

When using Enet you will be able to:

- Verify Pricing
- Place Orders
- Review Order History
- Review Invoices
- Create shopping lists based on product or department

Enet Quick Reference

To access Enet go to www.petroliance.com and select Enet. The Enet login is located in three places on our home page.

Selecting the Enet link on our home page will take you to the Enet Login Screen.

If your company has multiple shipping addresses or you order both fuel and lubricant products from PetroLiance, you will be prompted to select a ship-to address.

Product Searches and Ordering

There are several ways that products can be searched on Enet:

- Quick Order Pad
- Item Categories
- Product Description
- Buying History
- Create unique shopping lists based on your preferences and criteria

Quick Order Pad

If you know the Item # for the product you are looking for, you can enter it in the Quick Order Pad located on the left side of the menu bar on the home page. You must know the Item # to use the Quick Order Pad.

Item Category Search

Use the item categories on the left side of the page to identify products you are looking for.

Product Description

Use the Product Search function to find products you may wish to purchase. Type a description of the product, such as: item name, oil grade or type.

Buying History

Enet's default shopping list is pre-populated with items that you have purchased over the last 90 days. This pre-populated list is located within the **My Lists** area of the menu bar at the top of your browser.

Selecting "My Lists" will take you to your shopping lists. Creating a customized shopping list is explained on page two.

****All pricing displayed on the site is your current price****

Completing Your Purchase Online

After you placed all your items in the shopping cart, you can begin the check out process. This is a two step process. On the Shopping Cart Details page click the "Checkout" button. This page allows you to verify your shipping address, add any special notes to your order and add your purchase order number.

When your order is submitted, an email confirmation of the order is sent to the address in your contact information.



Creating Shopping Lists

On Enet you are able to create custom shopping lists. You can customize by product, department, shop or person (if you order for someone else). To create a shopping list, first search for a product. Select “Add to Shopping List” and click “Submit”. If there are no ‘user created’ shopping lists, enter the desired name for the shopping list.

Products can be added to shopping lists that you have created. Search for a product that you would like to add and follow the steps above to “Add to Shopping List”. Once you have selected the product and selected the list to which you would like to add product(s) be certain to save your list.

Items can be added or removed from your self-created shopping lists at anytime.

Reporting

Enet offers several reporting features. To reach our online reporting select **My Reports** on the navigation bar and the list of reports will appear for you. All of the reports require a date range to access the report. Each of the reports is available for export into Microsoft Excel.

Asset Report—Fuel Factor

The Asset Report/Fuel Factor report is a detailed report for use by our Fleet Fill customers. The report provides detailed information such as; date and amount filled, taxes (all taxes state and federal), price per gallon and fill amount for each vehicle or piece of equipment we fill at your location.

Invoices

To review invoices, select the ‘Invoice’ report from the list of reports.

Once the Invoice report is selected you will be prompted to enter the desired date range and select ship-to information (if you have multiple shipping locations or type of delivery accounts). If you would like to see all invoices for your company keep the default to “ALL”.

To enter a date you can use the ‘date selector’ and a calendar will appear for you to select the beginning and ending dates.

Once you have selected the date range click “Submit” and the list of invoices will appear. Clicking on an invoice number will provide invoice details and the signature of the person who received the order (proof of delivery).

Open Orders

This report will show all orders that have been placed for your company that have not yet been delivered.

Purchase History

The Purchase History report can provide a complete history of products purchased by your company. The report can be broken down by date, ship to, or if you are looking to see how many times your company has purchased a specific product.

Questions

If you have any questions regarding Enet you can reach us by calling 877-738-7699 or by using the Contact Us form on the site or you can email Customer Service at customerservice@petroliance.com and someone will contact you.

