## **Customer Service**

- 1. I have a MarketNet ID but I don't see or know my USER ID to log in.
  - a. Contact Lubes Customer Services at 1-800-331-4068 and select option 2.
- 2. How often do I need to sign into to MarketNet?
  - a. To keep your account active, you must sign in every 30 days.
- 3. When reporting National Account delivery, I don't see the customer in my dropdown list.
  - a. In the bottom right corner ▶ Request a New Ship To.
- 4. When reporting National Account delivery, I don't see the product in the list.
  - a. In the bottom right corner ▶ Request a New Product.
- 5. How do I find out what products are available in a specific container?
  - a. Navigate to Plant ► Product Availability and then select a material or enter first six digits in material number.
- 6. How do I print invoices?
  - a. Account Management ► Invoices ► Enter Invoice Number ► Find Invoices.
- 7. How do I get pricing on a product?
  - a. Navigate to Account Management ▶ Pricing.
- 8. Where do I find Safety Data Sheet?
  - a. Navigate to Product Information ► Safety Data Sheets.

## **Advertising and Promotion**

- 1. Where do I find the branded logos?
  - a. Marketing Toolbox ▶ Brand Logos
- 2. How do I find my Business Development fund balance?
  - a. Account Management ► Program Status. Enter information and select Business Development Fund.
- 3. How do I find the preferred Vendor for Merchandise?
  - a. Marketing Tool Box ▶ Preferred Vendors & Merchandise.
- 4. How do I find out what is covered under Business Development Funds?
  - a. Click on the CITGO Marketing Support button on the homepage of MarketNet.