

QUICK REFERENCE GUIDE: Colonial Oil Industries Website

V2.1, October 29, 2008

Understanding the Message Center

How to Find & Print a Message

1. Change the received date, if needed. (#3)
2. Select a message type. (#5)
3. Scroll thru the pages until you find the message you want. (#7)
4. Click the selection box. (#8)
5. Click Print in the toolbar. #4)

- 1** **Date Displayed:** Date the displayed messages were received from Colonial. The screen opens to the current date, but you can change the date with the calendar or navigation buttons in #3.
- 2** **Total Messages:** Total count of messages received on the Date Displayed as of the current time and Message Type. The count will change when you select different messages types and dates.
- 3** **Date Received Filter:** Click the calendar icon to select a different Date Displayed. Or, click PrevDay to move backward one day at a time, and NextDay to move forward one day at a time.
- 4** **Toolbar:** Click the icons to perform the following actions:
 - Search** to find a specific message
 - Print Preview** displays the formatted message onscreen so that it can be printed or saved to a file.
 - Download to 1 file:** Downloads each selected document to a single file.
 - Download to individual files:** Downloads each selected document to a separate file for each document.
 - Download all files:** Follow the onscreen directions to download messages as received or as translated, if you have that option available to you.
- 5** **Message Types:** Use to select the message type you want to see. The screen will open to display all message types, unless you have set a different message type as your default through the Page Preference link.
- 6** **Select/Deselect Page:** Use to select or deselect all the messages on the current page for the displayed date and selected message type. Once selected, you can print or download the messages. Only the messages on the current page will be printed or downloaded. To print or download messages on another page, you will need to move to that page and select print or download again. To select or deselect individual messages, click the selection box to the left of the message.
- 7** **Page Navigator:** Use to move from page to page of messages. By default, messages are listed in the order received, with the most recent message first. # to # of # Indicates the numbers of the messages displayed out of the total count of messages.
- 8** **Message Selection Box:** Click this box to select the message you want. Once selected, you can print or download the messages. To select multiple messages, hold down the CTRL key while you make your selections.
- 9** **View:** Click to open a copy online of the actual message or document.
- 10** **Column Heads:** When you click on a Column Head (Time Received, Type, Size, Seq. ID) the Messages List is automatically sorted into ascending or descending order for that Column Head.
- 11** **Page Preference:** Use to set the number of messages to be displayed on each page and the default Message Type.

Account Support

Messages incorrect? Call Colonial at: 1-800-944-FUEL (3835)
 Not receiving messages? Call DTN at: 1-800-779-5779, M-F 6 AM-7 PM CT

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Online Message Center: Message Types

Type Code	Message Type	Messages Displayed
BOL	Bills of Lading	Bill of ladings may be available for download. BOL messages are not displayable, that is, there is no View option for the BOL document.
EFT	Electronic Draft Notices	EFT notifications
INV	Invoices	Fuel invoices
MSG	Generic Messages	General messages, including outage notifications
\$\$\$	Prices	Rack prices. The price for selling a refined fuel product through a terminal.

Understanding the Terminal Supply Viewer

The Terminal Supply Viewer displays product availability at the terminals where Colonial has product.

- 1 Status Legend:** Provides a quick visual key to product availability.

 - Weekly Allocation** -- Product is available and is allocated on a weekly basis.
 - Daily Allocation** -- Product is available and is allocated on a daily basis.
 - Out** -- The terminal is out of this product.
 - Low** -- The supply for this product is low for the period.
 - Restricted** -- Restricted levels apply. You may not be able to load all the product you would like.
- 2 Terminals:** The terminals where Colonial has product.
- 3 Products:** The products that Colonial has at each terminal along with a color-coded bar to indicate the availability status of a selected product at a selected terminal. If there is no color indicator, the product is not available at the corresponding terminal.
- 4 Notes:** Notes from Colonial about product availability at the terminal.

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