

**ChevronTexaco Global Aviation Business Desk
[CTGA Business Desk]**

User's Manual

ChevronTexaco Global Aviation Business Desk User's Manual

Introduction

What is CTGA Business Desk?

CTGA Business Desk is a web based application that allows you to access your invoices, electronic fund transfers and price change notifications online as long as you have access to the internet.

The screenshot displays the ChevronTexaco Global Aviation Business Desk website. The top left features the ChevronTexaco logo and a welcome message: "Welcome to ChevronTexaco Global Aviation Business Desk! Our vision is to be the global energy company most admired for its people, partnership and performance." The top right shows "Welcome Guest" and the date "Monday, October 27, 2003". A navigation menu includes "Log In", "Help", and "About Us". A central sidebar contains links for "My Profile", "Business Desk", "Airport Locator", and "Contact Us". The bottom left section provides links to public websites: "ChevronTexaco Aviation", "Chevron Aviation", "Texaco Aviation", and "ChevronTexaco Website", along with a "Bookmark this page!" link. The bottom right section displays "World City Times..." with a table of times for various cities and a "More City Times" link. A central image shows a close-up of an airplane wing against a blue sky with a grid pattern. The footer contains the copyright notice: "Copyright © 2003 ChevronTexaco Global Aviation. All Rights Reserved."

World City Times...	
Singapore	Oct 28 05:38 am CST
San Ramon	Oct 27 02:38 pm CST
Houston	Oct 27 04:38 pm CST
Miami	Oct 27 05:38 pm CST
London	Oct 27 10:38 pm CST
Dubai	Oct 28 01:38 am CST

Registration

How to request access to CTGA Business Desk?

You will receive a letter from our customer service department announcing our website. In the letter you will be assigned a company PASSCODE which you will need to register with us. Once you receive the letter and your company PASSCODE, simply go to <http://www.chevrontexacoglobalaviation.com/customersupport/enrollment.aspx> and fill out our registration form. You will receive an email with your assigned User ID and temporary Password.

ChevronTexaco Welcome Guest

Welcome to CTGA Business Desk Enrollment

First Name: Middle Name: Last Name:

Title:

Email:

Company:

Phone: Fax:

Password Hint: Answer:

Access Code:

User ID and Password

Your User ID will be assigned to you when you registered with us. You will also be assigned with a temporary password. You will be required to change your password the first time you log into our web site. Your password must meet our Information Protection (IP) criteria listed below:

- Your password must be between 8 to 30 characters long and contain:
 - An uppercase letter
 - A lowercase letter
 - A number
 - And one of these special characters: ! @ # \$ % ^ & * () _ +] in any order.

Forget your User ID or Password?

If you forgot your User ID/Password you can go to our website and fill out a User ID/Password request form. You will receive your User ID/Password via email. You must be able to provide a Password Answer to a Password Hint Question you selected when you first registered with us.

ChevronTexaco

Welcome Guest

Sign on to CTGA Business Desk Online

Not Registered?

[Enroll Now](#)

Forgot Password?

[Password Help](#)

User Name:

Password:

Log On

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Log on the CTGA Business Desk

How to log on to CTGA Business Desk?

To log on to the CTGA Business Desk follow these steps:

1. Go to <http://www.chevrontexacoglobalaviation.com>
2. Click on “Log In” located on the upper right side in a dark blue section.

ChevronTexaco

Welcome to ChevronTexaco Global Aviation Business Desk!

Our vision is to be the global energy company most admired for its people, partnership and performance.

Welcome Guest Monday, October 27, 2003

[Log In](#) [Help](#) [About Us](#)

My Profile
Business Desk
Airport Locator
Contact Us

Please visit our public websites...

- [ChevronTexaco Aviation](#)
- [Chevron Aviation](#)
- [Texaco Aviation](#)
- [ChevronTexaco Website](#)

To save this page as your favorite, please click the link below...

- [Bookmark this page!](#)

World City Times...

Singapore	Oct 28 05:41 am CST
San Ramon	Oct 27 02:41 pm CST
Houston	Oct 27 04:41 pm CST
Miami	Oct 27 05:41 pm CST
London	Oct 27 10:41 pm CST
Dubai	Oct 28 01:41 am CST

[More City Times](#)

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3. Enter your User Name and Password

ChevronTexaco Welcome Guest

Sign on to CTGA Business Desk Online

Not Registered?
[Enroll Now](#)

Forgot Password?
[Password Help](#)

User Name:

Password:

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My Profile

Change your password

You can change your password at anytime while in our website. In fact, we encourage you to change your password every 6 months. You can access request password change link from My Profile Menu.

ChevronTexaco

Welcome *laura.crp*

[Home](#)

[My Profile](#)

[Business Desk](#)

My Profile Menu

[Change Password](#)

My Profile

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ChevronTexaco

Welcome *laura.crp*

Change Password

User *laura.crp*

To change your password, please follow the instruction below....

Password must be between **8 and 30 characters** long and contain:

- An **Upper Case** letter.
- A **Lower Case** letter.
- A **Number**.
- **One** of these special characters: ! @ # \$ % ^ & * () _ +]

New Password:

Confirm New Password:

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Business Desk

The Business Desk consists of four choices located on a menu on the left hand side of the screen. The choices are: Invoice View, Invoice Print, EFT View, and EFT Print. Depending on which selection you make the title in the middle of the screen in the dark blue section will change to reflect where you are. Then you go through Step 1 and Step 2 filling in your criteria and hitting the search button.

Invoice View

Step 1

Select an account to view

Step 2

You can either search for an invoice by inputting a date range or a specific invoice number

Search

Click the search button to begin you search

Once the search results have been found you have the option of sorting the data by clicking on one of the underlined headings: Invoice #, Account #, Delivery Date, Account Description, or Total(\$). Then you can select an item by clicking on that line for more details.

The screenshot displays the ChevronTexaco Business Desk interface. At the top, the ChevronTexaco logo is on the left, and the user is welcomed as 'nadpon.petnoy'. Below the logo, there are navigation tabs for 'Home', 'My Profile', and 'Business Desk'. The 'Business Desk Menu' on the left includes links for 'Invoice Information' (Invoice View, Invoice Print) and 'EFT Information' (EFT View, EFT Print). The main content area is titled 'Invoice View' and shows 'Step 1: Select an Account to View' with a dropdown menu set to 'ALL'. 'Step 2: View by Date Range or Invoice Number' offers two search options: 'Date Range' (selected) with a range from 10/26/2003 to 12/31/2099, and 'Invoice Number' with an empty text box. A 'Search' button is located below these options. The search results show 'Account: ALL' and 'Publish Date: 10/26/2003 To 12/31/2099', with '4 Record(s) Found'. A table lists four records with columns for Invoice #, Account #, Delivery Date, Account Description, and Total(\$).

Invoice #	Account #	Delivery Date	Account Description	Total(\$)
700719183	7517510	10/26/2003	DENVER JET CENTER INC	-1813.74
700719184	7517510	10/26/2003	DENVER JET CENTER INC	-486.49
700719185	7517510	10/26/2003	DENVER JET CENTER INC	-461.07
700719187	7517510	10/26/2003	DENVER JET CENTER INC	-1656.10

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Invoice Print

Step 1

Select an account to view

Step 2

You can either search for an invoice by inputting a date range or a specific invoice number

Search

Click the search button to begin you search

Once the search results have been found you have the option of sorting the data by clicking on one of the underlined headings: Invoice #, Account #, Delivery Date, Account Description, or Total(\$). The Invoice Print option is similar to the invoice view option with the added feature to print the invoice. Then you can select which line you are looking for and click the “Print” icon to send the file to a printer.

ChevronTexaco

Welcome nadpon.petnoy

[Home](#) | [My Profile](#) | [Business Desk](#)

Business Desk Menu

- Invoice Information
 - [Invoice View](#)
 - [Invoice Print](#)
- EFT Information
 - [EFT View](#)
 - [EFT Print](#)

Invoice Print

Step 1: Select an Account to View

ALL

Step 2: View by Date Range or Invoice Number

Date Range: 10/26/2003 To 12/31/2099

Invoice Number:

Account: ALL

Publish Date: 10/26/2003 To 12/31/2099

4 Record(s) Found. Select All Un-Select All

	<u>Invoice #</u>	<u>Account #</u>	<u>Delivery Date</u>	<u>Account Description</u>	<u>Total(\$)</u>
<input type="checkbox"/>	700719183	7517510	10/26/2003	DENVER JET CENTER INC	-1813.74
<input type="checkbox"/>	700719184	7517510	10/26/2003	DENVER JET CENTER INC	-486.49
<input type="checkbox"/>	700719185	7517510	10/26/2003	DENVER JET CENTER INC	-461.07
<input type="checkbox"/>	700719187	7517510	10/26/2003	DENVER JET CENTER INC	-1656.10

EFT View

Step 1

Select an account to view

Step 2

You can either search for an EFT by inputting a date range or a specific EFT number

Search

Click the search button to begin you search.

Once the search results have been found you can view the items details. Details include are : Notice #, Publish Date, Settlement Date, Delivery Acct, Invoice #, Product Desc, and Amount(\$).

The screenshot shows the ChevronTexaco web application interface. At the top, the logo "ChevronTexaco" is on the left, and "Welcome nadpon.petnoy" and "October 27, 2009" are on the right. Below the logo is a navigation bar with "Home", "My Profile", and "Business Desk" tabs. The "Business Desk" tab is active. On the left side, there is a "Business Desk Menu" with links for "Invoice Information", "Invoice View", "Invoice Print", "EFT Information", "EFT View", and "EFT Print". The main content area is titled "EFT View" and contains the following steps:

- Step 1:** Select an account to view. A dropdown menu is set to "ALL".
- Step 2:** View date range or by EFT number. The "Date Range" option is selected, with a date range from "10/26/2003" to "12/31/2099". The "EFT Number" option is unselected.

A "Search" button is located below the search criteria. Below the search area, the results are displayed:

Account: ALL
Publish Date: 10/26/2003 To 12/31/2099
1 Record(s) Found.

Notice #	Pubish Date	Settlement Date	Delivery Acct	Invoice #	Product Desc	Amount(\$)
14525740	10/27/2003	10/28/2003	7517510	700713221	CR ADJ	-670.18
			7517510	700713222	CR ADJ	-1426.83
			7517510	700713223	CR ADJ	-825.51
			7517510	700713224	CR ADJ	-666.17
			7517510	700713225	CR ADJ	-714.55
EFT:14525740 [Click Here to View EFT Detail for Account:7756947]						-4303.24

EFT Print

Step 1

Select an account to view

Step 2

You can either search for an EFT by inputting a date range or a specific invoice number

Search

Click the search button to begin you search

Once the search results have been found you have the option of sorting the data by clicking on one of the underlined headings: Notice #, Publish Date, Account #, Settlement Date, or Total(\$). Then you can select which line you are looking for and click the "Print" icon to send the file to a printer.

Home My Profile Business Desk

Business Desk Menu

Invoice Information
[Invoice View](#)
[Invoice Print](#)

EFT Information
[EFT View](#)
[EFT Print](#)

EFT Print

Step 1: Select an Account to View
 ALL

Step 2: View by Date Range or EFT Number

Date Range: 10/26/2003 To 12/31/2099
 EFT Number:

Search

Account: ALL
Publish Date: 10/26/2003 To 12/31/2099

1 Record(s) Found. Select All Un-Select All Print

	Notice #	Publish Date	Account #	Settlement Date	Total(\$)
<input type="checkbox"/>	14525740	10/27/2003	7756947	10/28/2003	-4303.24

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Invoice Rule:

- We only hold invoice data for 60 days.
- Only 300 Invoices can be viewed at a time. Please limit your search criteria accordingly.

Invoice Print

- You can only print 100 invoices at a time. Please limit you search criteria accordingly.

EFT View

- We only hold EFT data for 60 days.
- Only 300 EFTs can be viewed at a time. Please limit your search criteria accordingly.

EFT Print

- You can only print 100 EFTs at a time. Please limit your search criteria accordingly

Airport Locator




Fixed Based Operators (FBOs)

Find locations, contact numbers and service information for all of the Chevron and Texaco-branded FBOs in the United States.

Commercial Airport

Find contact numbers and service information for all the commercial airports throughout the world where Chevron and Texaco currently provides aviation fuel.

The screenshot shows the top section of the ChevronTexaco website's map interface. On the left is the "ChevronTexaco" logo, followed by the Chevron and Texaco logos. To the right is a world map. A navigation bar contains three buttons: "MAP HOME" (highlighted in red), "FBOs", and "COMMERCIAL AIRPORTS". Below the navigation bar is a dark blue header with the text: "Use the TGAM interactive map to find information about the services that we offer around the world." Below this header are two columns of text. The left column is titled "FBOs:" and describes finding locations and service information for Texaco-branded FBOs in the United States. The right column is titled "COMMERCIAL AIRPORTS:" and describes finding contact numbers and service information for commercial airports worldwide where Texaco provides aviation fuel.

ChevronTexaco   

HOW TO USE THIS MAP

MAP HOME FBOs COMMERCIAL AIRPORTS

Use the TGAM interactive map to find information about the services that we offer around the world.

FBOs:
Find locations, contact numbers and service information for all of the Texaco-branded FBOs in the United States.

COMMERCIAL AIRPORTS:
Find contact numbers and service information for all the commercial airports throughout the world where Texaco currently provides aviation fuel.

Contact Us

Toll Free Number 866-557-3456

Email: CTGAsupport@chevrontexaco.com

Hours of operation

6:00 am to 8:00 pm CST

Content Owner: [Nadpon Petnoy](#)