NATIONAL OIL AND GAS INC.
2829 E STATE ROAD 124, BLUFFTON, INDIANA 46714.
(260) 824-2220 - (800) 322-8454

New E-Commerce Portal instructions

Effective August 1st, 2019, National Oil is transitioning to a new E-Commerce system called **Petronet** so that customers can obtain information and documents for their accounts. The old E-Commerce system will still be active for archive retrieval of older invoices but will no longer have any new business posted to it after July 31, 2019.

Invitation Email

- To obtain access to Petronet, you will need an email invitation that will guide you through the process of signing up. All current customers of the old E-Commerce system should automatically receive an email invitation, but if you did not receive one or would like to sign up for the system, please contact us and we will send out an invitation email.

Logging into the system

- Once you receive the invitation email and sign up for the system, you can log into the system with your selected user name and password. If you forget your password, we will not be able to reset it for security reasons but will send you a password-reset email so you can recover access to your account. You can access the system at https://petronet.natloil.com.

Change Account (Upper right, if it appears)

- If you are listed on multiple accounts, there will be a link to change the account you are viewing. Click the link and a list of accounts you've been approved to see will drop down. Select the account you want to view information for by clicking on it. If you are only authorized on one account, this link may not appear.

Settings

- There is an icon in the shape of a gear in the upper-right portion of the screen. This is the Settings icon that will allow you to log out of the system, manage your account, or change your password.

Navigating the E-Commerce System

- On the top of the screen, you have the Home, Account, Orders, and Documents icons. The icons and their functionality are described below.

Home Icon

- Account balance – This is your outstanding balance on the account.
- Unbilled Activity – Pending billings to your account.
- Credit Limit (if it appears) – Not used at this time.
- Available Credit (if it appears) – Not used at this time.
- Recent Activity – In the center of the screen, there is a quick-access list of your last invoice, last statement, last payment, last EFT, and last price notification (for transport deliveries only). You can view these documents by clicking on the icon of the folded page next to them.

Account Icon

By pressing the Account tab up top, the system will allow you to do the following (selected as options on the left side of the screen):

- Recent Activity – View Recent activity on your account

- Invoices – View invoices that have been posted to your account. Checkboxes appear to only list outstanding invoices and to show detail, and you can supply a date range to filter invoices by date.

- Payment History – Shows payment history by a selectable date range and provides a checkbox to show payment detail.

- Unapplied Payments – Lists payments on your account that have not been applied to invoices.

- Scheduled Payments and EFT's – Lists EFT Payments that have been or will be applied to your account. Select the checkbox for Pending Only to show upcoming EFT's only. You can filter the list by date range or show the payment detail by checking the Show Detail box.

- Transaction History – Shows all transactions on your account by a selectable date range.

- Credit Card Activity – Shows only credit card activity on your account by a selectable date range.

- 1099K Transactions – Not used at this time.

Orders Icon

This icon will only appear on the top of the screen if you have access to fuel invoices sold by tank wagon or transport truck. This icon will not be available for consignment dealers. Directly underneath the buttons for Home, Account, Orders and Documents, there are two small links labeled "Ordering" and "Pricing".

- Ordering – You can view fuel orders by selectable criteria for BOL (bill of lading) number, order date range, order type, order status, order location (useful for dealers with multiple locations), product and package ID's. You can also check the Show Detail box to show extra information about the order.

- Pricing – Click on the Pricing icon to retrieve pricing information for transport delivery locations. You can select a date range to view pricing for. There is no pricing available for tank wagon customers.

Documents Icon

Also, on the top of the screen there is a button for Documents. By pressing this button, you can view the following (selected as options on the left side of the screen):

Statements – View account statements by a selectable date range.

Notifications – View account notifications by a selectable date range.

1099K Advice History – Not used at this time.