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# **Wira Caltex 2.0**

## **Lubricants Incentive Program Receipt Submission Guide (Station Staff)**



## Before you begin your receipt submission, please ensure you have the following:-

1. A registered account at [wiracaltex.com](https://wiracaltex.com) and can log in with your PIN.

*Note: if you do not have an account, register at <https://wiracaltex.com/register>*

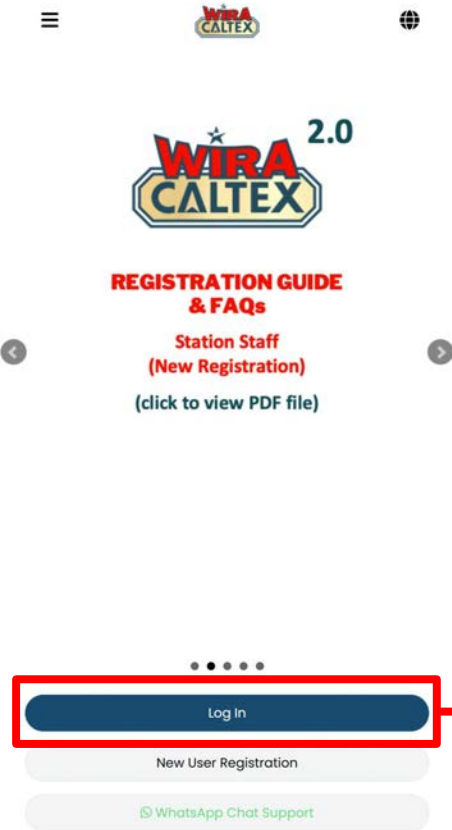
2. A copy of the physical receipt. Receipt should be valid for the calendar month's submission.

*Note: refer to the Terms & Conditions for the validity period of receipt submission*

3. A copy of the latest List of eligible lubricants products.

*Note: the station management will be able to provide this.*

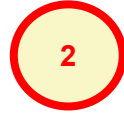




1

Go to the Wira Caltex website [www.wiracaltex.com](http://www.wiracaltex.com). Click on the “Log In” button

Click on the “Log In” button



Input your mobile number.

\*\*Please use your active WhatsApp number only

**Log In**

Enter your mobile number to continue

Mobile Number

015 1234567

Your 4-digit PIN number

- 015
- 010
- 011
- 0111
- 012
- 013
- 014
- 015
- 016
- 017
- 018
- 019

*Example: If your number is 010-1122334, select 010 here*

*Example: If your number is 010-1122334, type 1122334 here. Do not input your prefix "010" here*



## Log In

Enter your mobile number to continue

Mobile Number

Your 4-digit PIN number

Don't have an account yet? [Click here](#) to register.

Forgot your PIN? [Click here](#) for help.

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Home

Dashboard

Profile

Log Out



Input your 4-digit PIN and click Submit.

IMPORTANT

DO NOT SHARE your PIN with anyone.

Input your 4-digit PIN

Click **“Submit”**



On the homepage, click on the **"Lubricants Incentive Program"** box.

## Welcome

Staff Test 4

Syabas Jitu Sdn Bhd

Select the Program you wish to participate in:

Lubricants Incentive Program >

Wira Caltex Quiz Challenge >

Click on **"Lubricants Incentive Program"**



Home



Dashboard



Profile



Log Out



## Lubricants Incentive Program

Staff Test 4

Cyberber, Jitu, Cdn, Pnd

Submit New Receipt



Click on  
**“Submit New Receipt”**



Home



Dashboard



Profile



Log Out

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After you are directed to this page, click on **“Submit New Receipt”** to open the submission page.





## Lubricants Incentive Program

Staff Test 4

Syabas Jitu Sdn Bhd

### Submit New Receipt

05/11/2024

Receipt No.

Receipt Date

Upload Receipt

Choose a file...



Home



Dashboard



Profile



Log Out



Input the following details:

- Receipt Number
- Receipt Date  
(Select from calendar popup)

November, 2024



S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Clear

Today



Receipt No.

Receipt Date

Upload Receipt

Choose a file...

Select Image



Home



Dashboard



Profile



Log Out



7

Go to your phone's **Photo Gallery** and find the receipt image. Select the correct receipt image and upload.

**Note:**

**Uploading the Receipt Image**

- Click the “**Select image**” to upload a photo of the receipt from your device.

**Make sure the image is clear and legible (as shown in Slide 2)**



Receipt Date

Upload Receipt

Choose a file...


Add product that are eligible for incentive


Program


Select Product


Product Category

Ancillary Range

 Texamatic 1888 (1L)

 Brake and Clutch Fluid DO...

 Brake and Clutch Fluid DO...

 Havoline XLC Concentrate...

Close

8

Note: Refer to a hardcopy of the list of eligible lubricant products to:-

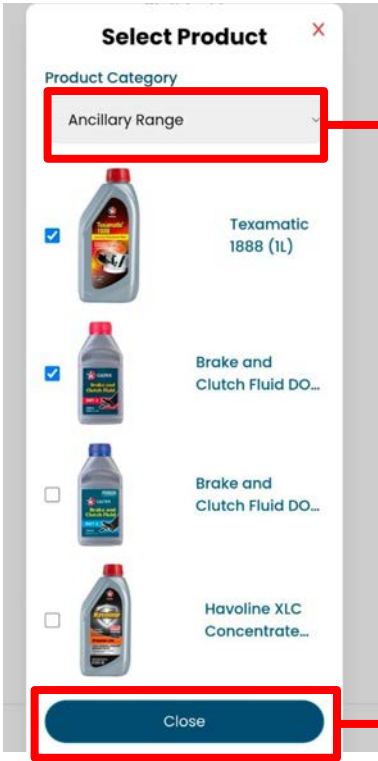
a Click "Add Product" and a popup box with products will appear.

b Select the "Category" from the dropdown list.

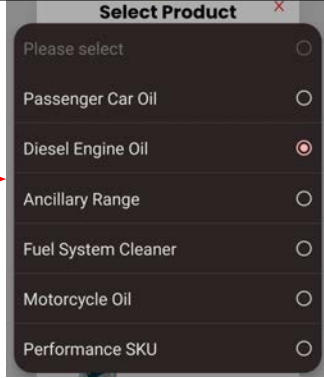
c Select the product(s) that is on the receipt from the selected "Category".

d Click "Close".

Note: If you have more products that are in other categories, refer to 8A.



Select the correct  
**Product Category**



8A

If you have products sold that are in a different category:

- Repeats steps (b) and (c) from Step 8 by selecting the correct Product Category from the dropdown list.
- Once all products are selected, click **“Close”**.

Delo Sports Synblend  
SAE 15W40 (6L+1L) 1

Havoline Super 4T  
SAE 15W-40 (1L) SN,  
MA2 1

Hav Fully Syn 5W30  
(4L) 1

Techron Concentrate  
Plus - MCO (75ML) 1

Next

Cancel

9

After clicking the “**Close**” button, confirm that all products in the receipt is on the screen.

(i) If there is a missing product from the screen, repeat Step 8.

(ii) If you have selected an incorrect product, click on the down arrow until “0” to remove the product from the screen.

To remove product, click down arrow until “0”



Delo Sports Synblend  
SAE 15W40 (6L+1L) 1

Havoline Super 4T  
SAE 15W-40 (1L) SN,  
MA2 1

Hav Fully Syn 5W30  
(4L) 1

Techron Concentrate  
Plus - MCO (75ML) 1

Next

Cancel

10

If more than 1 unit is sold, use the arrow key to increase the quantity.

After confirming all of the products and quantities sold, click **Next**.

Click up arrow to increase the quantity.

Click **Next** to confirm products and quantities listed on receipt



## Lubricants Incentive Program


Staff Test 4

Syabas Jitu Sdn Bhd

### Submit New Receipt


07/11/2024

**Receipt No.** : asd123  
**Receipt Date** : 07/11/2024  
**Uploaded Receipt** : [Click to view](#)

1 

Hav ProDS Fully Synthetic LE 5W-40 (1L)

**Quantity** : 1  
**Incentive Per Unit (RM)** : 3.00  
**Incentive Sub** : 3.00

1 

Hav ProDS Fully Synthetic LE 5W-40 (1L)

**Quantity** : 1  
**Incentive Per Unit (RM)** : 3.00  
**Incentive Sub Total (RM)** : 3.00

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Check again all the products and quantities sold on the screen, **including:**

- Product Name
- Quantity

Make sure all these details match with the physical copy of receipt

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Techron Concentrate Plus - MCO  
(75ML)

**Quantity** : 1

**Incentive Per Unit (RM)** : 1.00

**Incentive Sub Total (RM)** : 1.00

**Total Incentive (RM)** : 59.00

**Submit**

Back

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If there is any error, click “**Back**” to the form and repeat Steps 6 - 10.

Once you confirm everything is accurate, click the “**Submit**” button to complete your submission.

Click “**Submit**”





## Lubricants Incentive Program

Staff Test 4

Syabas Jitu Sdn Bhd

**Receipt Submission Confirmation**

15/11/2024

**Submitted On** : 15/11/2024

**Status** : Pending Verification

Home Dashboard Profile Log Out

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After you have submitted the receipt, you will see a **Receipt Submission Confirmation** with a status “**Pending Verification**”

You can refer to your Station Management to verify your receipt submission.



# WIRA CALTEX Support Line

**SCAN**



WhatsApp #  
**60108441779**

**Whatsapp Support (Message Only)**

**Operation Hours:**

9 am - 5 pm, Monday to Friday, except weekends  
and public holidays.

*For other matters, kindly contact:-*

***Caltex Malaysia Customer Service Hotline  
1800 88 3188.***



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# **Wira Caltex 2.0**

## **Lubricants Incentive Program Receipt Submission FAQ (Station Staff)**



## 1) **What is WIRA CALTEX Lubricants Incentive Program?**

It is an incentive program designed for eligible Station Staff to make additional income when they promote and sell Caltex lubricant products at their stations. Eligible staff will receive incentives based on their sales performance.

## 2) **Is it compulsory for me to participate in the Lubricants Incentive Program?**

This incentive program is NOT compulsory but we believe that all station staff are capable and this is a good way to generate additional income.



### **3) Do I need to keep the receipts submitted?**

We recommend that the staff keeps a copy of the receipt. It can be a physical receipt or the image of the receipt taken during the submission process.

### **4) How can a I check the status of a submitted receipt?**

Station staff that has submitted a receipt can WhatsApp the WIRA CALTEX Support Line by clicking [here](#) and sharing the receipt information (receipt number and receipt date).

A transaction log feature is currently being developed so that the staff can view the status of their receipt submission.



## 5) What receipts are eligible for submission?

Eligible receipts must meet the following criteria:-

1. Receipts must be a valid sale and have not been voided/cancelled for any reason
2. Products that are in the latest list of eligible lubricants products
3. The receipt submitted must be for the same calendar month. Staff can submit receipts from the preceding month up to the 7th day of the following calendar month. For illustration: - all sales receipts for the month of January must be submitted in January or latest by the 7th of February.
4. Station Owner/Investor or Station Management must verify all receipts in the system by the 7th day of each calendar month for the preceding month's receipts. For illustration: - all receipts for the month of January have to be verified in January or latest by the 7th of February.

**Note:** If the receipts are outside the eligible period stated above, these receipts shall be deemed ineligible / expired for any incentive claims, unless approved by Chevron.



## 6) What if i have entered the wrong information or image into the system?

As long as you have not completed the Submission Process, a staff can still amend the details of the submission form.

If you have completed the Submission Process and have gotten the “**Receipt Submission Confirmation**” page, you can inform your Station Owner/Investor or Station Management to log in to their account and reject your receipt submission. You will then be required to re-submit your receipt within the eligible period.