drum of 208L <small>Weight : 1.742,2 kg / Volume : 2.080 l</small>
10	TotalEnergies QUARTZ 7000 10W40 (SN) 12B1L TOT C	5	Pack of 12 cans of 1L <small>Weight : 51,95 kg / Volume : 60 l</small>

Address Name	Address Details	Action
Prengel Autohaus GmbH	Am Mühlweg 1 99735 Werther / Nordhausen No. 568953	Choose this address
Prengel Autohaus GmbH	Am Mühlweg 8 99735 Werther/Nordhausen No. 603869	Choose this address

#### 1. CART OVERVIEW

- After selecting your products, proceed to the first step of e-ordering with an overview of your cart. Bulk and pack products are separated for better visibility.
- The weight and volume per item, as well as the total, are also displayed.  
In the screenshot above, you can see that a minimum order quantity for bulk products has been set at 800 L.
- At this stage, you can still adjust quantities or remove products.

#### 2. DELIVERY ADDRESS

- It's time to choose the delivery address you want.
- You may have one or several options to choose from.
  - You can **filter** the delivery addresses by:
    - Address name
    - ID number
    - Postal code
    - City
  - Additionally, to make future orders easier, you can add delivery addresses to your **"Favorite"** by clicking on the **star**. Next time, simply go to **"Favorite"** to find them.

### 3. E-ORDERING PROCESS – Final quotation

#### 1. INFORMATION

Finally, the last step of e-ordering is a summary of certain information and, most importantly, the display of prices.

You will find:

- The **delivery address** and the **billing address**
- The **total amount** of the order, broken down into item **prices** and **taxes**
- Some elements, such as **Incoterms**, may be displayed or not.
- **Required fields:** Customer Order Reference, Delivery comments, Desired delivery date.

#### 2. CART OVERVIEW

At the bottom, there's a **summary of your products** with the **unit price** and the **price excluding taxes**.

#### 3. SUBMIT YOUR ORDER

Once your order is correct, **accept the terms and conditions of sale** and **click on "Submit my order"**.

You will then receive a **confirmation email** for your order.

0310\_60\_568953\_Pregel Autohaus G... Germany

PRODUCT ORDERS MARKETING SERVICES NEWS ADMIN STATISTICS

Cart overview Delivery address Final quotation

1

**DELIVERY ADDRESS**  
Pregel Autohaus GmbH  
Am Mühlweg 8  
99735 Werther/Nordhausen  
No. 603869

**BILLING ADDRESS**  
Pregel Autohaus GmbH  
Am Mühlweg 1  
99735 Werther / Nordhausen  
No. 568953

**TOTAL PRICE**  
**17.400,18 EUR**

Articles price 14.622,00 EUR  
Taxes 2.778,18 EUR  
Total Weight 2.476,55 kg  
Total Volume 2.940 l

Incoterm FH

Custom Order Reference Indicate your reference (Max 35 characters)  
Optional

I read and accept the general terms and conditions of sale. \*Updated March 2024.

SUBMIT MY ORDER

3

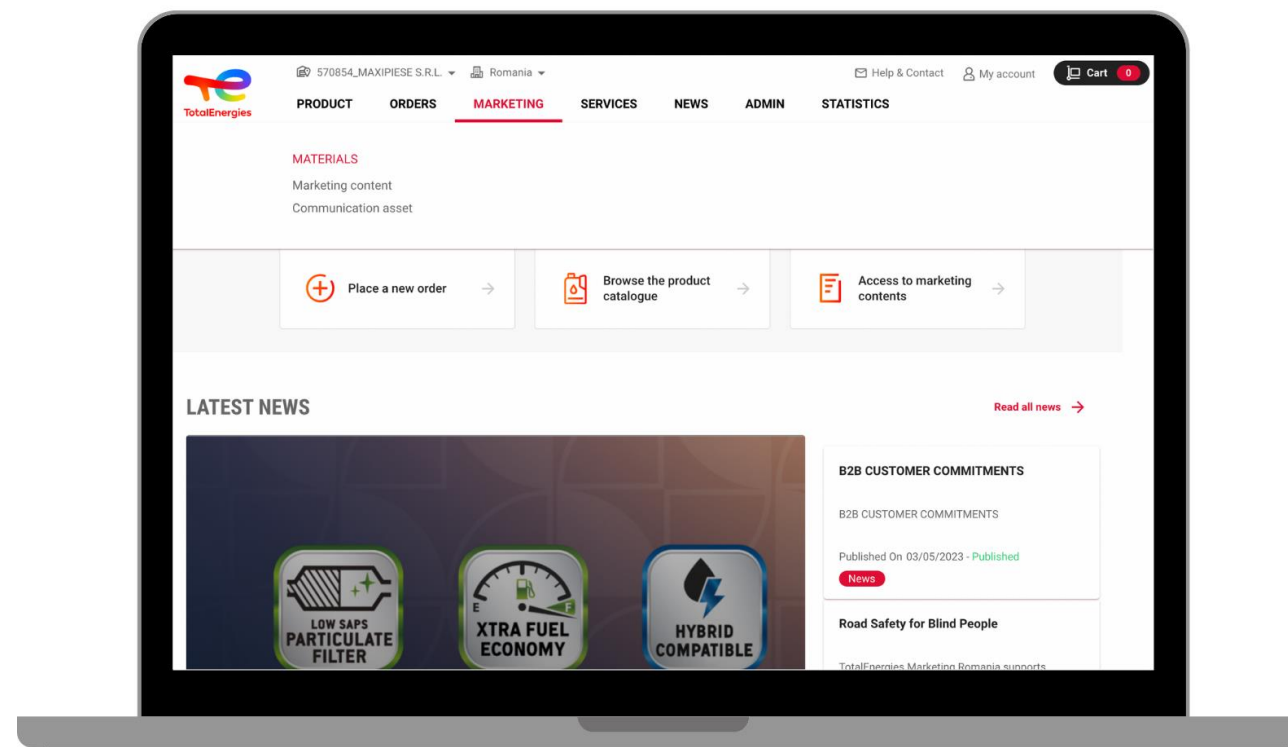
**CART**

ARTICLE CODE	PRODUCT	QUANTITY	PACKAGING	UNIT PRICE	PRICE EXCL. VAT
206489	MAZDA ORIGINAL OIL SUPDPF 0W30 208L MAZ C1	10x	Drum of 208L Weight : 1.742,2 kg / Volume : 2.080 l	550,00 EUR /100 L	11.440,00 EUR
214110	TotalEnergies QUARTZ 7000 10W40 (SN) 12B1L TOT C	5x	Pack of 12 cans of 1L Weight : 51,95 kg / Volume : 60 l	370,00 EUR /100 L	222,00 EUR
308603	TotalEnergies QUARTZ INEO MC3 5W30 BULK TOT	800x	Bulk (L) Weight : 682,4 kg / Volume : 800 l	370,00 EUR /100 L	2.960,00 EUR

Bulk : min. order quantity 800 L

2

# 5. Marketing section



## 4. MARKETING SECTION

- On the **Marketing content** section, you will retrieve 3 subcategories:

- Marketing content
- Communication asset
- Promotion

- Use different **filters** if you are looking for a specific content:

- Search bar
- Calendar
- Content type
- Content sub-type
- Segment

- To see and read articles, click on **"View"**.

- If you wish to download and share the content, you can click on **"Download"** and you will have all the data in your browser's download folder.

**MARKETING CONTENT**

Search for a marketing content

Content type  Content sub-type  Segment

**Latest contents**  Select all displayed content

**TotalEnergies QUARTZ engine oil**

Thanks to our unwavering commitment to innovation, Quartz is a brand of choice that is trusted the world over.

Published on 31/07/2024  
1 document · 108.47 MB

**Quartz: Driving lubricants innovation for...**

Discover the new adventure of our RobotQuartz!

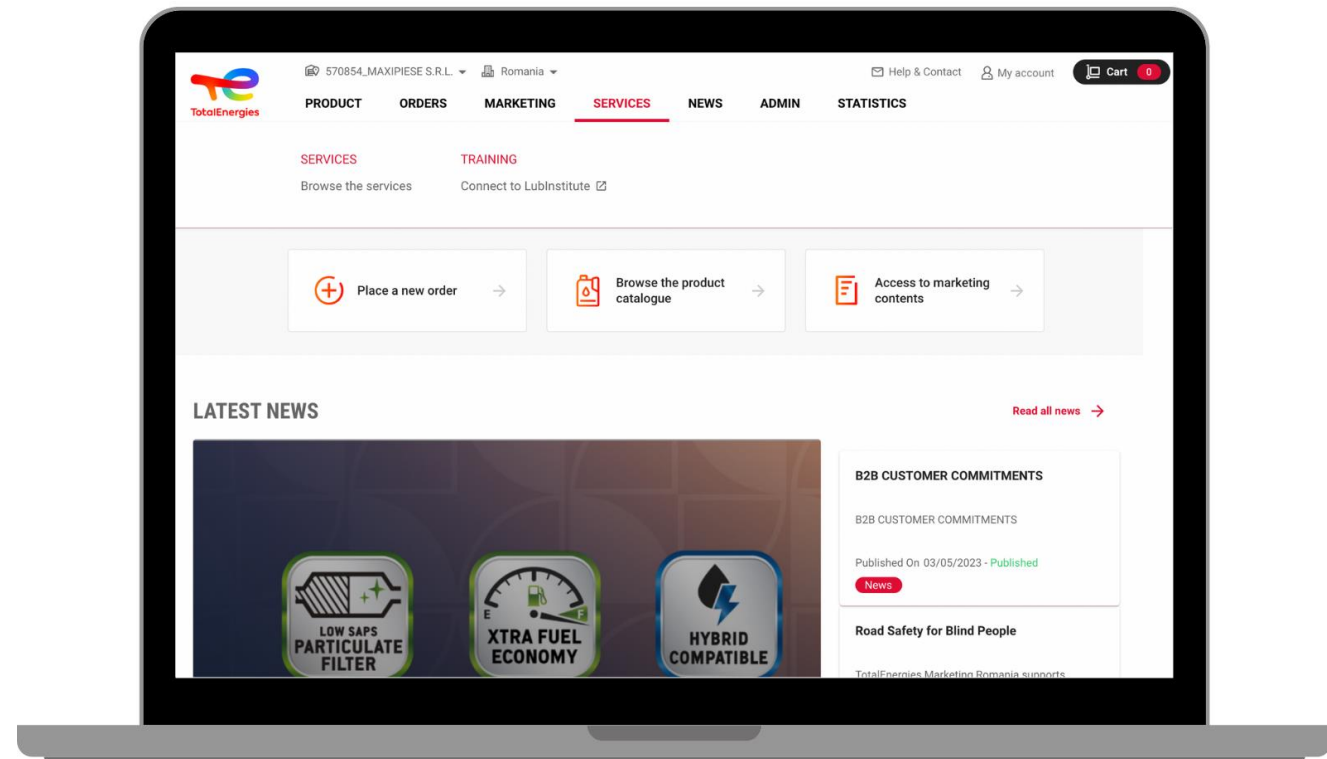
Published on 29/07/2024  
1 document · 20.75 MB

**Rubia TIR range**

Give your on-road vehicle superior protection and unrivalled performance.

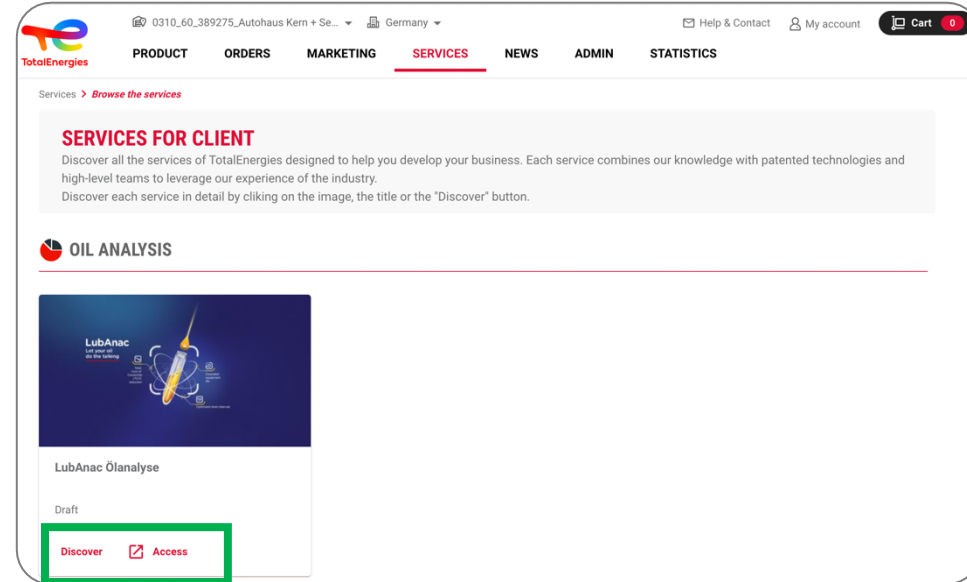
Published on 09/07/2024  
1 document · 46.71 MB

## 6. Services section



## 5. SERVICES

- On the **Services content** section, you will retrieve all the services like ANAC.
- To see and read the article, click on **"Discover"**
- To access the service, click on **"Access"**
- If you are interested in the service, click on **"Contact us"**



0310\_60\_389275\_Autohaus Kern + Se... Germany

Help & Contact My account Cart 0


PRODUCT ORDERS MARKETING **SERVICES** NEWS ADMIN STATISTICS

Services > Browse the services

### SERVICES FOR CLIENT

Discover all the services of TotalEnergies designed to help you develop your business. Each service combines our knowledge with patented technologies and high-level teams to leverage our experience of the industry. Discover each service in detail by clicking on the image, the title or the "Discover" button.

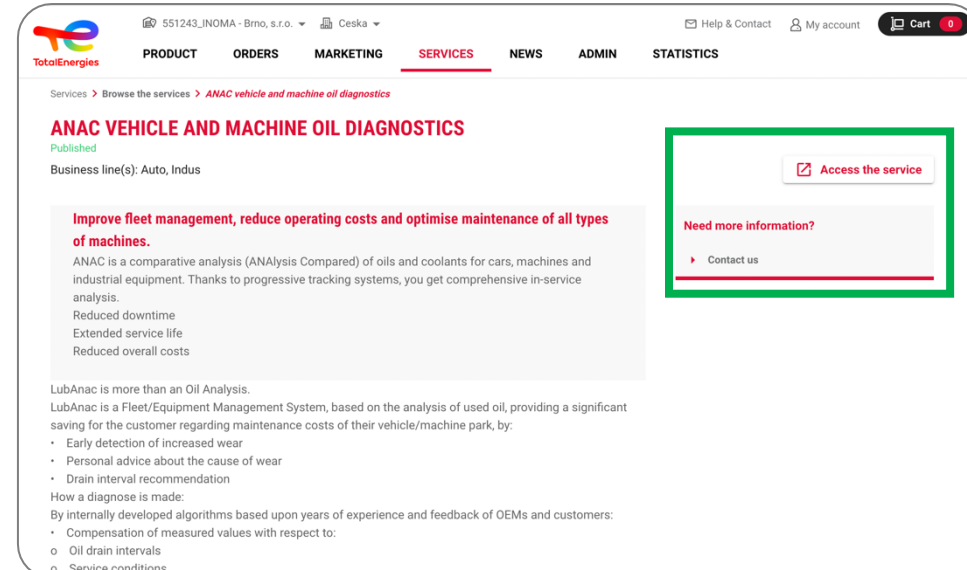
#### OIL ANALYSIS



LubAnac Ölanalyse

Draft

Discover Access



551243\_INOMA - Brno, s.r.o. Ceska

Help & Contact My account Cart 0

PRODUCT ORDERS MARKETING **SERVICES** NEWS ADMIN STATISTICS

Services > Browse the services > ANAC vehicle and machine oil diagnostics

### ANAC VEHICLE AND MACHINE OIL DIAGNOSTICS

Published

Business line(s): Auto, Indus

**Improve fleet management, reduce operating costs and optimise maintenance of all types of machines.**

ANAC is a comparative analysis (ANALYSIS Compared) of oils and coolants for cars, machines and industrial equipment. Thanks to progressive tracking systems, you get comprehensive in-service analysis.

- Reduced downtime
- Extended service life
- Reduced overall costs

LubAnac is more than an Oil Analysis. LubAnac is a Fleet/Equipment Management System, based on the analysis of used oil, providing a significant saving for the customer regarding maintenance costs of their vehicle/machine park, by:

- Early detection of increased wear
- Personal advice about the cause of wear
- Drain interval recommendation

How a diagnose is made:

By internally developed algorithms based upon years of experience and feedback of OEMs and customers:

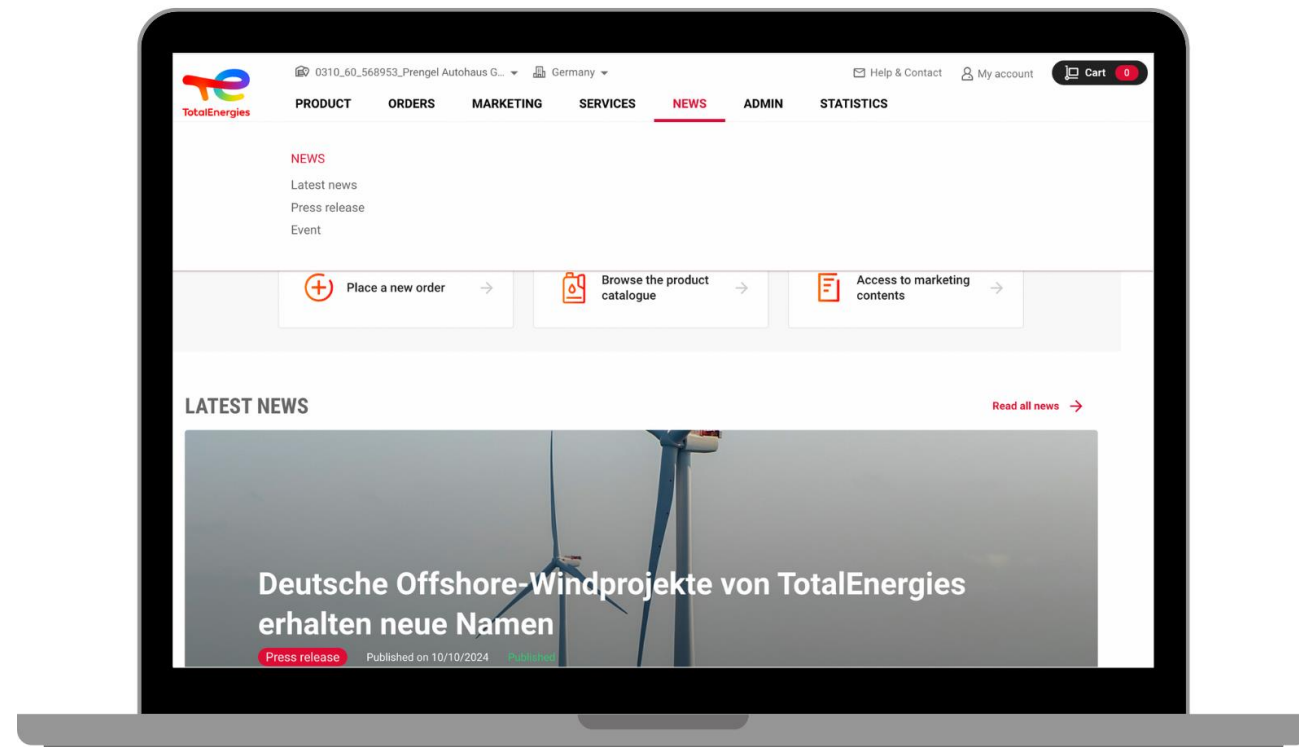
- Compensation of measured values with respect to:
  - o Oil drain intervals
  - o Service conditions

Access the service

Need more information?

Contact us

# 7. News section



## 6. NEWS SECTION

- On the **News content** section, you will retrieve 4 subcategories:

- All
- News
- Press release
- Event

Also, use the calendar to filter by date.

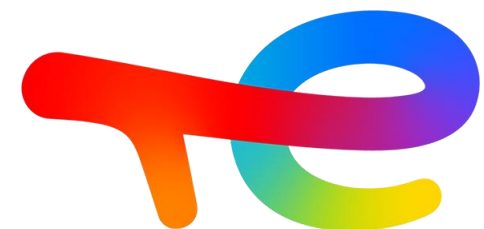
- To see and read the article, click on **the title of the article**.

The screenshot shows the TotalEnergies website's news section. At the top, there is a navigation bar with the TotalEnergies logo, location information (551243\_INOMA - Brno, s.r.o. and Ceska), and links for Help & Contact, My account, and Cart (0 items). Below the navigation bar, there are menu items for PRODUCT, ORDERS, MARKETING, SERVICES, NEWS (highlighted), ADMIN, and STATISTICS. A secondary navigation bar below the main menu includes 'ALL', 'NEWS', 'PRESS RELEASE', and 'EVENT', with 'ALL' selected. To the right of this bar is a date filter dropdown labeled 'Select from' with a calendar icon. The main content area displays three news articles in a grid. The first article features two workers in blue uniforms and red hard hats, with the headline 'We have been pioneers in the energy industry for 100 years' and a sub-headline 'Pioneers for 100 years'. The second article shows a bottle of RobotQuartz fluid and a robot, with the headline 'RobotQuartz'. The third article shows various ClearNOx fluid containers, with the headline 'Jak ClearNOx® ušetřil 60 % nákladů v autodopravě Jiří Žabka – LEVEL'. Each article includes a short text snippet, a publication date, and a 'Published' status. A red 'News' button is located at the bottom of each article card.



# MyLubPortal

*Welcome on board!*



**TotalEnergies**

