

# MOL GROUP WEB ISA USER MANUAL

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August 2021, Budapest – Bratislava



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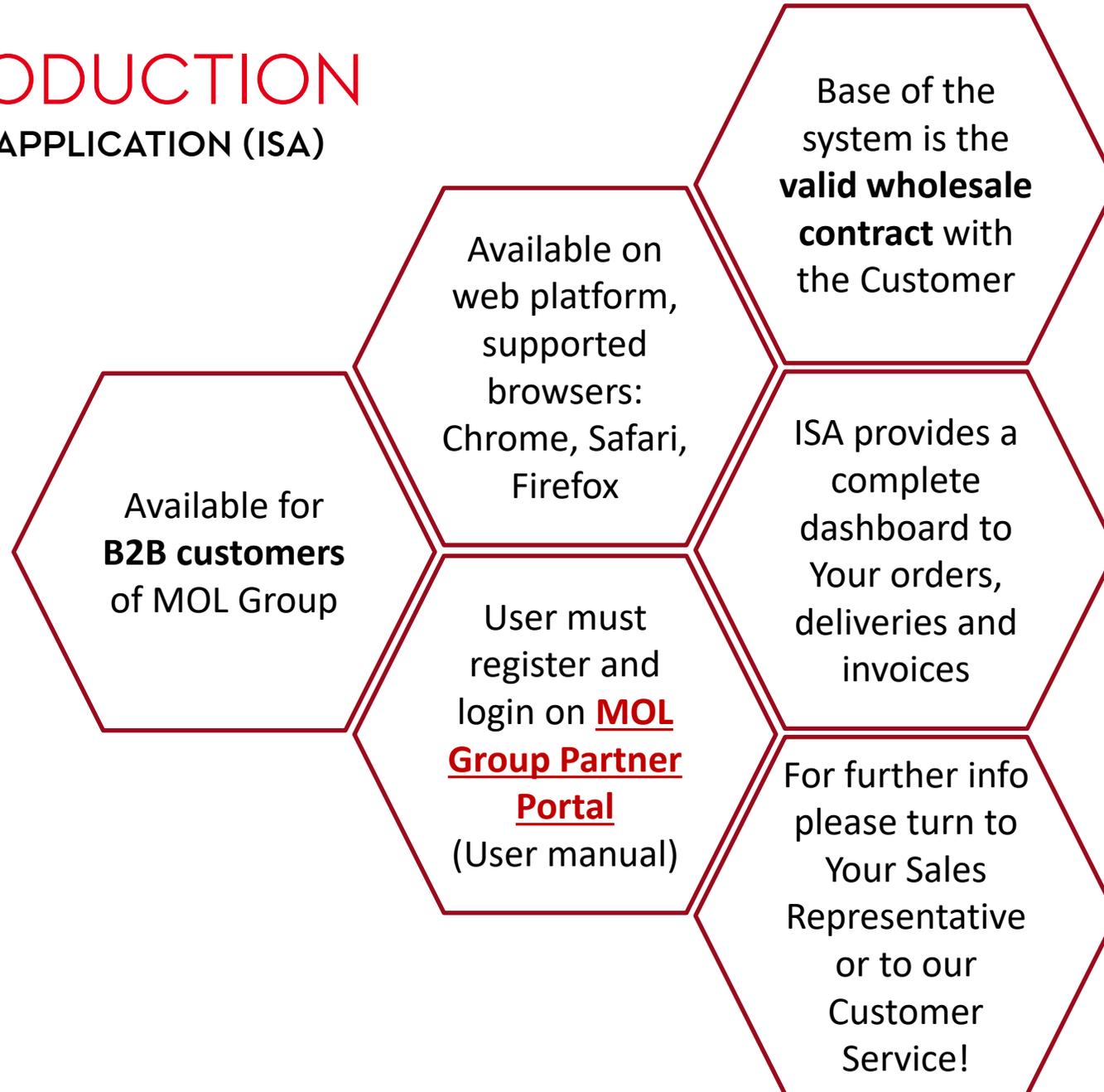
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### MOL News

- Every actualities

# ISA INTRODUCTION

## INTERNET SALES APPLICATION (ISA)



# ISA MAIN MENU

## UPPER MENU BAR

Here you can see the version number of WebISA application

You can always navigate to the main menu with this button



test\_user • export - Export

WELCOME ON THE ISA SITE!

Move your mouse over the export text, and the SAP ID and the name of your company appear. If you are registered to more companies, all will be listed here.



CONTACT



FEEDBACK



EN



LOG OUT

You can send a message to us, and our Customer Service will contact you soon!

You can provide your feedback to us about ISA application

Our webISA is currently available in English, but you can switch to Hungarian or Slovak language.

# ISA MAIN MENU

## TILES – CORE FUNCTIONALITIES

The screenshot displays the ISA main menu interface. At the top left, the ISA logo (v.2.5) is shown. In the center, the MOLGROUP logo is visible. On the top right, there is a home icon and the text "exportmultiuser • export - Export". Below the header, a welcome message "WELCOME ON THE ISA SITE!" is displayed on the left, and navigation links for "CONTACT", "HELP", "EN", and "LOG OUT" are on the right. The main content area features six tiles arranged in a 2x3 grid:

- CONTRACTS**: Represented by a document icon.
- ORDER MANUALLY**: Represented by an oil barrel and a drop icon.
- ORDER FROM FILE**: Represented by three oil barrels and a drop icon.
- MONITORING**: Represented by a line graph icon.
- CREDIT INFO**: Represented by a stack of coins icon.
- NEWS**: Represented by a megaphone icon.

# CONTRACT

## ORDER SUMMARY SCREEN



Here you can check all the main information about your available contracts

You can filter your contracts based on Seller and Customer company and product line

Seller: **MOL** | 
 Company: **400848 - ISA Test Company** | 
 Product Line: **Chemical**

Filter

Contracts 3

SAP ID + DESCRIPTION	VALID FROM	VALID TO	TYPE	PAYMENT TYPE	PAYER ID	SALESPERSON NAME
50125414 FCA Százhalombatta Credit	22.06.2021	31.12.2021	ISA Test Contract	SZ30 - By remittance within 30 days of dispatch	400848	
50125416 FCA Százhalombatta Downpayment	23.06.2021	31.12.2021	ISA Test Downpayment Contract	EF00 - Payment in advance	400848	

Products 2

PRODUCT CODE	PRODUCT NAME	CONTRACTED QUANTITY	DELIVERED QUANTITY	FULFILLMENT RATIO
11000022	TOLUENE	1,000 TO	TO	%
19000655	MALEIC ANHYDRIDE LIQUID	1,000 TO	58.5 TO	5.85%

You can track your contract fulfillment ratio calculated based on the contracted and delivered quantities

Ship-to 1

SHIP-TO CODE	SHIP-TO NAME	POSTAL CODE	CITY	ADDRESS
616730	ISA Test Consignee	094 20	ISA City	ISA Street 2

You can track the registered ship-to data. In case a destination is missing, or You have a new ship-to, please contact to our Customer Service



# ORDER MANUALLY

## ORDER SUMMARY SCREEN

ORDERS

Create New Order

Click on the **Create New Order** button to start recording your order!

Orders

ROW	SELLER	CUSTOMER	PRODUCT LINE	PAYMENT CONDITION CODE	TRANSPORT TYPE	PARITY	DEPOT	LOADING DATE	VALID TO	SHIP-TO / CONSIGNEE	VEHICLE ID	CUSTOMER'S PO NUMBER	COMMENT FOR WAYBILL (CMR 13 FIELD/CIM/RBL)	REMARK FOR DELIVERY INSTRUCTION	COMMENT FOR INVOICE
-----	--------	----------	--------------	------------------------	----------------	--------	-------	--------------	----------	---------------------	------------	----------------------	--	---------------------------------	---------------------

Products

PRODUCT CODE	PRODUCT	ORDERED QUANTITY (TO)	UNIT OF MEASURE
--------------	---------	-----------------------	-----------------

Send

Delete All

Credit Info



# ORDER MANUALLY

## ORDER FORM - 1

### Order Manually



Seller

MOL

Customer

400848 - ISA Test Company

Product Line

Chemical

Excise duty  Yes  No

Contract

FCA Százhalombatta Credit

Payment Terms

By remittance within 30 days of dispatch

Depot

Százhalombatta

Delivery Date

27-09-2021



In case of MOL Group organised delivery the desired day of arrival, in case of customer organised delivery the day of pick-up must be chosen

Fill out the Order form according to your needs. Fields with only one possible entry will be pre-filled for you.

Select whether you would like to order excise duty relevant product or not. This field is hidden in case you have contract only (not) excise duty relevant products.

Choose the appropriate contract based on the parity and the payment term you wish to use.

Depot field is displayed only in case the shipment is organized by our Customer.

Choose the delivery date, when you would like to receive the product in case the shipment is organized by MOL Group or when you would like to pick-up the product in case the shipment is organized by our Customer.



# ORDER MANUALLY

## ORDER FORM - 2

Ship-to / Consignee

SK000000R2096 - ISA Test Consignee - 094 20 ISA City, ISA Street 2

Direct delivery  Yes  No

Ship-to Invoice

ISA Test Company

Country Code

NONE

Please choose the country code from the given list if tax will be payed in a different country than cus

Bordercrossing Last EU State

bordercrossing city

T2L relevancy  Yes  No

Please indicate your request here!

Vehicle ID

ABC123

Trailer ID

DEF456

Customer's PO number

PO123456789

Comment for waybill (CMR 13 field/CIM/RBL)

comment1

Remark for delivery instruction

comment2

Comment for invoice

comment3

Choose the destination where you would like to deliver the product.

Here you can indicate whether your excise duty relevance is direct delivery type or not.

Please select the country code in case the ship-to country is in a different country compared to Your company's location

Please mark in case the business has T2L relevancy and provide the last EU state bordercrossing point.

Vehicle ID (for road and barge delivery) can be entered in case the shipment is organized by our Customer. Trailer ID is displayed in case of road delivery only.

You can provide different type of information, that will be printed on your invoice (e.g. Internal PO number) or waybill documents (e.g. CMR)

In case you have additional comments regarding the delivery or invoice, you can provide them in these fields



# ORDER MANUALLY

## ORDER FORM - 3

PRODUCT CODE	PRODUCT	QUANTITY	UNIT OF MEASURE

Your products will be listed here.

Product	Quantity		
TOLUENE	25	.000 TO	<input type="button" value="Add"/>
	1 - 27		

Click on the **Add** button. In most product lines you can put one product on the order.

If all the mandatory data is fulfilled, the Save button is active. Click on the **Save** button!

Choose the product and enter the quantity here!

# ORDER MANUALLY

## ORDER SUMMARY SCREEN



Create New Order

You can register as many orders as you would like to.

Orders

ROW			SELLER	CUSTOMER	PRODUCT LINE	PAYMENT CONDITION CODE	TRANSPORT TYPE	PARITY	DEPOT	LOADING DATE	VALID TO	SHIP-TO / CONSIGNEE	VEHICLE ID	CUSTI
1	<a href="#">Edit</a>	<a href="#">Delete</a>	MOL	400848 - ISA Test Company	Chemical	By remittance within 30 days of dispatch	Road	FCA	HLSB Százhalombatta	27.09.2021		ISA Test Consignee - 094 20 ISA City, ISA Street 2	ABC123	PO12

You can edit or delete saved but not sent orders. Once an order is sent, modification or cancellation can be done by Customer Service.

Products

PRODUCT CODE	PRODUCT	ORDERED QUANTITY (TO)	UNIT OF MEASURE
11000022	TOLUENE	25	TO

You can check your saved orders on this screen. If everything is fine, click on the **Send** button.

Send

Orders

Order(s) sent successfully.

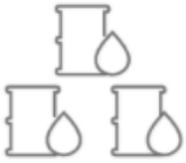
OK

Delete All

Credit Info

Your order is not sent, until you haven't clicked on the **Send** button. You must get a message that your orders are sent.

You will also receive an email notification with the main data of your order(s).



# ORDER FROM FILE

## EXCEL-BASED ORDERING POSSIBILITY

Upload Orders

Upload a pre-filled Excel table with your orders instead of manual order recording. Create many orders with just one single step. The excel table to be used is available at our Customer Service.

Orders

ROW	ERROR	SOLD TO	ORDER TYPE	CONTRACT NUMBER	PAYMENT TERMS	SHIPPING CODE	PARITY	REQUESTED DELIVERY DATE	SHIP-TO / CONSIGNEE	TERMINAL	DELIVERY NOTE	PRINTED ON BILLING DOCUMENT	REMARK FOR DELIVERY INSTRUCTION	PURCHASE ORDER NR.	PRICE DATE	ORDER VALID TO	SHIPPING INSTRUCTION	DIRECT DELIVERY CODE	CARRIER	TRAIN DESTINATION	D RA/ST
-----	-------	---------	------------	-----------------	---------------	---------------	--------	-------------------------	---------------------	----------	---------------	-----------------------------	---------------------------------	--------------------	------------	----------------	----------------------	----------------------	---------	-------------------	---------

Order from File

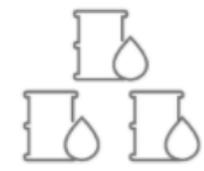
Seller  
MOL

File  
ISA\_orderfromfile.xlsx

Upload Cancel

Products

PRODUCT CODE	PRODUCT	ORDERED QUANTITY (TO)	UNIT OF MEASURE
--------------	---------	-----------------------	-----------------



# ORDER FROM FILE

## EXCEL-BASED ORDERING POSSIBILITY

ORDER FROM FILE HU

Upload Orders

Number of correct/faulty orders are displayed in the upper right hand corner.

Number of Valid Orders: 1  
Number of Invalid Orders: 1

Orders

ROW	ERROR	CUSTOMER	CONTRACT NUMBER	PAYMENT TERMS	PARITY	SHIPPING CODE	REQUESTED DELIVERY DATE	SHIP-TO / CONSIGNEE	DEPOT	COMMENT FOR WAYBILL (CMR 13 FIELD/CIM/RBL)	REMARK FOR DELIVERY INSTRUCTIO
1	<a href="#">Details</a> <a href="#">Delete</a>	ISA Test Company	50125414	By remittance within 30 days of dispatch	FCA	02	28.09.2021	616730 - ISA City, ISA Street 2	HLSB Százhalombatta	comment 1	comment 2
2	<a href="#">Details</a> <a href="#">Delete</a>	ISA Test Company	50125414	By remittance within 30 days of dispatch	FCA	02	21.09.2021	616730 - ISA City, ISA Street 2	HLSB Százhalombatta	comment 1	comment 2

Click on the Details link to display exact error message.

Erroneous fields are marked with vivid red background

Erroneous lines are marked with light red background

Products

PRODUCT CODE	PRODUCT	ORDERED QUANTITY (TO)	UNIT OF MEASURE
11000022	TOLUENE	25	TO

If all orders are correct, you can click on the Send button.

Send

Delete All

Credit Info



# CREDIT LIMIT

You can choose the Seller company you are in partnership with, and you can select amongst your companies.

## Credit Info

Seller

MOL

Company

400848 - ISA Test Company

Available Credit Limit: 9,882 EUR

You can see the **real time available** credit balance based on our records. In case an order is released, or an invoice payment is posted, the value here will be immediately updated. For further information please contact your Sales Representative or our Customer Service.



# MONITORING

## FILTERING

Monitoring type  
Monitoring orders

Seller  
MOL

Customer  
400848 - ISA Test Company

ISA Order ID

SAP Order ID

Product Line  
Chemical

Delivery type  
All

Date (from)  
25-07-2021

Date (to)  
23-10-2021

Date Type  
All

Status  
All

Filter

You may choose to monitor your orders, downpayment requests or final invoices.

Similarly to the order form, you can filter for the Seller company. If you manage more companies, they appear in the Customer list.

You may filter for the ISA or SAP order number of your order. If you do so, other filters will not be active.

You can filter based on product line and delivery type (MOL or Customer organised).

The present date minus two and plus one month is set as a default range, and you may monitor 3-month-long (90 days) periods.

You can set the date filter according to the creation of order and requested delivery date.

You may filter for orders in different statuses that you can set here. Click on Filter when done.



# MONITORING

## ORDER MONITORING RESULTS - OVERVIEW

You can close the filtering panel.

You can see your orders in three sections:  
 1st section: main data of your each order  
 2nd section: product information of the selected order  
 3rd section: delivery information of the selected product

Monitoring type  
Monitoring orders

Seller  
MOL

Customer  
400848 - ISA Test Company

ISA Order ID

SAP Order ID

Product Line  
Chemical

Delivery type  
All

Date (from)  
01-07-2021

Date (to)  
23-09-2021

Date Type  
All

Status  
All

Filter

Orders 8

ISA_	STATUS	SELLER	CUSTOMER	SAP O_	PRODU_	REASON	SHIP-T_	SHIP-T_	DEPOT	P_	REQUE_	PAYMENT CONDITION	PO NUMBER	COMM_	REMAR_	COMM_	VEHICLE	TRUCK
7011374	New	MOL	ISA Test Company		Chemical	N/A	616730	ISA Test Cor	Százhalomb	FCA	27.07.2021	By remittance within 30 days of dispatch						
7011267	Overdue	MOL	ISA Test Company	29875902	Chemical		616730	ISA Test Cor	Százhalomb	FCA	18.07.2021	By remittance within 30 days of dispatch	789	aaaa	bbbb			
7010812	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	22.07.2021	By remittance within 30 days of dispatch	ipo1					
7010734	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	11.07.2021	By remittance within 30 days of dispatch	1234567890		szállítás meg			
7010608	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	18.07.2021	By remittance within 30 days of dispatch						
7010607	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	14.07.2021	Payment in advance						
7010606	Declined	MOL	ISA Test Company		Chemical	Selected dat	400848	ISA Test Cor	Százhalomb	FCA	11.07.2021	By remittance within 15 days from date of dispatch						
7010605	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	11.07.2021	By remittance within 30 days of dispatch	12345678		comment2			

Products 1

PRODUCT STATUS	PRODUCT CODE	PRODUCT NAME	QUANTITY	UNIT OF MEASURE	PRICE	CURRENCY	UNIT PRICE
Loaded	19000655	MALEIC ANHYDRIDE LIQUID	23	TO			

Deliveries 1

LOADING DATE	DELIVERY ID	DELIVERED QUANTITY (TO)	DENSITY	BIOCOMPONENT NAME	BIOCOMPONENT PERCENTAGE	VEHICLE ID	TRAILER ID
15.07.2021	84376764		23			NEX918	XVU018

Download

Credit Info

You can always download the results into excel file.

You can modify and restore the layout of the monitoring menu's columns with these buttons.





# MONITORING

## ORDER MONITORING RESULTS

Orders 8

ISA...	STATUS	SELLER	CUSTOMER	SAP O...	PRODU...	REASON	SHIP-T...	SHIP-T...	DEPOT	P...	REQUE...	PAYMENT CONDITION	PO NUMBER	COMM...	REMAR...	COMM...	VEHICLE	TRUCK
7011374	New	MOL	ISA Test Company		Chemical	N/A	616730	ISA Test Cor	Százhalomb	FCA	27.07.2021	By remittance within 30 days of dispatch						
7011267	Overdue	MOL	ISA Test Company	29875902	Chemical		616730	ISA Test Cor	Százhalomb	FCA	18.07.2021	By remittance within 30 days of dispatch	789	aaaa	bbbb			
7010812	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	22.07.2021	By remittance within 30 days of dispatch	ipo1					
7010734	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	11.07.2021	By remittance within 30 days of dispatch	1234567890		szállítás meg			
7010608	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	18.07.2021	By remittance within 30 days of dispatch						
7010607	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	14.07.2021	Payment in advance						
7010606	Declined	MOL	ISA Test Company		Chemical	Selected dat	400848	ISA Test Cor	Százhalomb	FCA	11.07.2021	By remittance within 15 days from date of dispatch						
7010605	Declined	MOL	ISA Test Company		Chemical	Selected dat	616730	ISA Test Cor	Százhalomb	FCA	11.07.2021	By remittance within 30 days of dispatch	12345678		comment2			

Products 1

PRODUCT STATUS	PRODUCT CODE	PRODUCT NAME	QUANTITY	UNIT OF MEASURE	PRICE	CURRENCY	UNIT PRICE
Loaded	19000655	MALEIC ANHYDRIDE LIQUID	23	TO			

Deliveries 1

LOADING DATE	DELIVERY ID	DELIVERED QUANTITY (TO)	DENSITY	BIOCOMPONENT NAME	BIOCOMPONENT PERCENTAGE	VEHICLE ID	TRAILER ID
15.07.2021	84376764	23				NEX918	XVU018

Legend of overall status of your orders & individual stage of each product:

**Pending:** your order is waiting to be confirmed by your Sales Representative

**New:** your order is still waiting to be processed by our Customer Service.

**Blocked:** your order / product has not been approved from production and/or financial point of view.

**Enabled:** your order / product is ready for pick-up in our depot or ready for delivery.

**Loaded:** your order has been delivered or picked up in our depot.

**Canceled / Declined:** your order / product is deleted based on mutual agreement.

Fields with blue background means modified data of order. Move your mouse over the modified field to see the original value.

# MONITORING

## ORDER MONITORING RESULTS – DOUBLE CLICK

MONITORING



Details



### Order Data

<b>Seller:</b>	MOL	<b>Customer:</b>	ISA Test Company
<b>Contract:</b>	50125414 - ISA Test Contract	<b>Status:</b>	Overdue
<b>Payment Condition:</b>	SZ30 By remittance within 30 days of dispatch	<b>Parity:</b>	FCA
<b>ISA Order ID:</b>	7011267	<b>SAP Order ID:</b>	29875902
<b>Ship-to Name:</b>	ISA Test Consignee	<b>Ship-to Address:</b>	ISA City, ISA Street 2
<b>Depot:</b>	Százhalombatta	<b>Order Date:</b>	15.07.2021
<b>Requested Delivery Date:</b>	18.07.2021	<b>Customer PO number (SN):</b>	789
<b>Comment for waybill (CMR 13 field/CIM/RBL):</b>	aaaa	<b>Remark for delivery instruction:</b>	bbbb
<b>Comment for invoice:</b>			

By double-clicking on the order line, a summary screen appears with all product and delivery information of your order.

### Product Data 1

<b>Product Name:</b>	MALEIC ANHYDRIDE LIQUID	<b>Ordered Quantity:</b>	23 TO
<b>Price:</b>		<b>Currency:</b>	
<b>Unit price:</b>			

### Delivery Data 1

<b>Loading Date:</b>	15.07.2021 00:00:00	<b>Delivery ID:</b>	84376764
<b>Delivered quantity (To):</b>	23	<b>Density:</b>	
<b>Biocomponent Name:</b>		<b>Biocomponent Percentage:</b>	
<b>Vehicle ID:</b>	NEX918	<b>Trailer ID:</b>	XVU018

[Print version](#)

Close

You can check the print version, then you can print all the relevant data of the given order by clicking on the **Print document** button.

# MONITORING

## DOWNPAYMENT MONITORING FILTER

MONITORING



Monitoring type  
Downpayment Monitoring

Seller  
All

Customer  
All

Downpayment ID

Product Line  
Chemical

Date (from)  
26-07-2021

Date (to)  
24-10-2021

Filter

Set the filter here to monitor your downpayment requests.

Filter here for the Seller company. If you manage more companies, they appear in the Customer list.

You may filter for the downpayment request ID of your order. If you do so, other filters will not be active.

If you order different type of products from us, you can filter on product lines.

The present date minus two and plus one month is set as a default range, and you may monitor 3-month-long (90 days) periods. Click on Filter when done.

# MONITORING

## DOWNPAYMENT MONITORING RESULTS

MONITORING



You can see your downpayment request documents in 2 sections:  
1st section: main data of your downpayment request (e.g. value, bank info)  
2nd section: order related information of the selected downpayment request document. Click on the ISA Order ID and the order details window appears.

Downpayment requests 3

DOWNPAYMENT ID	SELLER	COMPANY	DOWNPAYMENT AMOUNT	CURRENCY	BANK NAME	BANK SWIFT CODE	BANK ACCOUNT
2270453406	MOL	400848	2.500	EUR	CITIBANK Europe Plc. Magyarországi Fióktelepe	CITIHUHX	HU10 1080 0007 1000 0010 0113 3558
2270453405	MOL	400848	15.084	EUR	CITIBANK Europe Plc. Magyarországi Fióktelepe	CITIHUHX	HU10 1080 0007 1000 0010 0113 3558
2270453404	MOL	400848	6.600	EUR	CITIBANK Europe Plc. Magyarországi Fióktelepe	CITIHUHX	HU10 1080 0007 1000 0010 0113 3558

Downpayment Details 1

ISA ORDER ID	SAP ORDER ID	PRODUCT NAME	MONITORING.ORDER.TABLE_PRODUCT.QTY	UNIT OF MEASURE	ORDER DATE
<a href="#">7010024</a>	29875173	TOLUENE	25	TO	24.06.2021

# MONITORING

## INVOICE MONITORING FILTER



Monitoring type  
Invoice monitoring

Seller  
All

Customer  
All

SAP Invoice ID

Product Line  
Chemical

Date Type  
Invoice Date

Date (from)  
26-07-2021

Date (to)  
24-10-2021

Status  
All

Set the filter here to monitor your invoices.

Filter here for the Seller company. If you manage more companies, they appear in the Customer list.

You may filter for the SAP invoice ID. If you do so, other filters will not be active.

If you order different type of products from us, you can filter on product lines.

You may filter the invoices based on the issue or on the due date.

The present date minus two and plus one month is set as a default range, and you may monitor 3-month-long (90 days) periods.

You may filter for invoices in different statuses that you can set here. Click on Filter when done.

Filter

# MONITORING

## INVOICE MONITORING RESULTS

MONITORING



You can see your invoices in 2 sections:  
1st section: main data of your invoice (e.g. due date, value)  
2nd section: order related information of the selected invoice.  
Click on the ISA Order ID and the order details window appears.

Invoices 1

SAP INVOICE ID	STATUS	SELLER	CUSTOMER	INVOICE DATE	DUE DATE	COMPLETE INVOICE GROSS VALUE	CURRENCY	PAYMENT CONDITION	NUMBER OF ITEMS	DOWNLOAD
2230126271	Overdue	MOL	ISA Test Company	15.07.2021	16.08.2021	4.600,00	EUR	By remittance within 30 days of dispatch	1	<a href="#">Download</a>

Click on the Download button and the invoice pdf layout will be displayed.

Invoice details

ISA ORDER ID	SAP ORDER ID	DELIVERY ID	PRODUCT NAME	LOADED QUANTITY	SHIP-TO / CONSIGNEE	LOADING DATE
<a href="#">7011267</a>	29875902	84376764	MALEIC ANHYDRIDE LIQUID	23000	ISA Test Consignee - ISA City, ISA Street 2	15.07.2021

Invoice statuses are displayed:

**Invoiced:** the invoice has not been settled but not due yet.

**Paid:** the invoice has been settled.

**Overdue:** the invoice has not been settled and is due.

# MOL NEWS

USEFUL INFORMATION



News



Dear Customers,

Please be informed about our depot opening hour change.

Yours sincerely,

MOL Group Customer Service

Here you can get useful information about our operation (e.g change in depot opening hours, planned IT system maintenance etc.)

A wide-angle photograph of an industrial refinery or chemical plant at sunset. The scene is bathed in a warm, golden light from the sun on the right. In the foreground on the left, a complex structure of pipes, valves, and metal walkways is visible. The middle ground features several large, white, spherical storage tanks and a network of pipes. In the background, numerous tall distillation columns and other industrial structures are silhouetted against the bright sky. The overall atmosphere is one of a busy industrial site during the day's end.

THANK YOU FOR YOUR ATTENTION!