

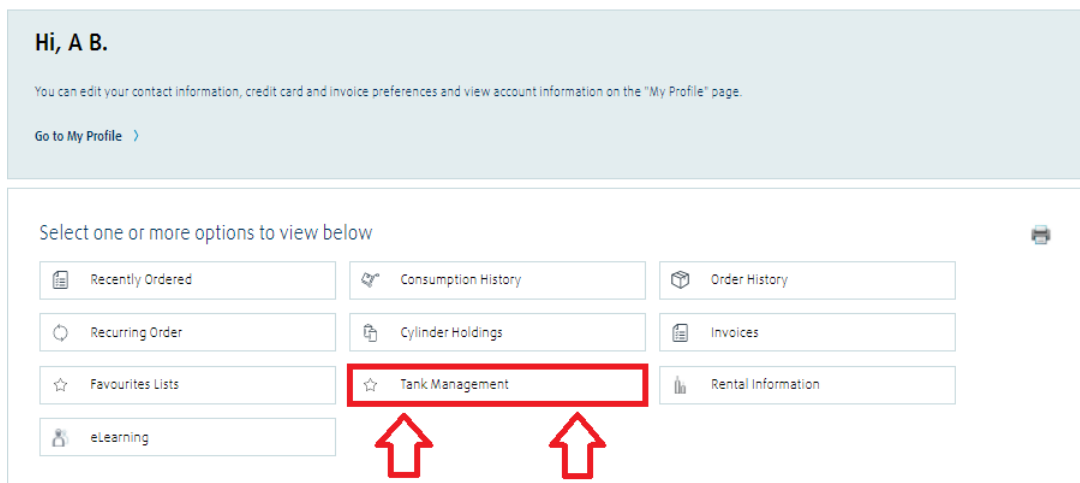


How do I use feature of Tank Management

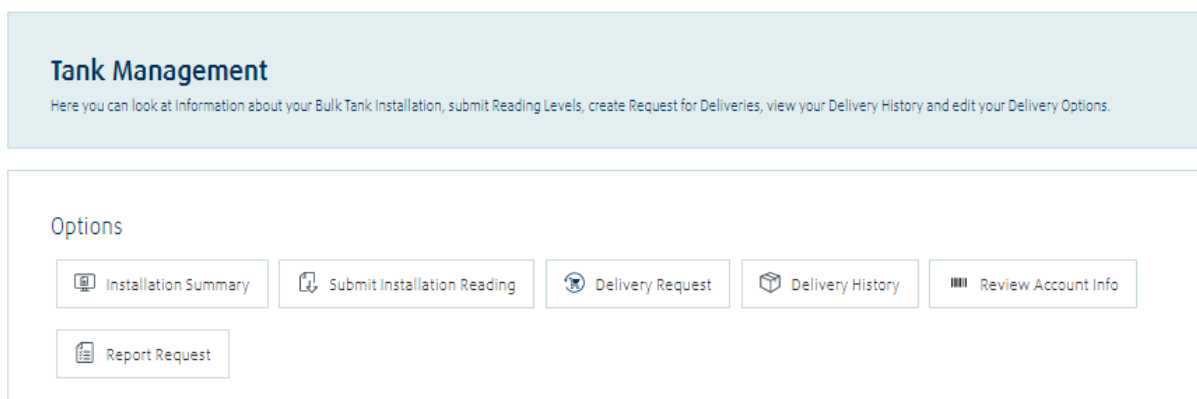
How to use new functionality of Tank Management:

1. Go to <https://www.linde-gas.dk/shop/en/dk-ig/home> and log in.
2. You will land on My Account page. One of the visible sections will be Tank Management, navigate to it:

My Account



3. Section of Tank Management will open. A list of following options would be displayed:
 - **Installation Summary**: view data on installation, volume levels and rate of consumption **(A)**.
 - **Submit Installation Reading**: installation readings can be submitted **(B)**.
 - **Delivery Request**: submit readings and request a delivery **(C)**.
 - **Delivery Overview**: view delivery overview and status of deliveries already occurred or are planned **(D)**.
 - **Review Account Info**: view account and contact information and update working hours for the installation **(E)**.
 - **Report request**: Configure a new report and receive the data on your email **(F)**.



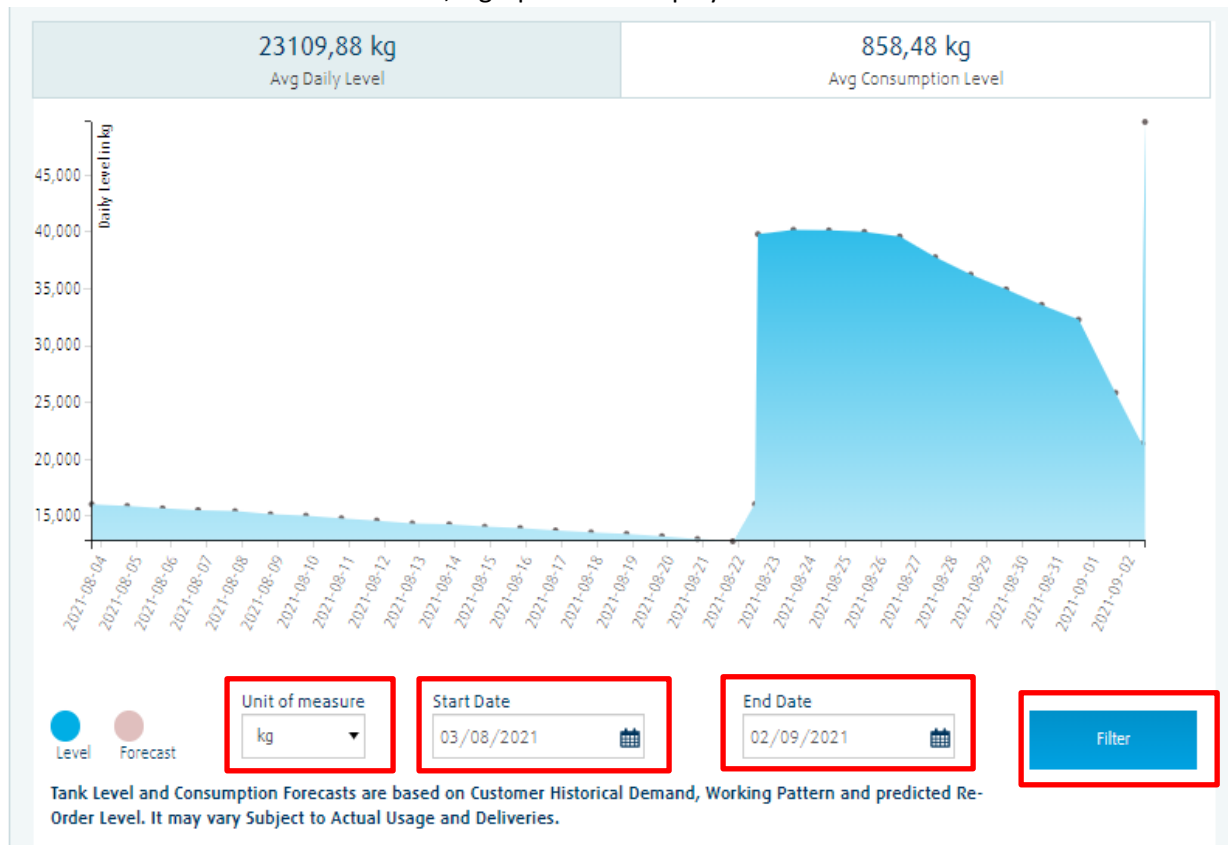
4. **A:** Click on **Installation Summary**. Select an installation from the list. Once selected, set of data for selected installation will be displayed. Amount of the product on the site will be displayed in % on the left. From this page it also is possible to navigate to the page of delivery request by clicking on corresponding button. Further down there is a button for the installation. Click it to see more data on daily and consumption levels.

The screenshot displays the 'Installation Summary' interface. At the top left, a progress bar indicates the tank is '26% FULL'. To the right is a blue button labeled 'Go to Delivery Request'. Below the progress bar is a table with the following data:

| | | | | | |
|----------------------------------|---------------------------------|----------------------------------|-----------------------------------|----------------------------------|--------------------------|
| 21,320.00 Liter Last Delivery | 11 August 2020 Delivery Date | 07:39 AM Delivery Time | 6,600.00 Liter Product Reading | 22 December 2020 Reading Date | 10:00 AM Reading Time |
| 14 December 2020 Re-Order | 6,600.00 Liter Current Level | 4,159.00 Liter Re-Order Level | 25,019.00 Liter Total Capacity | | |

Below the table is a smaller tank level indicator for 'Installation 1' with a capacity of 25,019.00 Liter. A red box highlights the 'Go to Delivery Request' button and the table, while another red box highlights the smaller tank indicator.

Once button for installation is clicked, a graph will be displayed:



Here you can navigate between the buttons of average daily and average consumption levels of the installation. You can also change the start and end dates of the displayed period (max period is 1 month).

NB! If your installation does not have telemetry, and in case no measurement would occur between chosen timespan, an error message would inform of this.

5. **B:** Click on **Submit Installation Reading** button. Then select an installation from the list. Once selected, different information on installation will be displayed. Here you will be able to manually submit date, time and level of your last reading:

Installation

Address: [Redacted]
Last Reading: 6600 Liter
Date & Time: 22/12/2020, 10:00 AM
Total Capacity: 25019 Liter
Re-Order Level: 4159.87 Liter

Taken On: DD-MMM-YY
At: Hours Minutes

Tank# 1: [Redacted]
Tank Capacity: 25019 Liter
Max Gauge: 25019 Liter
Last Reading: 6600 Liter on 22/12/2020, 10:00 AM

New Reading:
Insert New Reading In Liter

Submit

6. **C:** Click on **Delivery Request** button. Select an installation from the list. First you will see same info as under the section of Submit Installation Reading, as Linde needs to get your last reading when you are requesting a delivery, hence providing last reading is mandatory. Further below you will be able to select earliest and latest delivery dates and times, between which we could deliver your request. PO field will be copied from the Blanket PO (if such is present). Earliest and latest delivery dates and times are suggested based on your consumption in the past, however the content of those fields may be edited. Field of comments is optional. Eventually click on corresponding button to submit your delivery request:

Here you can request Next Delivery by specifying Preferred Dates for your Delivery
Earliest and latest Dates have been prefilled based on your Historical Consumption

Blanket PO#: Dynamic 2021
Expires: 01/01/2021, 12:00 AM

PO Number: Dynamic 2021

Earliest Delivery: 14/12/2020 00:00
Latest Delivery: 14/12/2020 23:59

Comments:
Your Comments

Bulk Delivery Request Cut-Off Time is 4:00PM from Monday to Friday.
Delivery Request is Subject for Delivery Confirmation by Linde.
48 hours Delivery Lead Time for confirmed Delivery Request.
Customer provides unrestricted, continuous Access to the unloading Point; 7 Days per Week, 24 hours per Day.

Submit

7. **D:** Click on **Delivery History**. Select an installation from the list. Similar picture will appear:

| Trip Report | Delivery Date and Time | Delivered | Invoiced | Delivery Note Nr | Delivery Status | Tank Nr | Level before | Level |
|-------------|------------------------|-------------|-------------|------------------|-----------------|------------|--------------|-------|
| [Redacted] | 02/04/2020, 01:00 PM | 11400 Liter | 11400 Liter | [Redacted] | Delivered | [Redacted] | 54.43 % | 100 |
| [Redacted] | 29/01/2020, 05:16 PM | 22880 Liter | 22880 Liter | [Redacted] | Delivered | [Redacted] | 2120 Liter | 25000 |
| [Redacted] | 17/10/2019, 10:27 AM | 20044 Liter | 20044 Liter | [Redacted] | Delivered | [Redacted] | 19.88 % | 100 |

You can select date range for your report (max period is 1 year), then click on Search button. Different information for deliveries occurred between chosen dates will appear. You can also send us query and/or download documents for displayed deliveries.

8. **E:** Click on **Review Account Info**. Select an installation from the list. 5 options will appear: **Account Info**, **Contact Info**, **PO Info**, **Work Times** and **Access Times**. Most of them are informative, however Work Times can be updated:

Work Times (next 10 Days)

● Accessible ● Not Accessible ● Partial Working E Exception

| DayHour | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Jan - 04 Mon | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |
| Jan - 05 Tue | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |
| Jan - 06 Wed | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |
| Jan - 07 Thu | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |
| Jan - 08 Fri | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |
| Jan - 09 Sat | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |
| Jan - 10 Sun | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |
| Jan - 11 Mon | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |
| Jan - 12 Tue | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |
| Jan - 13 Wed | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible | Accessible |

Update Working Hours

After clicking on „Update Working Hours“, a popup window will appear, where it will be possible to choose a week amongst next 3 weeks and then to update your working hours and/or register days as holidays if the site shall not be accessible during some days:

Update Your Working Hours

Installation:

[Redacted]


Deviation Type : Holiday / Change of Working Hours

Week:

Please select Week ▼

NB! Once Holiday has been turned "ON" on this page for a Working Day, it is not possible to turn it "OFF" again. If you want to change a Day to be a normal Working Day again, please do that by using the "Time" deviation Function.

| Day | Date | Register Day as Holiday | Register New Working Time |
|-----|------------|--------------------------|---------------------------|
| MON | 04/01/2021 | <input type="checkbox"/> | 00:00 - 24:00 |
| TUE | 05/01/2021 | <input type="checkbox"/> | 00:00 - 24:00 |
| WED | 06/01/2021 | <input type="checkbox"/> | 00:00 - 24:00 |
| THU | 07/01/2021 | <input type="checkbox"/> | 00:00 - 24:00 |
| FRI | 08/01/2021 | <input type="checkbox"/> | 00:00 - 24:00 |
| SAT | 09/01/2021 | <input type="checkbox"/> | 00:00 - 24:00 |
| SUN | 10/01/2021 | <input type="checkbox"/> | 00:00 - 24:00 |



When ready – click on „Save Changes“ which will then appear on „Work Times“ sheet.

NB! Note that when registering day as a holiday, it will not be possible to „unregister“ same day back to regular working day by unchecking the holiday box. This then can only be done via specifying the working time fields.

9. **F:** Click on report request tab, fill out the report name, desired frequency, report content, dates and unit. Click on **request report now**. You will receive the report on your email.
Note! Please be aware that report will be sent to you for the next 1 year, afterwards you need to extend the expire date mentioned in the my recurring reports.

The screenshot shows a web form titled "configure a new report" with the subtitle "Additional informations in a property key". The form contains several sections:

- Reporting name:** A text input field containing "Test", highlighted with a red box.
- Frequency:** A group of radio buttons with labels: "One Time", "Daily", "Weekly", "Monthly", and "Quartely". The "Daily" option is selected. Information icons (i) are present next to each option. A red arrow points to the "Daily" radio button.
- Start Date:** A date input field containing "30/06/2022" with a calendar icon.
- End Date:** A date input field containing "30/06/2023" with a calendar icon. A red arrow points to this field.
- Report content and Unit:** A table with two columns: "Report content" and "Unit".

| Report content | Unit |
|--|---------------|
| <input checked="" type="checkbox"/> Constumption | m3 |
| <input checked="" type="checkbox"/> Tank Level | % |
| <input type="checkbox"/> Tank pressure | Please select |
| <input type="checkbox"/> Deliveries | Please select |

A red box highlights this entire section.
- Request Report now:** A blue button located at the bottom right of the form, highlighted with a red box. A red arrow points to this button.

A large blue rectangular area is visible at the bottom of the form, likely representing a blurred header or footer.