



myLubrizol.com  
**USER GUIDE**  
North America



# Introduction

Lubrizol is adding new and exciting features to myLubrizol.com to better serve our ever-evolving customer base. With these changes, we'll continue to serve diverse customer sets with the tools, content, expertise and guidance they need to be as successful as possible.

Key changes include an enhanced ability to purchase products online, a more intuitive myLubrizol.com experience and new digital tools—rolled out over time—to make our customers more efficient in more ways.

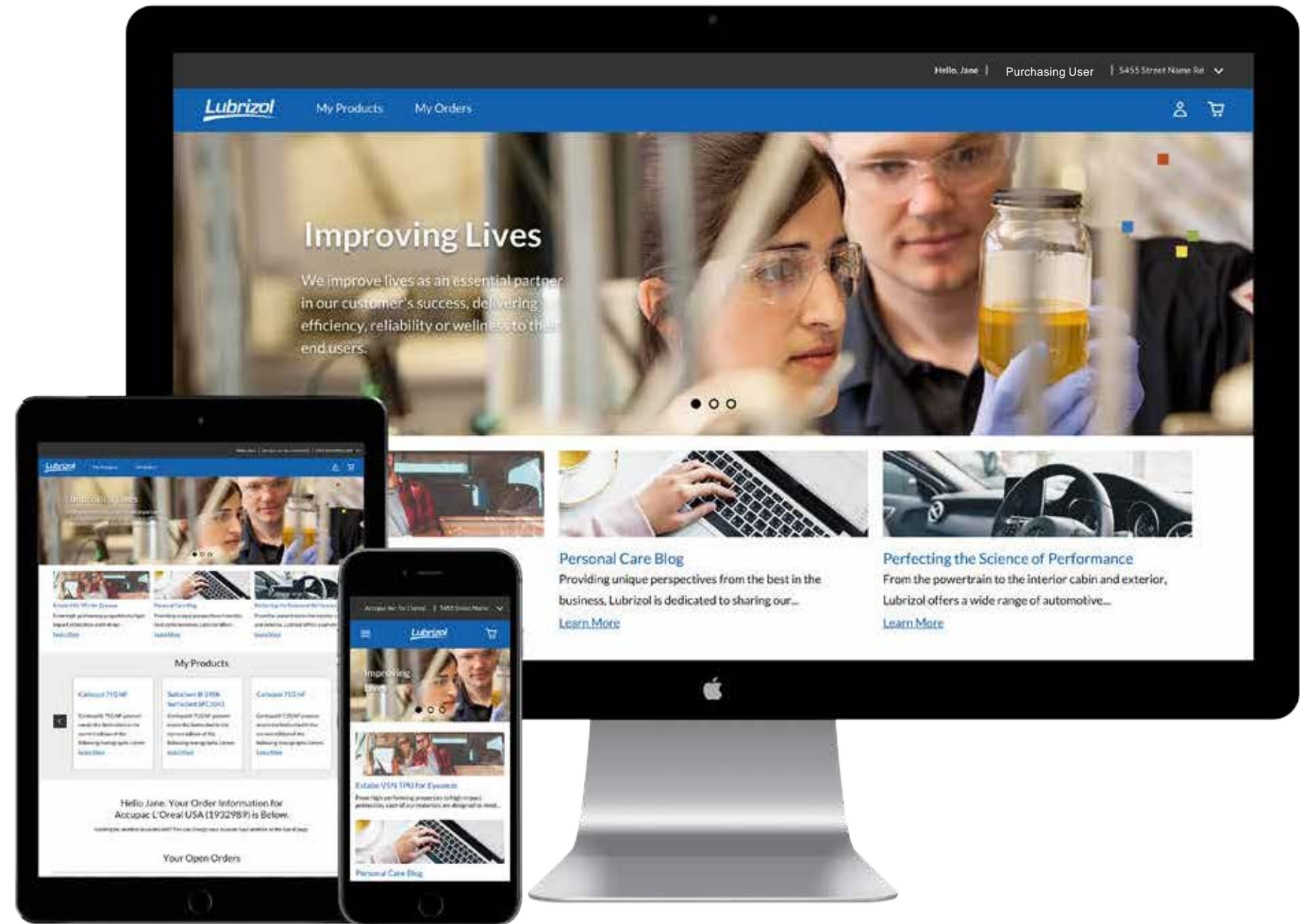
This guide calls out these changes, as well as how to take advantage of the improvements.

**Note: This guide was designed for users with purchasing ability and pricing visibility. Your experience may vary depending upon your profile's security role.**



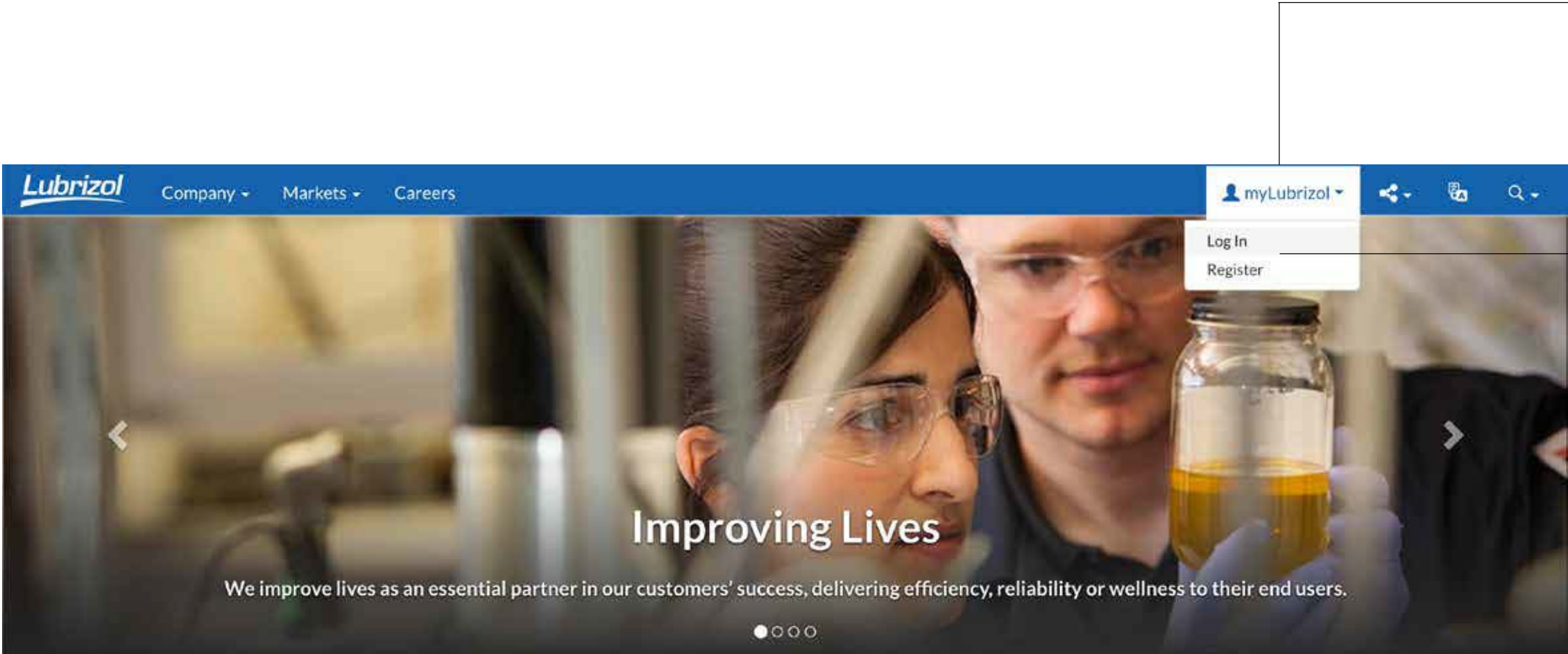
# Designed for Any Device

We've designed myLubrizol.com to ensure that you'll see and interact with the pages in a way that makes sense for whatever device you're on—computer, tablet or phone.



# How to Log In

The new myLubrizol.com is a personalized experience, designed to give registered users the information they need to make their jobs easier.



■ Select myLubrizol.com from the drop-down menu. You'll need to log in to your account.

■ If you already have an account, select "Log In," then enter your credentials.

If you need an account, select "Register" to create an account.

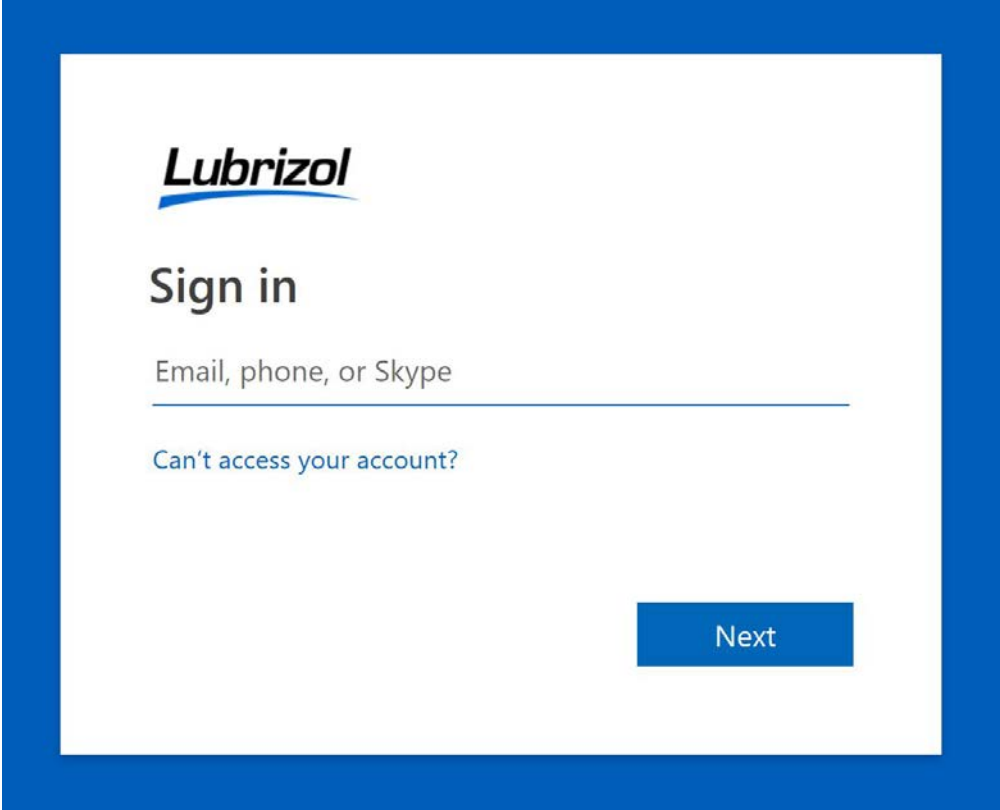
# User Identity Management

If you conduct business exclusively in North America, you will be taken directly to the new myLubrizol experience after authentication

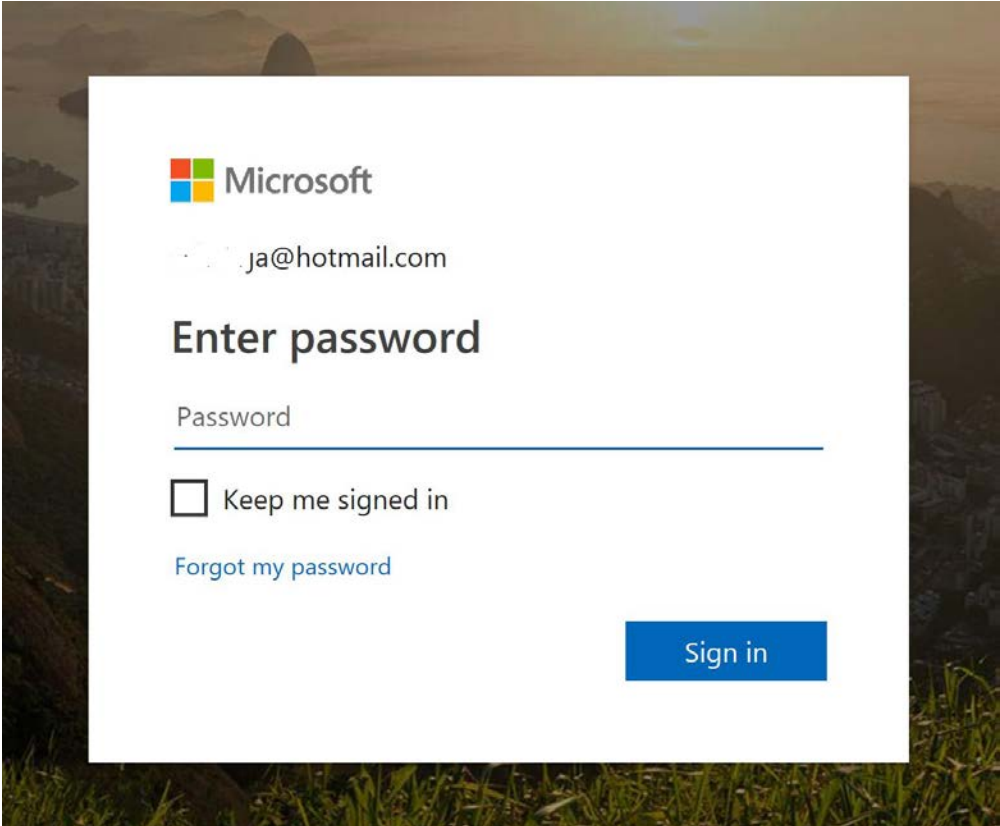
## Identity Management Provided by Microsoft Online

We've placed the management of your user identity to be synchronized with external providers, and in some cases, your own company's secure identity solution. If your company subscribes to Office 365/Microsoft Online, and your myLubrizol registered email is your work address, you'll use that id and password to gain access.

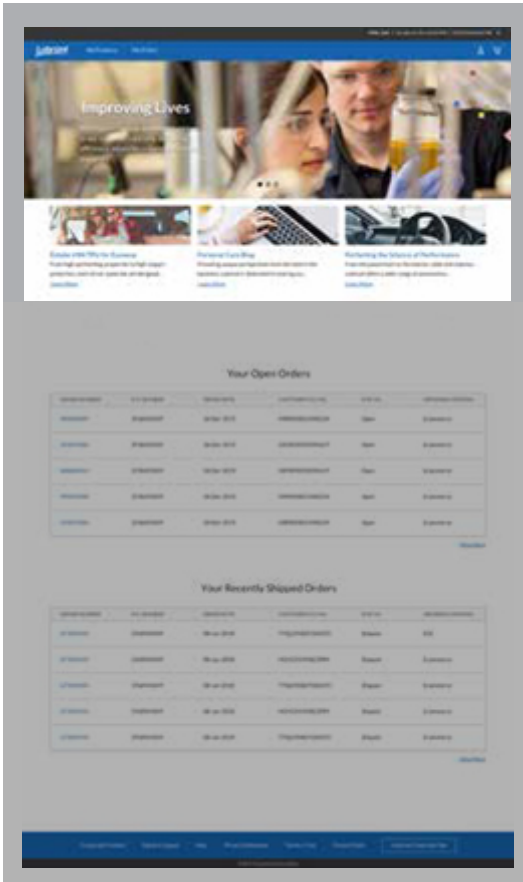
**Note: This change took effect in April 2019. Any password you had for myLubrizol previous to April 2019 is no longer valid.**



The screenshot shows the Lubrizol sign-in interface. At the top left is the Lubrizol logo. Below it is the heading "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "ja@hotmail.com". The heading is "Enter password". There is a text input field labeled "Password". Below the input field is a checkbox labeled "Keep me signed in". Below the checkbox is a link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in".



### Quick Links

Access a list of links to relevant service and support tools.



### Take the Guided Tour

Learn more about the features and functionality within our new E-Commerce experience.



### Perfecting Science

Click here for the tools and information that help you get your job done.

At the top of the homepage, you'll see highlights of our current marketing information. Click/tap the Learn More for additional details.

# Homepage

If you've placed orders through our ecommerce experience, you'll see some helpful information.

Note that the Ordering Method column will show open and recently shipped orders from any orders placed by your company matching this sold to/ship to combination, not just e-commerce orders.

Hello Jane. Your Order Information for [Your Company Name/Acct Number] is Below.

Looking for another accounts info? You can change your account type anytime at the top of page.

## Your Open Orders

ORDER NUMBER	P.O. NUMBER	ORDER DATE	CUSTOMER P.O. NO.	STATUS	ORDERING METHOD
<a href="#">980989089</a>	2938492839	18-Dec-2019	4989892833498234	Open	Ecommerce
<a href="#">293492384</a>	2938492839	18-Dec-2019	34598349583904UT	Open	Ecommerce
<a href="#">868686969</a>	2938492839	18-Dec-2019	34598349583904UT	Open	Ecommerce
<a href="#">995059500</a>	2938492839	18-Dec-2019	4989892833498234	Open	Ecommerce
<a href="#">293492384</a>	2938492839	18-Dec-2019	4989892833498234	Open	Ecommerce

As you scroll down the homepage, you'll see a list of your open orders. The five most recent orders are listed. To see the full list of open orders, click/tap the "View More" button.

[View More](#)

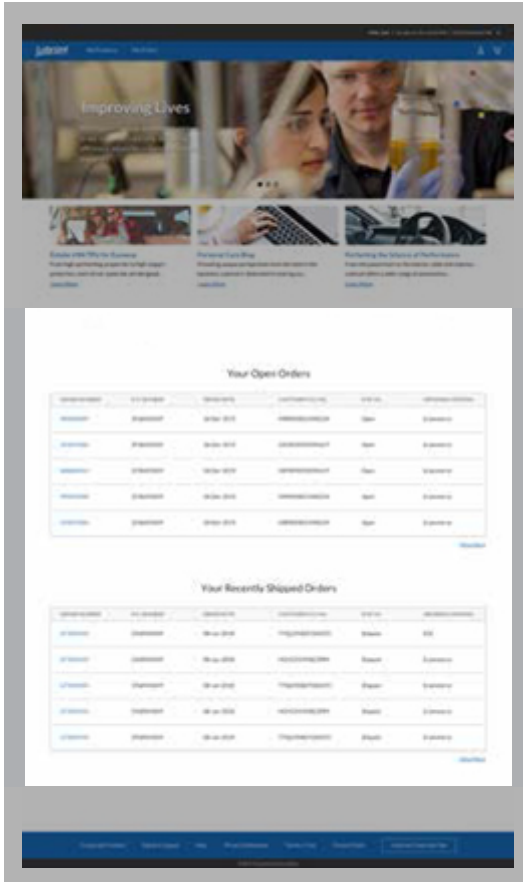
If you have more than five open orders, you can click/tap "View More" to see the Order History page, filtered to Open Orders.

## Your Recently Shipped Orders

ORDER NUMBER	P.O. NUMBER	ORDER DATE	CUSTOMER P.O. NO.	STATUS	ORDERING METHOD
<a href="#">UTJDKI345</a>	5968945849	08-Jan-2018	TYQ2394829384293	Shipped	EDI
<a href="#">UTJDKI345</a>	5968945849	08-Jan-2018	HGHG93394823989	Shipped	Ecommerce
<a href="#">UTJDKI345</a>	5968945849	08-Jan-2018	TYQ2394829384293	Shipped	Ecommerce
<a href="#">UTJDKI345</a>	5968945849	08-Jan-2018	HGHG93394823989	Shipped	Ecommerce
<a href="#">UTJDKI345</a>	5968945849	08-Jan-2018	TYQ2394829384293	Shipped	Ecommerce

This section of the page shows your recently shipped orders. Click/tap the order number (in blue) to access the order details.

[View More](#)



# Orient yourself

## Header

The header and footer are designed to give you quick access to the features you need.

■ Click/tap the Lubrizol logo to get to the homepage.

■ Click/tap to get to the My Products page, where you can see the products available to the Sold to/ Ship to account you've selected.

■ The black account bar shows which Sold-to/Ship-to account you've selected. You will only be able to see the products and information associated with this account.

To see products/information or, if applicable, make a purchase for a different account, click/tap the downward facing arrow at the end of the bar and switch accounts.

■ Click/tap to get to the My Orders page, where you can see the current and past orders of the Sold to/Ship to account you selected.

Hover over the Account Icon to see your personalized myLubrizol.com account settings. Select the appropriate option in the drop-down menu to view your saved carts, check your profile, access the Help page, or sign out.

■ This icon shows the number of items you have in your cart.

Hover over the Cart Icon to see your Mini Cart, which is a quick view of the items you've placed in your cart. You can select "Start Checkout" to begin the checkout process.

The screenshot shows a dark grey header bar with the text "Hello, Jane | Purchasing User | 5455 Street Name Rd" and a downward arrow. Below this is a blue navigation bar with the Lubrizol logo, "My Products", and "My Orders". On the right side of the blue bar are an account icon and a shopping cart icon with "88" items. A dropdown menu is open from the account icon, listing "My Saved Carts", "My Profile", "Help", and "Sign Out".



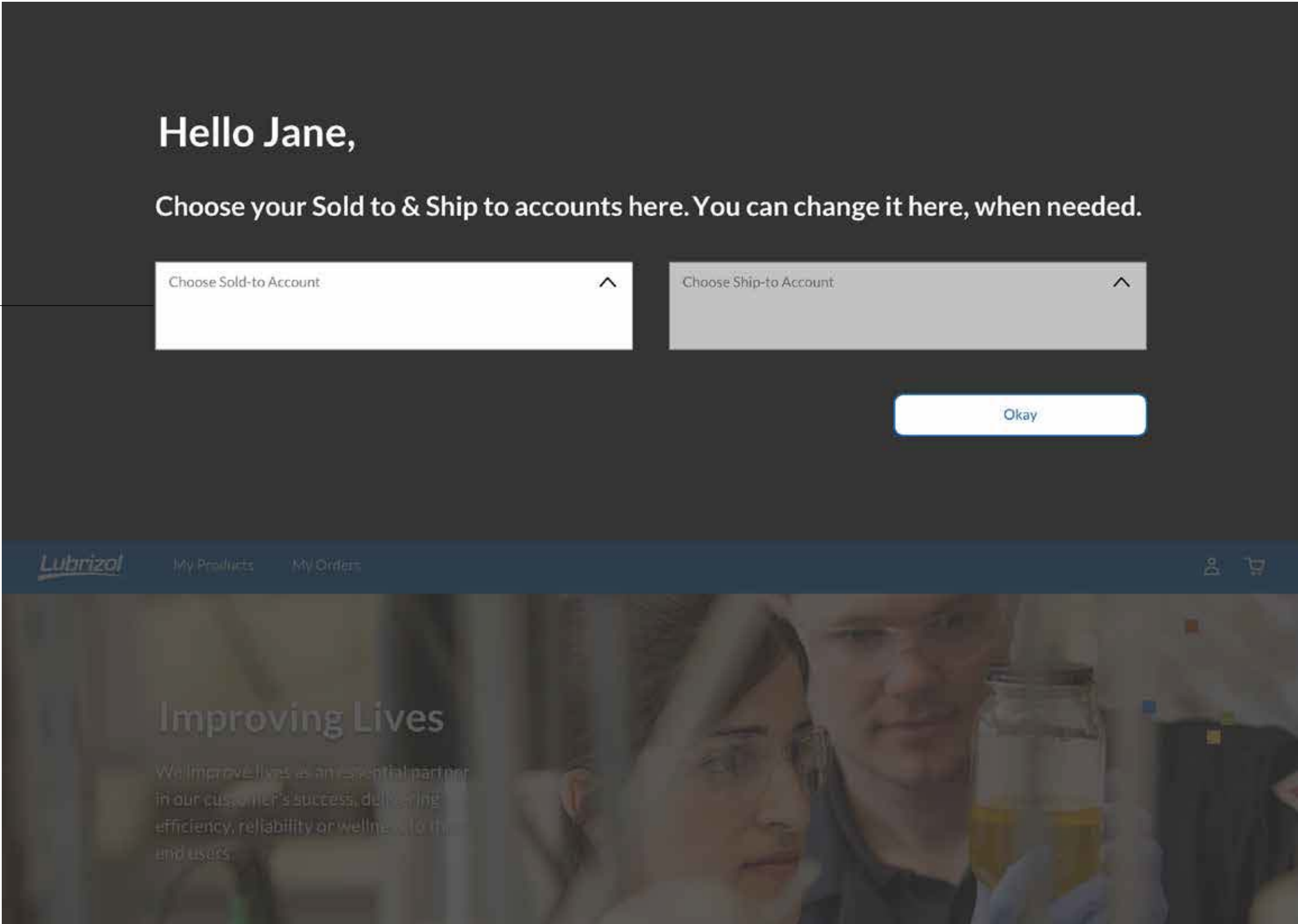
# Selecting Your Account

Selecting your Sold to/Ship to account is easy. ■

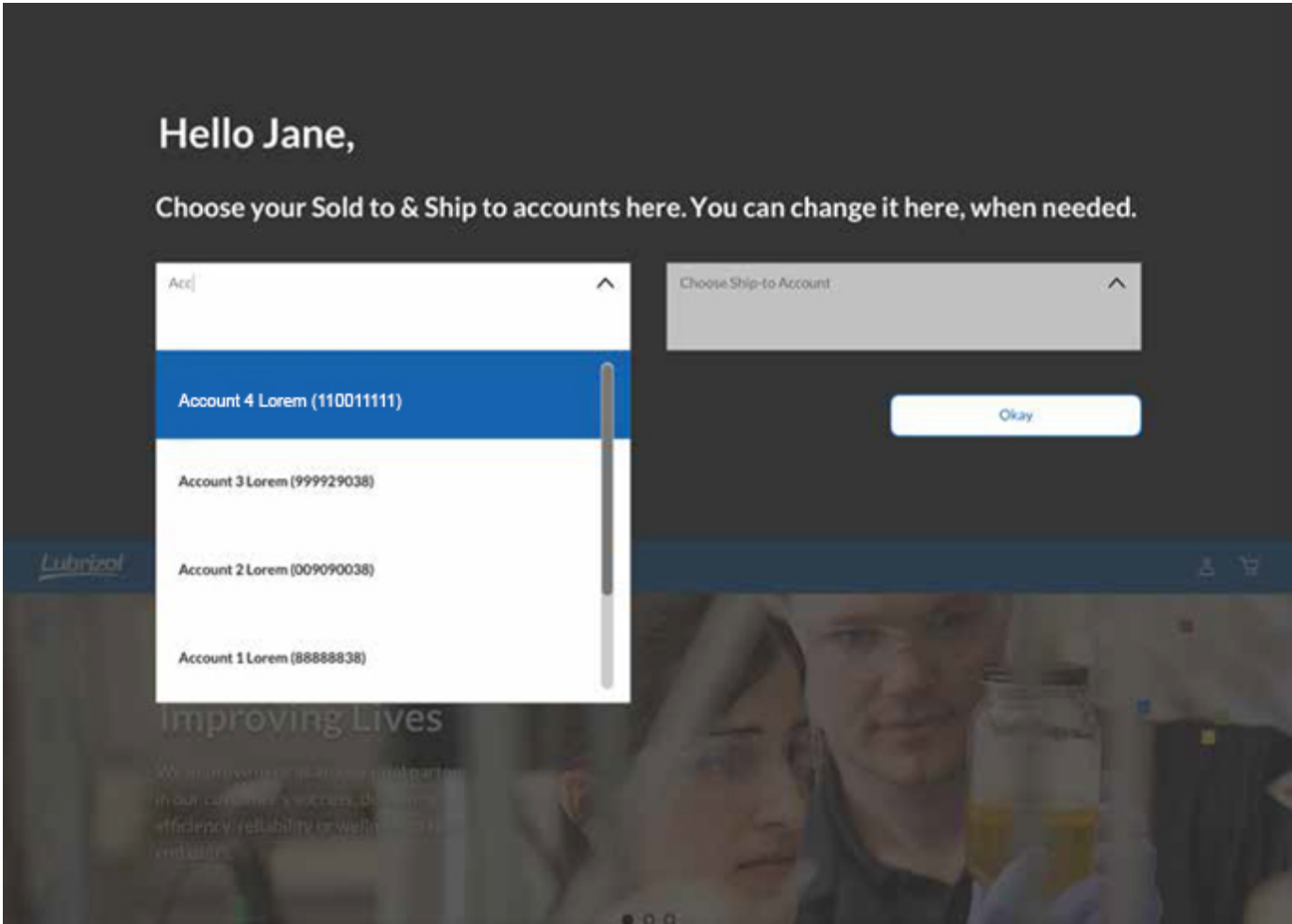
If you're assigned to only one Sold to/Ship to account, the Account Bar will automatically default to it.

If you're assigned to more than one Sold to/Ship to account, click/tap the arrow in the first field; you'll see a list of all available Sold to choices. Select the appropriate one.

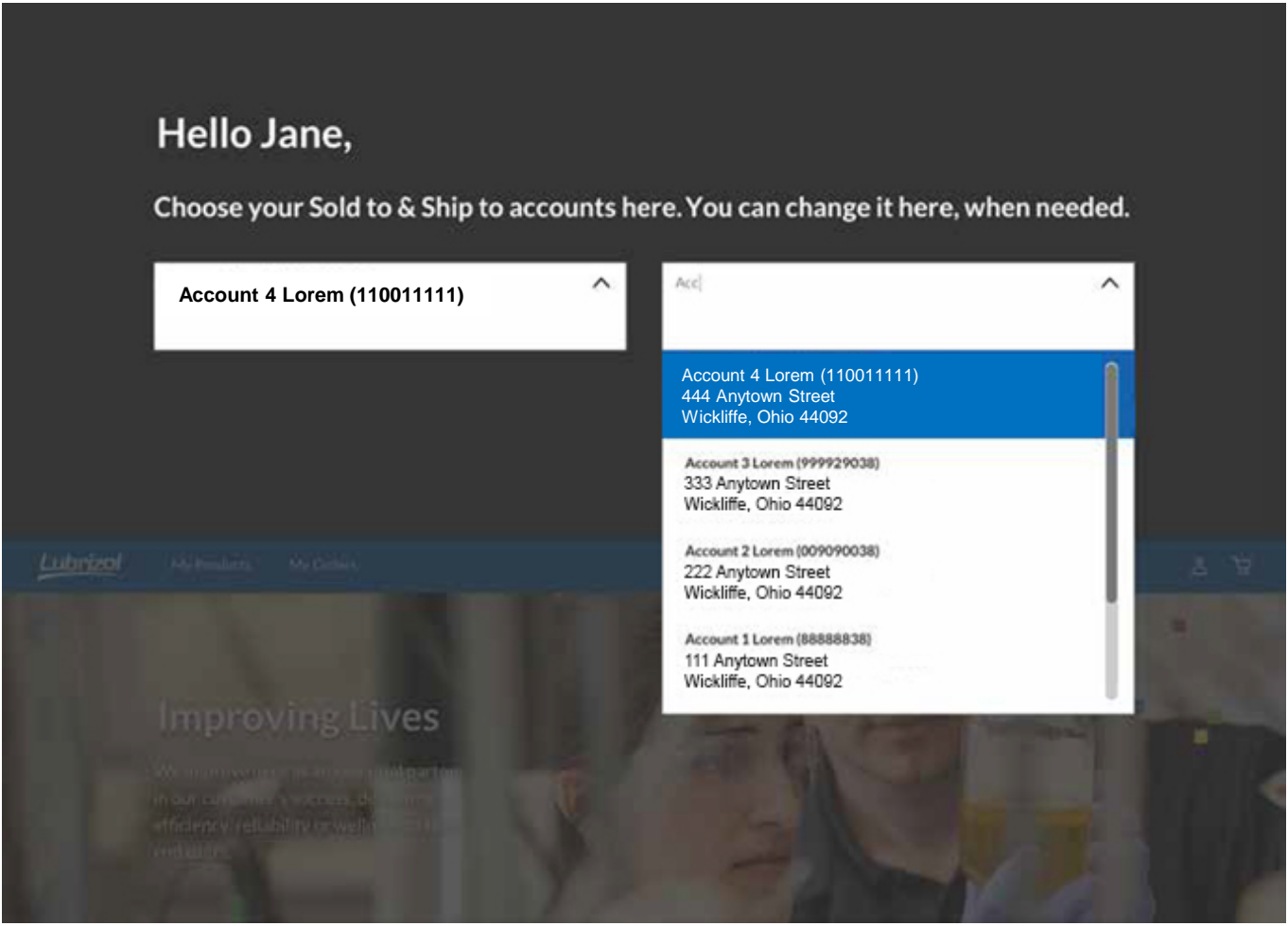
Follow the same instructions in the second field.



# Selecting Your Account



■ Start typing the name of your Sold to account. We've incorporated type-ahead search; once you see your Sold to account, you can select it without typing the entire thing.



■ Once you've selected your Sold to account, start typing your Ship to account. Again, type-ahead search will narrow your choices. The site is smart enough to only show Ship to accounts associated with the selected Sold to account. When you see the Ship to you're looking for, select it.

Once you've selected your Sold to and Ship to, click/tap "Apply," and you'll be brought to the home page.

# Orient yourself

## Footer

The header and footer are designed to give you quick access to the features you need.

- Click/tap to get the address and phone numbers of Corporate, Business Unit and Regional headquarters.
- Click/tap to read our privacy policy.
- Click/tap to read our legal terms of use.
- Click/tap to go to the Lubrizol corporate website (www.lubrizol.com).



■ Click/tap to learn more about Lubrizol's commitment to Responsible Care.

■ Click/tap to download a copy of our legal terms of sale.

Home | My Products

## My Products

182 Products Found

Find a Product (enter minimum 4 characters) [Reset](#)

< 1 2 3 4 5 >

**LUBRIZOL® 1095**

SDS PDS

PKG DETAILS	PRICE	
LUBRIZOL® 1095, STD BLACK & YELLOW Stock Item ⓘ	\$0.00 USD / 100.0KG	
Bulk Non-Stock Item ⓘ	\$0.00 USD / 100.0KG	

You can narrow the list of your Lubrizol products by Bulk or Package.

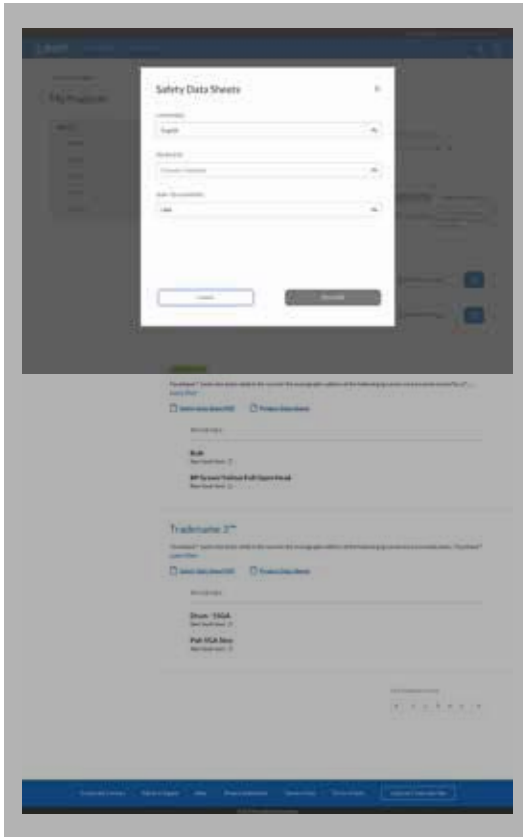
**Note:** Bulk and Package items cannot be in the same cart. You'll need to create two separate carts if you want to order Bulk and Package items.

Bulk and Packaged materials need to be purchased in separate orders.

Access the Data Sheets for a product by clicking/tapping on the SDS icon.

Click/tap the product name to access more product details.

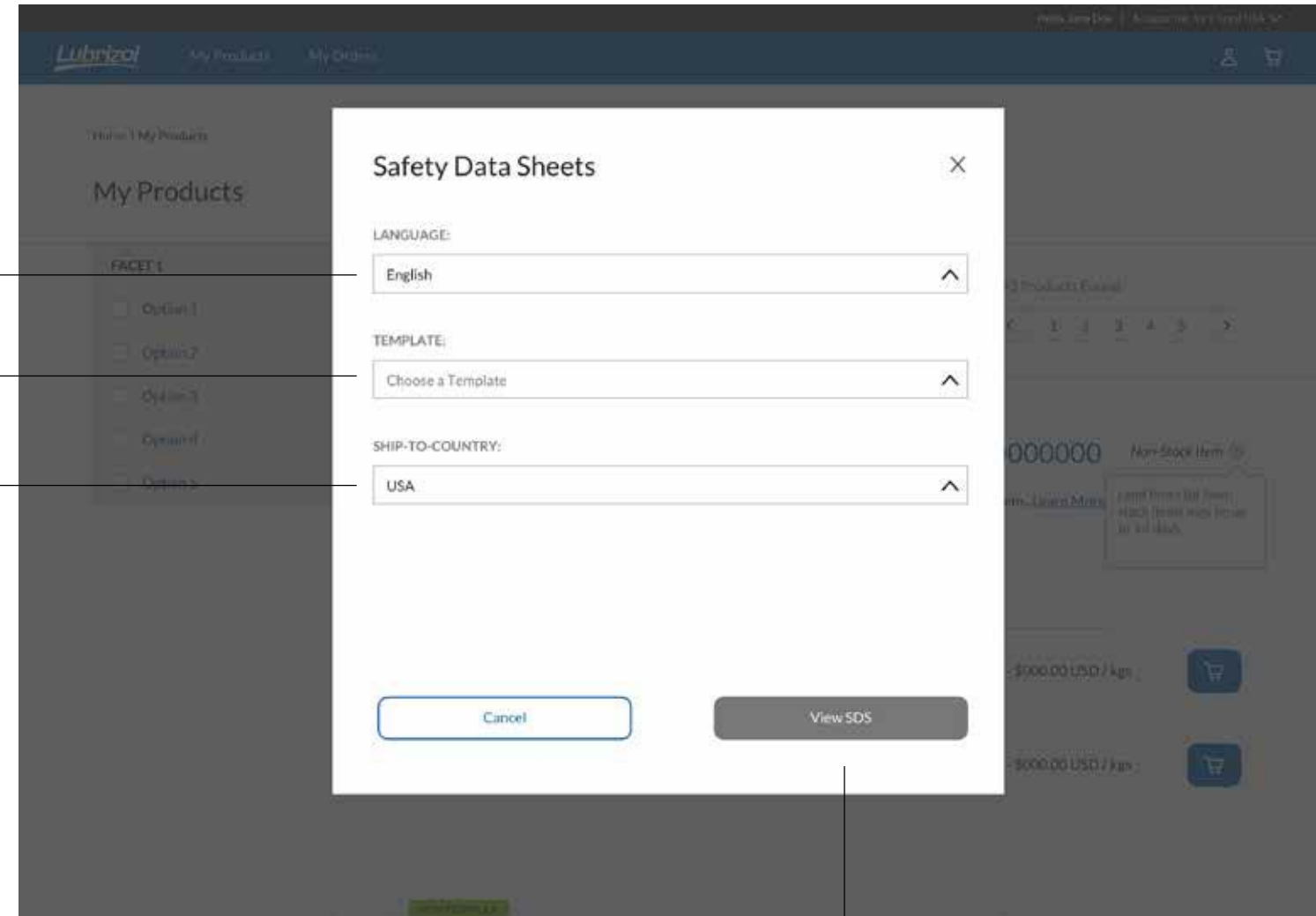
**i** Many Safety and Product Data Sheets are now online, available instantly to you. Simple!



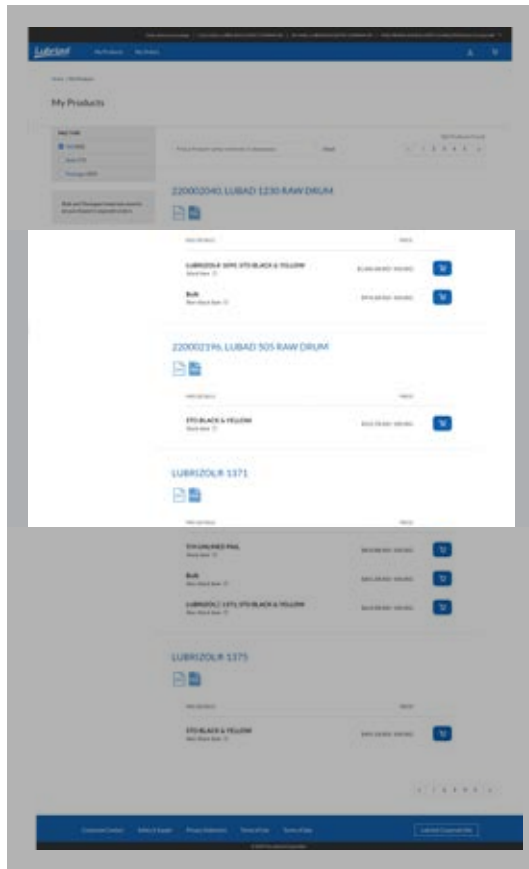
Select the language you need the data sheet to be written in. ■

Select the template you need. ■

Select the Ship to country. ■



■ Click/tap "View SDS"; a PDF of the SDS will open in a new window.



Hover over the (?) icon for a definition of Stock/ Non-Stock Item.

## LUBRIZOL® 6473



PKG DETAILS

PRICE

**STD BLACK & YELLOW**  
*Stock Item* (?)

\$0.00 USD / 100.0KG



Your pricing is available here. You'll see a scale price range, showing the currency and unit of measurement.

## LUBRIZOL® 1371



PKG DETAILS

PRICE

**T/H UNLINED PAIL**  
*Stock Item* (?)

\$0.00 USD / 100.0KG



Click/tap this button to add this product to your cart.

**Bulk**  
*Non-Stock Item* (?)

\$0.00 USD / 100.0KG



**LUBRIZOL® 1371, STD BLACK & YELLOW**  
*Non-Stock Item* (?)

\$0.00 USD / 100.0KG



## LUBRIZOL® 1095



PKG DETAILS

PRICE

**LUBRIZOL® 1095, STD BLACK & YELLOW**  
Stock Item ⓘ

\$0.00 USD / 100.0KG  
Item added. Adjust Quantities in Cart.



**Bulk**  
Non-Stock Item ⓘ

\$0.00 USD / 100.0KG



You can order “Non-Stock” items; they will be shipped as soon as they are available.

Click/tap the shopping cart button to place it in your cart. The button becomes a checkmark, indicating it has been placed in your cart. This will remain until you check out or delete the item from your cart.

You can adjust the quantities in your cart.

## LUBRIZOL® 6473



PKG DETAILS

PRICE

**STD BLACK & YELLOW**  
Stock Item ⓘ

\$0.00 USD / 100.0KG



This button indicates the product cannot be selected. It's displayed for Packed products when the first item in your cart is Bulk, and it's displayed for Bulk products when the first item in your cart is Packed.

## LUBRIZOL® 1371



PKG DETAILS

PRICE

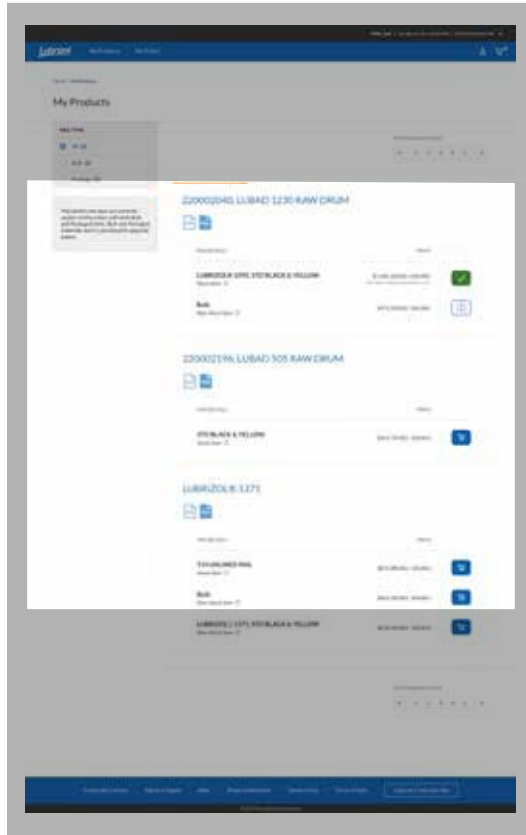
**T/H UNLINED PAIL**  
Stock Item ⓘ

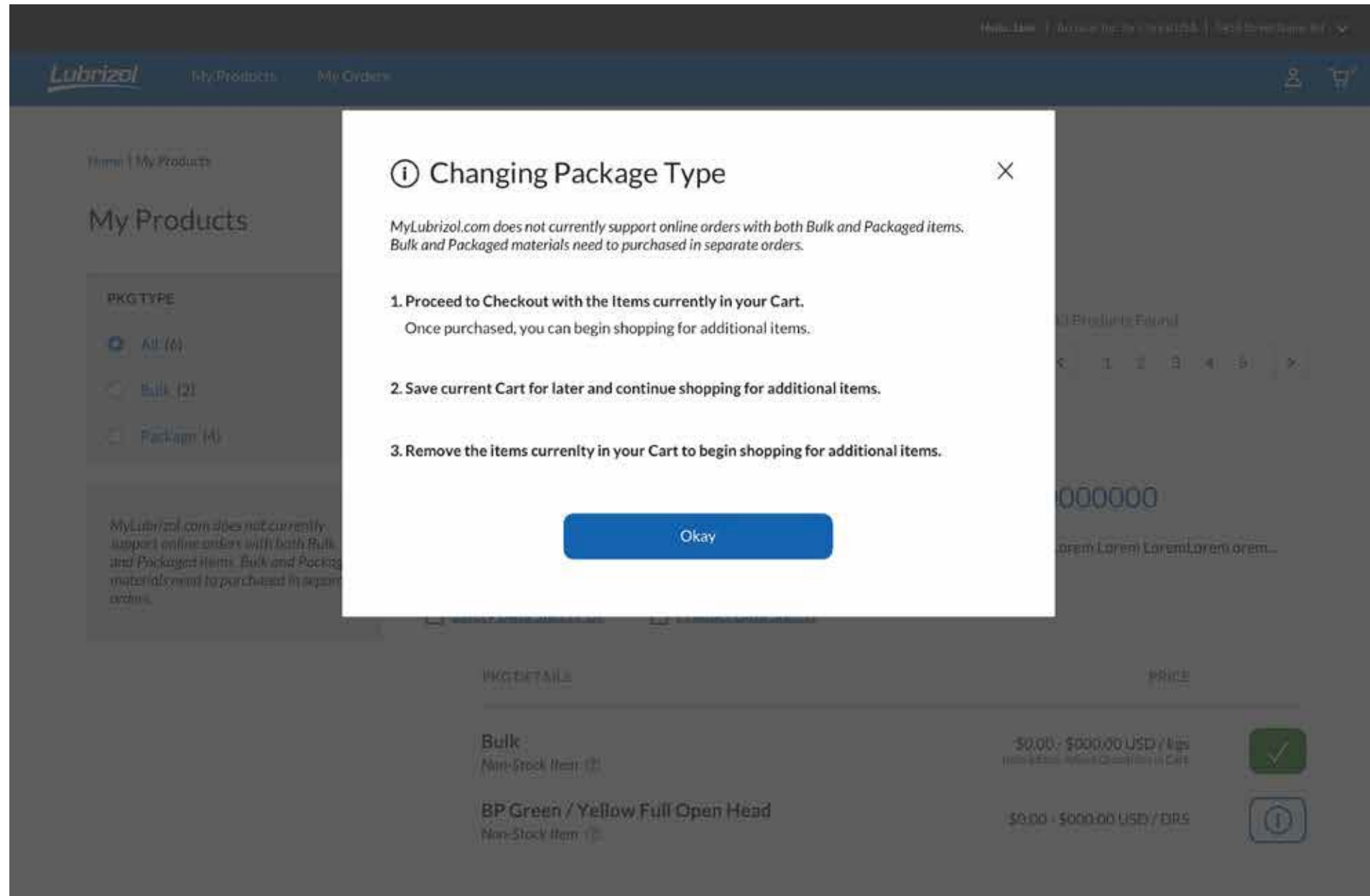
\$0.00 USD / 100.0KG



**Bulk**  
Non-Stock Item ⓘ

\$0.00 USD / 100.0KG





A single online order can contain Packaged or Bulk products but not both. If your current cart already has at least one Bulk product in it and you try to select a Packaged item (or vice versa), you will receive this message.

There are three easy fixes.

**1. Go to checkout and purchase the items in your cart.** You can then start a new order for your additional items.

OR

**2. Save your cart, then create a new cart for your additional items.** You can place both orders when you're ready. Note: These will be separate orders.

OR

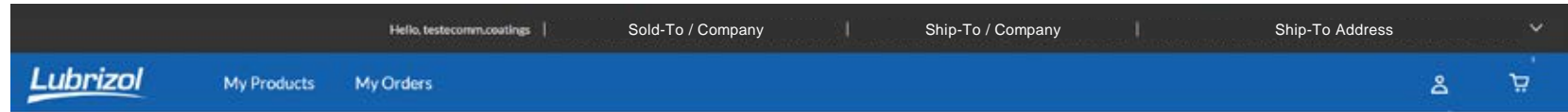
**3. You can delete the items you already have in your cart,** and replace them with your additional items.

To do any of these, click/tap "Okay".



# Product Detail

■ Use the breadcrumb (small text above “My Product Details”) to quickly return to a previous page. Click/tap “Home” to go to the homepage, or “My Products” to return to your products page.



■ You can also click/tap the back arrow next to “My Product Details” to go back to the page with your products.

< My Product Details

## LUBRIZOL® 1095



■ The package types are listed here.

PKG DETAILS

PRICE

LUBRIZOL® 1095, STD BLACK & YELLOW  
Stock Item ⓘ

\$0.00 USD / 100.0KG  
Item added. Adjust Quantities in Cart.



Bulk  
Non-Stock Item ⓘ

\$0.00 USD / 100.0KG



■ The unit price range is listed here.

■ You can add the product to your cart from this page as well. Once you click/tap the shopping cart icon, it becomes a checkmark, indicating it has been placed in your cart. This will remain until you check out or delete the item from your cart. You can adjust the quantities in your cart.

■ Once you've selected “Bulk,” the Packaged cart icon is no longer available. To order Packaged items, you'll need to create a new order.



You can see which products are in your cart, but cannot make any edits here. To change quantity or delete an item, go to your cart page by clicking/tapping "Start Checkout."

Click/tap a product name to go to the Product Detail Page.

The Mini Cart pop-up is titled 'Mini Cart' and includes a link for 'View Saved Carts (1)'. It lists several items with their respective quantities and units. At the bottom, it shows 'Total Items: 8' and a 'Start Checkout' button.

Product Name	Quantity	Unit
Methylcyclopentadienyl Manganese Tricarbonyl™	1	pieces
55 Gallon Drum	000	Drums
Tradename™	000	lbs
5 Gallon Pail	000	Pails
Tradename™	000	lbs
5 Gallon Pail	000	Pails

When you hover over the cart icon, the Mini Cart will pop up.

If you don't have any items in your cart, a message indicates that your cart is empty.

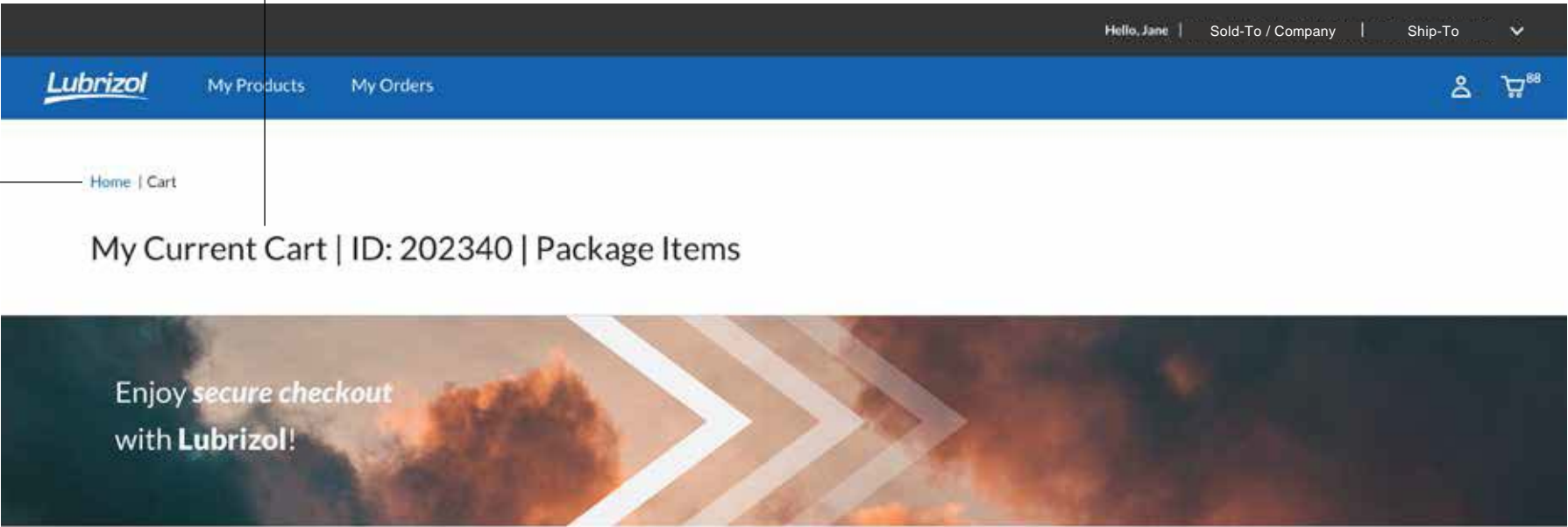
Click/tap here to see a list of your Saved Carts. From there, you can select a cart to edit or purchase.

Note: If you have Bulk items, this number indicates how many Bulk packages are in your cart, not the number of individual products.

Click/tap "Start Checkout" to go to the Checkout page.



Click/tap here to quickly return to the homepage.



"My Current Cart" is the default name. When you save the cart, you'll be able to name it. This line also tells you whether the cart contains package or bulk items.

Home | Cart

My Current Cart | ID: 202340 | Package Items

[Export Cart \(CSV\)](#) [Save Cart](#) [View Saved Carts](#)

Click/tap here to export your cart as a CSV file; this will download a file to your desktop.

Click/tap here to go to your Saved Carts page.

Click/tap here to save your current cart. You'll open a pop-up window to name your cart. You'll be able to add a description; this lets you quickly identify your saved cart for future use.

Once you've saved this cart, it is available on your Saved Carts page, and your current cart will be empty.

# Cart

This is the view you get when you click Export Cart.



■ If you click/tap “Export” you’ll be able to download a CSV file to your desktop.

It highlights the important information in your order.

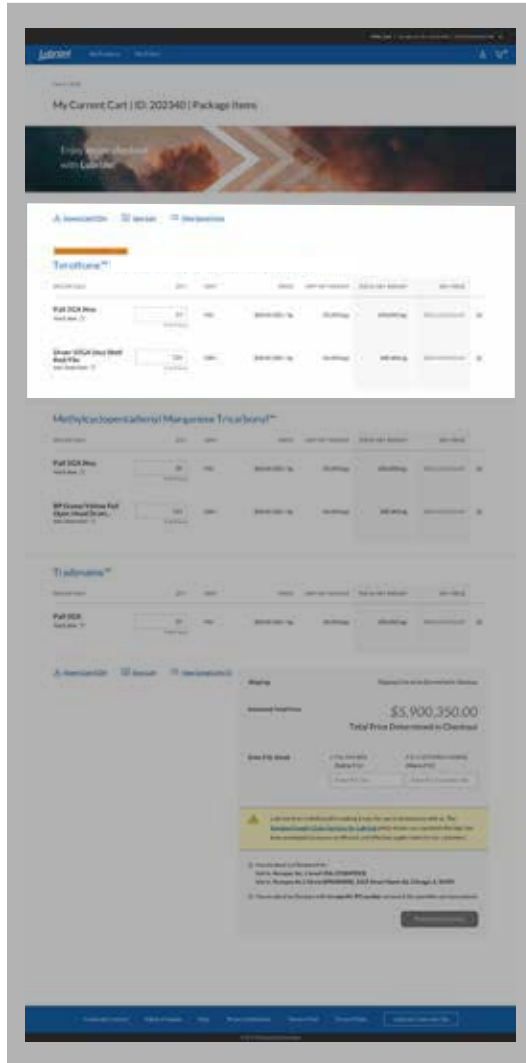
## My Current Cart | ID: 202340 | Bulk Items

### Tecothane™

PKG DETAILS	QTY	UNIT	PRICE	UNIT NET WEIGHT	TOTAL NET WEIGHT	EST. PRICE
Bulk - Non-Stock Item	223290384	kgs	\$00.00 USD / kg	00.00 kgs	00,000.00 kgs	\$000,000.00
Bulk - Stock Item	223	kgs	\$00.00 USD / kg	00.00 kgs	00,000.00 kgs	\$00,000.00
Bulk - Non-Stock Item	223	kgs	\$00.00 USD / kg	00.00 kgs	00,000.00 kgs	\$00,000.00

### Tradename 2

PKG DETAILS	QTY	UNIT	PRICE	UNIT NET WEIGHT	TOTAL NET WEIGHT	EST. PRICE
Bulk - Non-Stock Item	223290384	kgs	\$00.00 USD / kg	00.00 kgs	00,000.00 kgs	\$000,000.00
Bulk - Stock Item	223	kgs	\$00.00 USD / kg	00.00 kgs	00,000.00 kgs	\$00,000.00



Click/tap the product name to go to the Product Detail Page.

Export Cart (CSV) Save Cart View Saved Carts

TO BE DISCONTINUED END OF YEAR

**Tecothane™**

PKG DETAILS	QTY	UNIT	PRICE	UNIT NET WEIGHT	TOTAL NET WEIGHT	EST. PRICE	
<b>Pail-5GA Stey</b> Stock Item ⓘ	<input type="text" value="23"/> Scale Pricing	PAI	\$00.00 USD / kg	00,000 kgs	000,000 kgs	\$000,000,000.00	X
<b>Drum-55GA Stuy Shell Red/Ylw</b> Non-Stock Item ⓘ	<input type="text" value="123"/> Scale Pricing	DRU	\$00.00 USD / kg	00,000 kgs	000,000 kg	\$000,000,000.00	X

Hover over this icon for additional information.

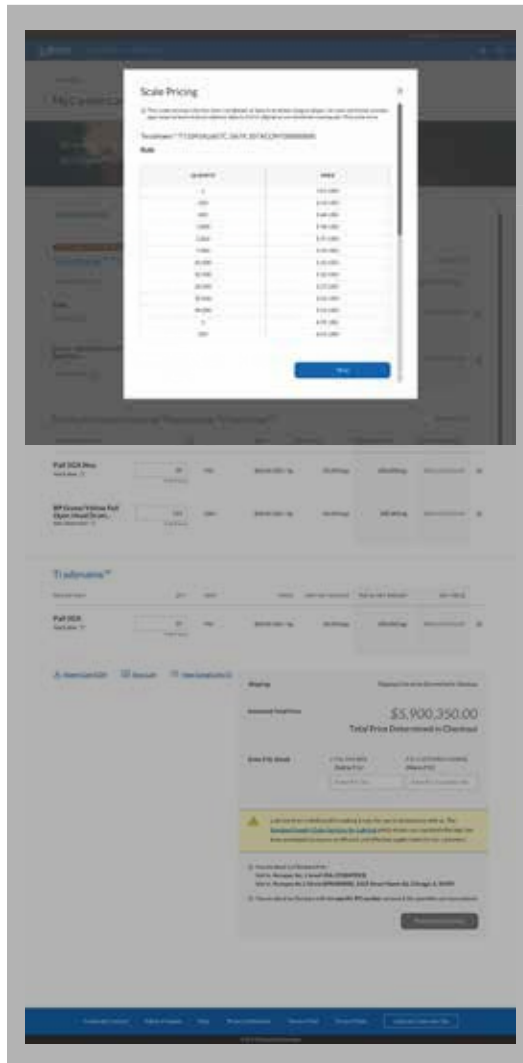
Adjust the quantity needed (as long as you meet the minimum order quantity/MOQ).

Click/tap the words "Buy More & Save" to access the volume pricing related to the selected product, if available.

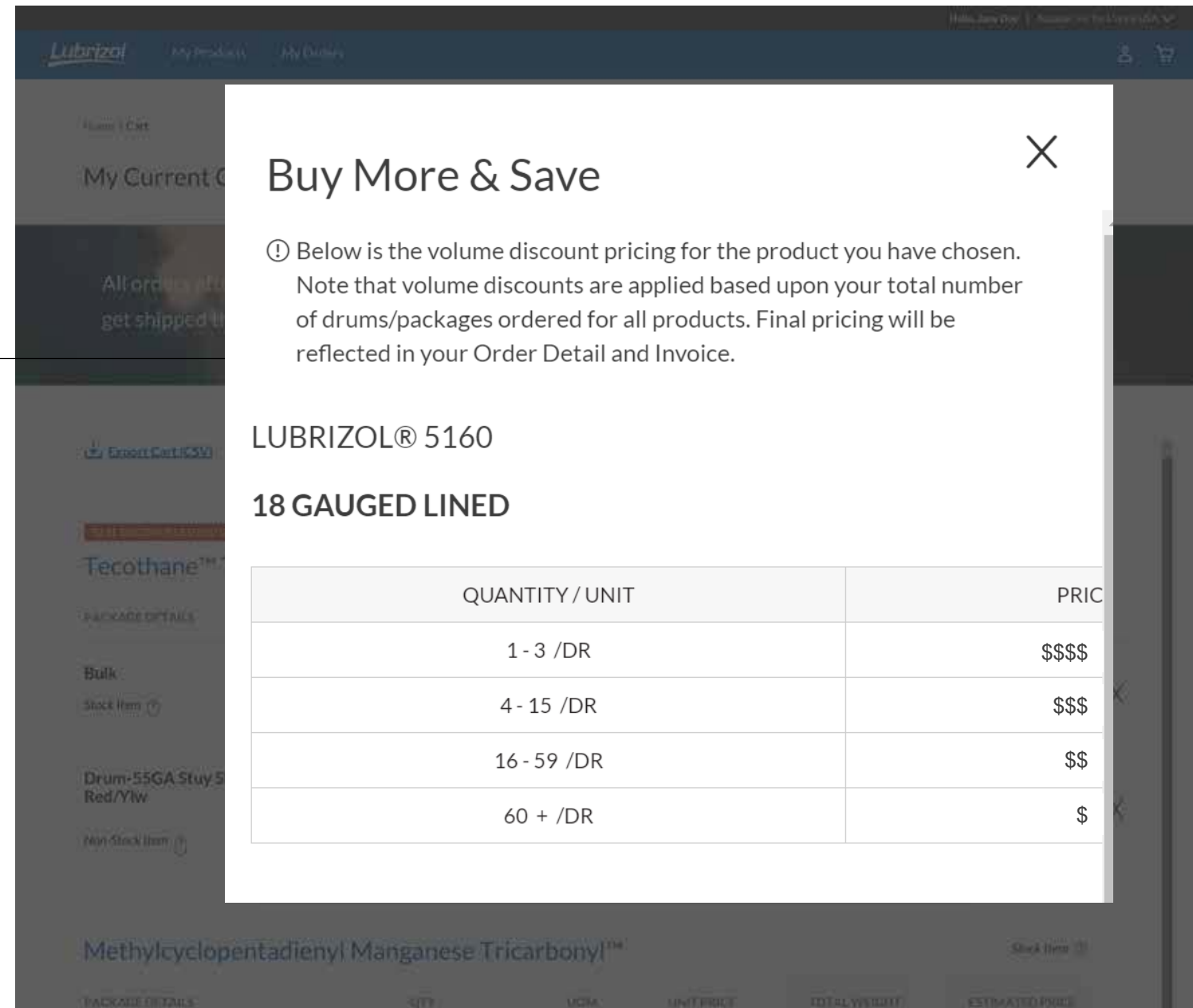
Delete an item by clicking/tapping the X.

**i** Lubrizol Advanced Materials samples are available to order through your account mgr.

Lubrizol Additives samples can be ordered through the Quick Links on the home page.



Volume discount pricing displays the prices available for different quantities ordered. Note: Only available on select Lubrizol Additives packaging.



**i** Volume pricing gives you the ability to see discounts at a glance.

PKG DETAILS	QTY	UNIT	PRICE	UNIT NET WEIGHT	TOTAL NET WEIGHT	EST. PRICE
Pail-5GA Stock Item ⓘ	<input type="text" value="25"/> <small>Scale Pricing</small>	PAI	\$00.00 USD / kg	00,000 kgs	000,000 kgs	\$000,000,000.00 ✕

[Export Cart \(CSV\)](#)
[Save Cart](#)
[View Saved Carts \(1\)](#)

Shipping: Shipping Costs to be Determined in Checkout

Estimated Total Price: \$5,900,350.00  
 Total Price Determined in Checkout

Enter P.O. Detail:

★ P.O. NUMBER  
(Sold to P.O.)

P.O. CUSTOMER NUMBER  
(Ship to P.O.)

Lubrizol team is dedicated to making it easy for you to do business with us. The [Standard Supply Chain Services for Lubrizol](#), which details our standard offerings, has been developed to ensure an efficient and effective supply chain for our customers.

ⓘ You are about to Checkout from :  
 Sold to: \_\_\_\_\_  
 Ship to: \_\_\_\_\_

ⓘ You are about to Checkout with the specific PO number account & the quantities you have entered.

Proceed to Checkout

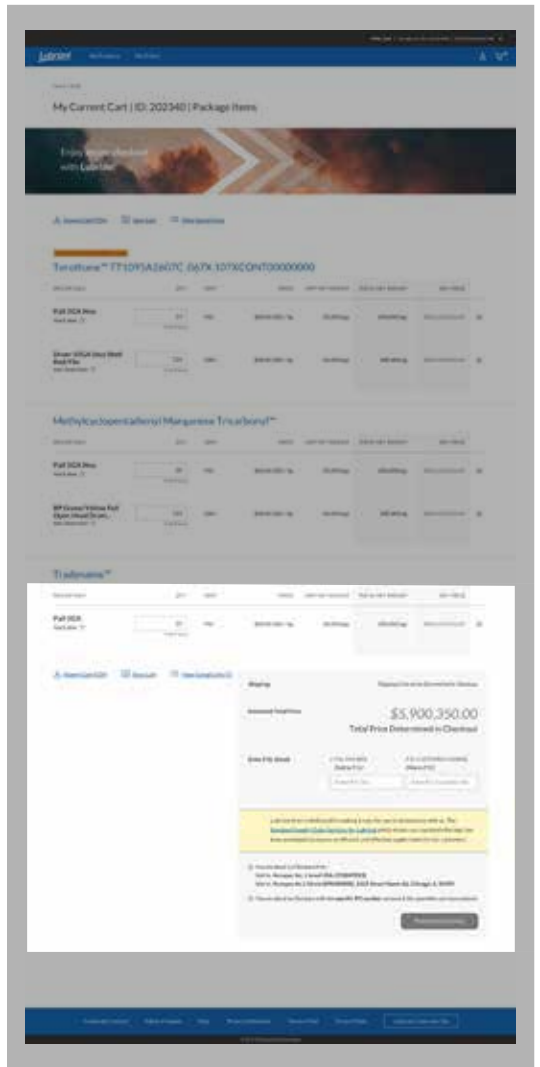
■ An estimated total price is calculated on your cart page. The actual total is available at checkout.

■ Entering your P.O. Customer number is optional. If you do enter it, it will be carried over to checkout.

■ To continue to check out, you'll need to enter your P.O. number here.

■ Access our Standard Supply Chain Services by clicking/tapping this link. This takes you to a new window, which is not part of the ecommerce experience. To get back to the ecommerce, click the back arrow in your browser.

■ When you're ready to begin your checkout, click/tap the "Proceed to Checkout" button. Note: You won't be able to click/tap it until you've entered your P.O. number above.

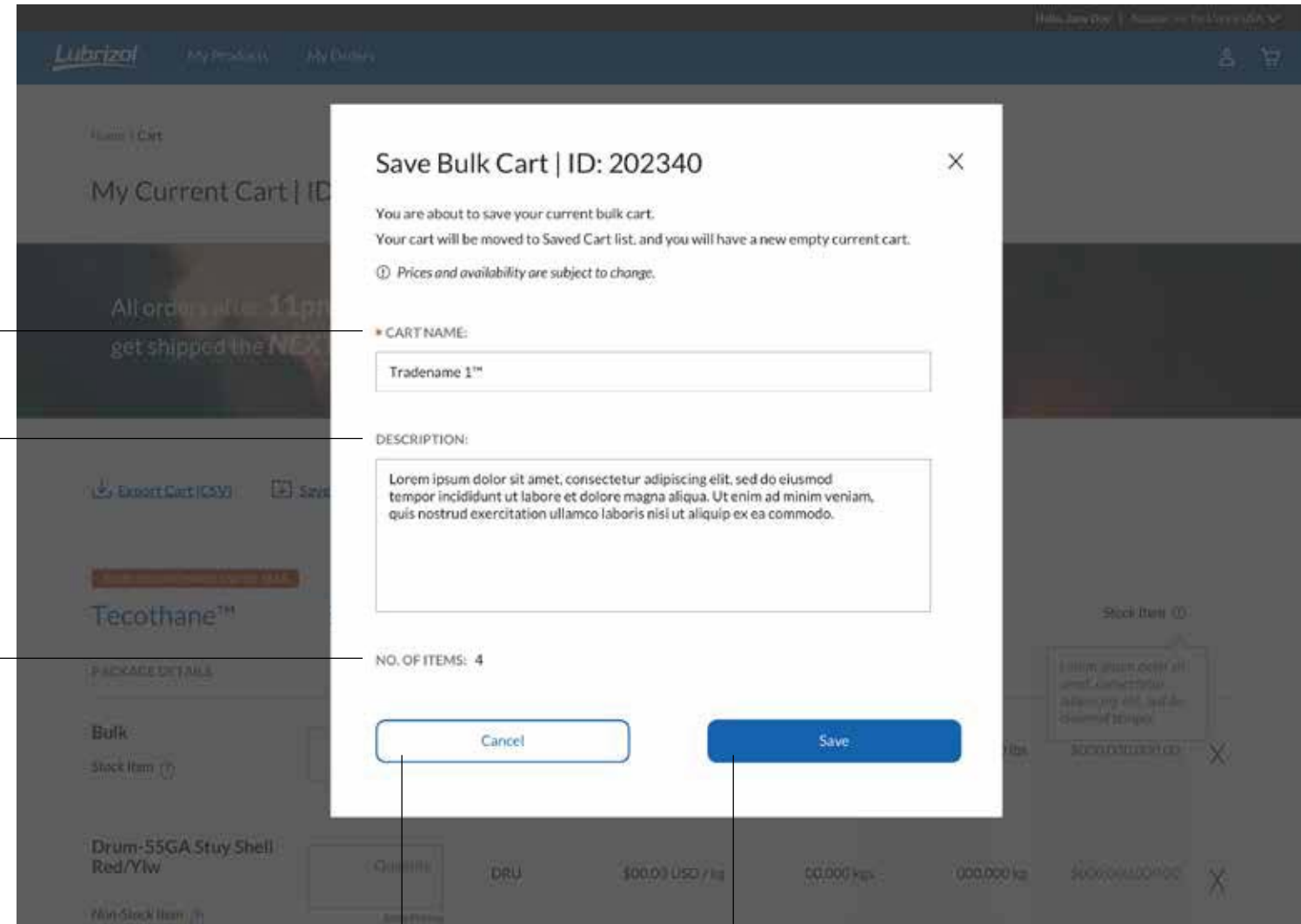




To save your cart, you'll need to give it a name.

If you'd like, you can also add a description. This is optional, but could be helpful when you need to find a particular cart.

You can see how many items are in your cart.

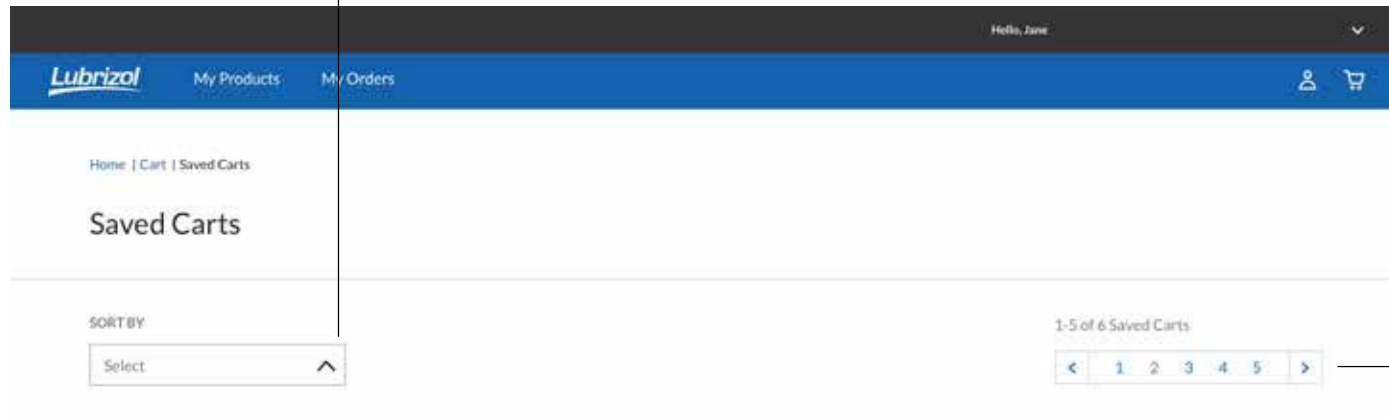


When you click/tap on "Cancel," the window closes without saving your cart. You will return to your current cart.

The "Save" button will become enabled after you've named your cart. If you select "Save," your cart is saved and you'll go to a new, empty cart.



Click/tap on "Select" to sort your Saved Carts by date modified, date saved, name or ID.



Scroll through here to access all pages of Saved Carts.

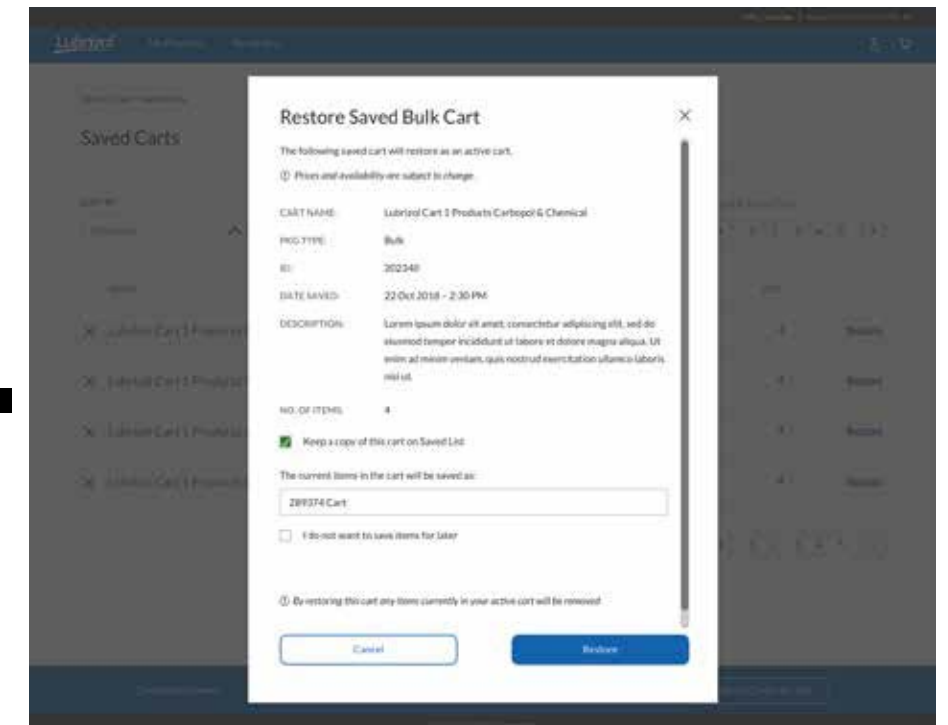
NAME	PKG TYPE	ID	DATE SAVED	DESCRIPTION	NO. OF ITEMS	
Lubrizol Cart 1 Products Carbopol & C...	Package	302340	22 Oct 2018 - 2:03 PM	This cart has a descrip...	4	Restore X
Lubrizol Cart 1 Products	Bulk	302340	03 Sept 2018 - 4:33 PM	This cart has a descrip...	2	Restore X
Lubrizol Cart 1 Products Carbopol & C...	Bulk	302340	13 Aug 2018 - 9:15 AM	This cart has a descrip...	4	Restore X
Lubrizol Cart 1 Products Chemical	Bulk	302340	25 Jul 2018 - 2:03 PM	This cart has a descrip...	4	Restore X

Check these fields to see your package type, cart ID, the date you saved the cart, a description of your cart and the number of items in your cart.

To delete an entire Saved Cart from this page, click/tap the X.

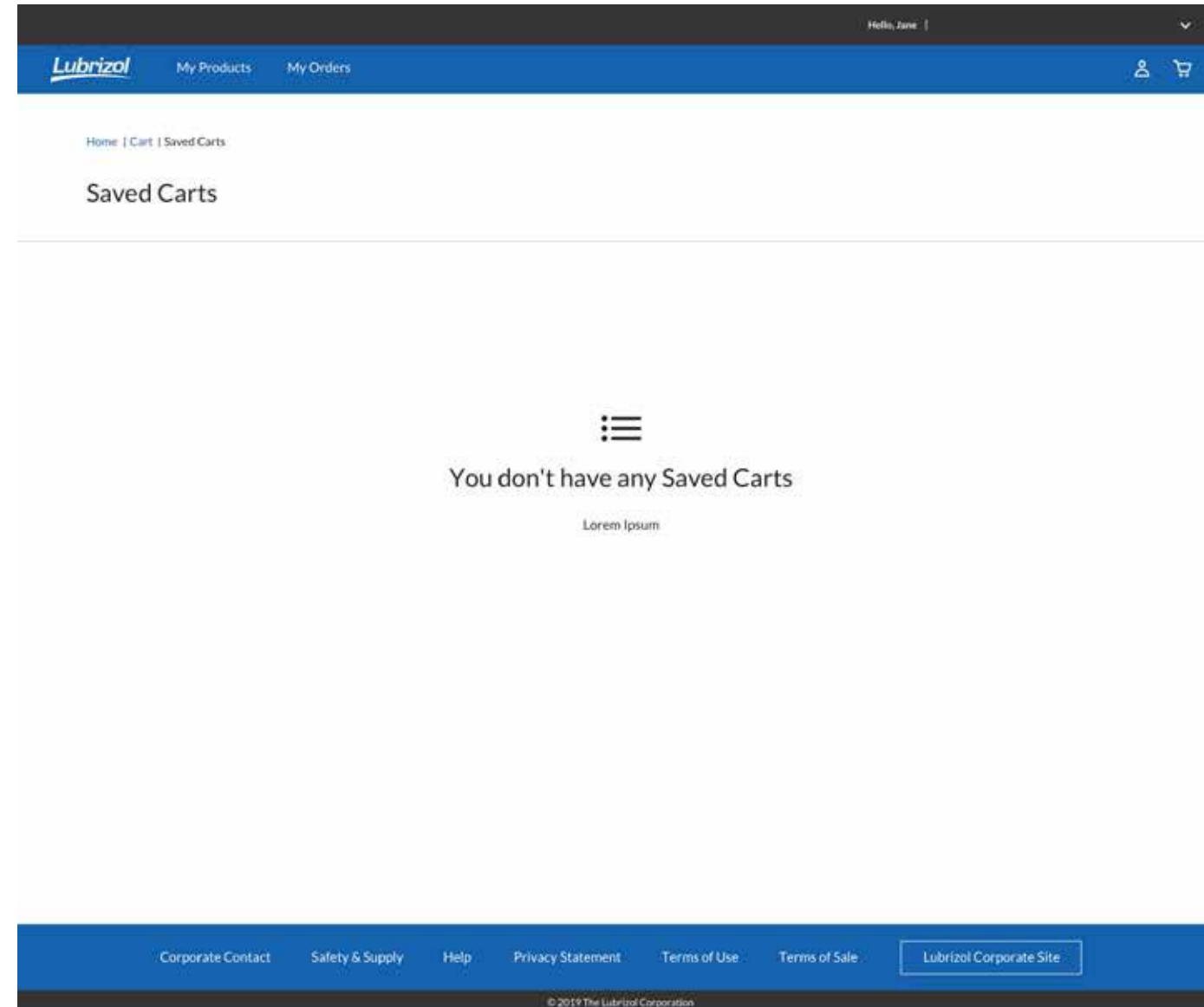
If you click/tap "Restore," you'll get a pop-up window allowing you to restore that cart.

If you click/tap the name of the Saved Cart (blue type), you'll go to the Saved Cart Details page and will be able to see a list of the items you've placed in that cart.



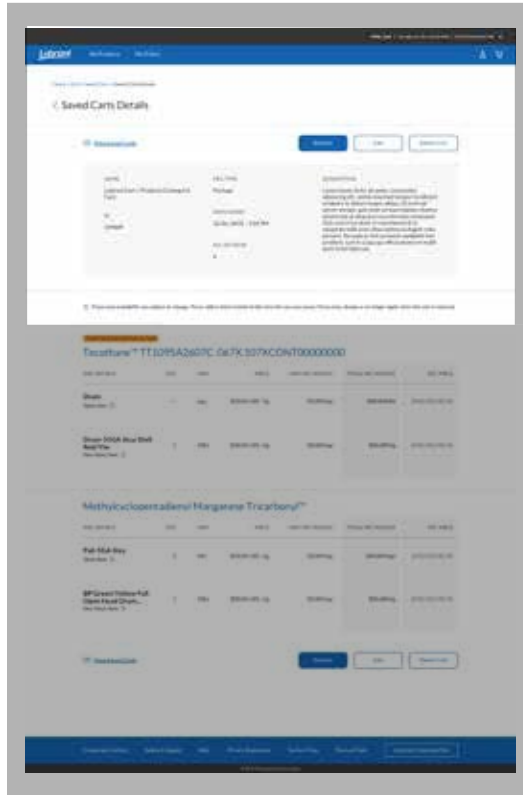
# Saved Carts

You get this message when you do not have a cart saved.  
Use the breadcrumb to quickly return to your cart or the homepage.



# Saved Cart Details

When you click/tap the name of a specific Saved Cart on your Saved Carts page, you open this page. You'll see the items you've placed in this cart, as well as quantities, prices and weights.



Hello, Jane |

Lubrizol My Products My Orders

Home | Cart | Saved Carts | Saved Carts Details

## < Saved Carts Details

[View Saved Carts](#)

Restore Edit Delete Cart

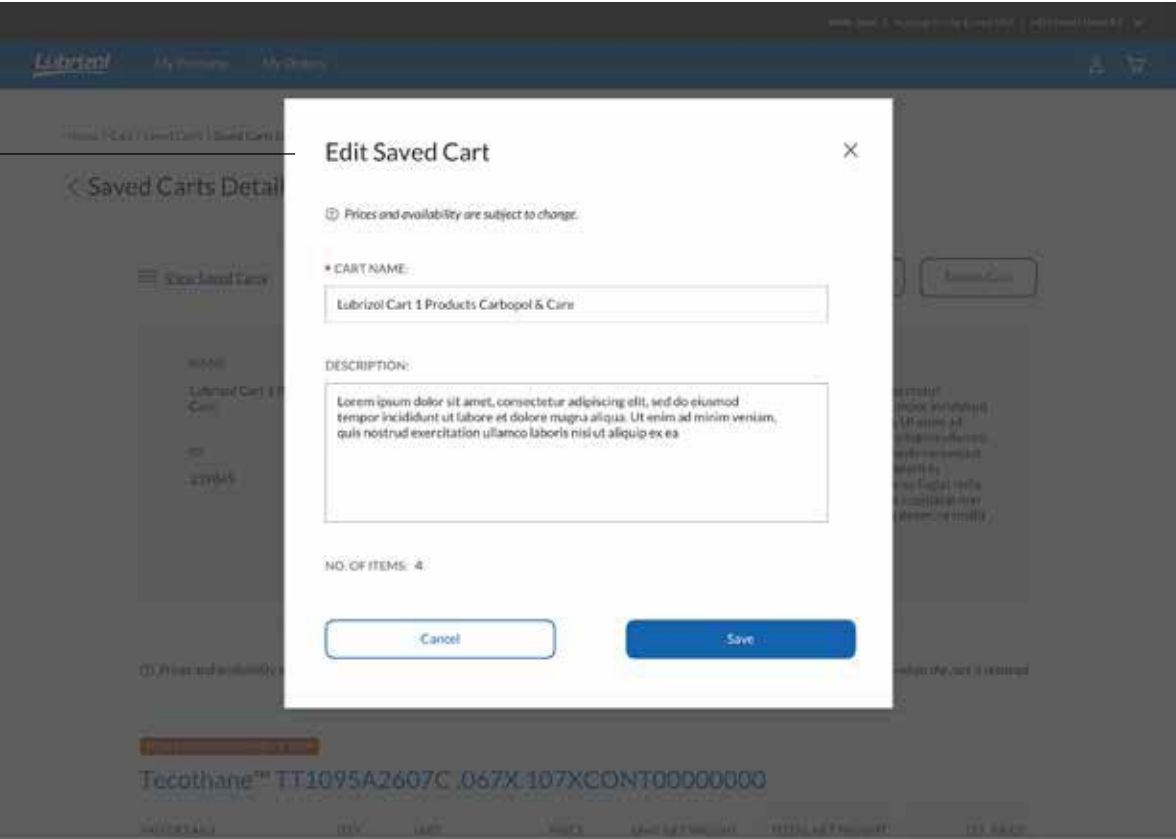
NAME	PKG TYPE	DESCRIPTION
Lubrizol Cart 1 Products Carbopol & Care	Package	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
ID	DATE SAVED	
239849	22 Oct 2018 - 2:03 PM	
	NO. OF ITEMS	
	4	

ⓘ Prices and availability are subject to change. Prices reflect what existed at the time the cart was saved. Prices may change or no longer apply when the cart is restored.

■ Click/tap "Restore" to make this cart your active cart.  
 ■ Click/tap "Edit" to delete items and/or change quantities.  
 ■ Click/tap "Delete Cart" to delete this cart from your Saved Carts list.

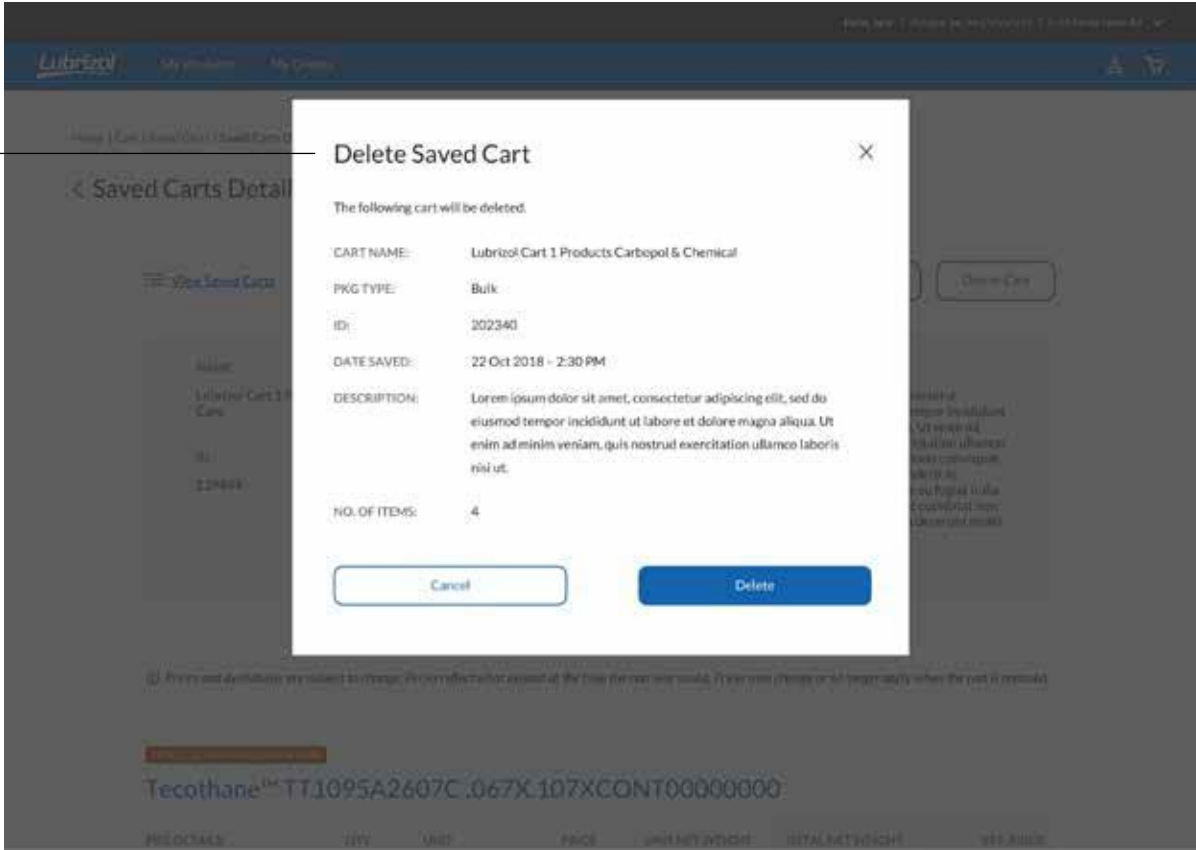
# Saved Cart Details

If you click/tap “Edit” on the Cart Detail, you’ll get a pop-up window. From that window, you can change the name and/or description of this Saved Cart. Note: You cannot edit the contents of the cart from here. Click/tap “Save” to save your changes, or “Cancel” to exit the page without saving.



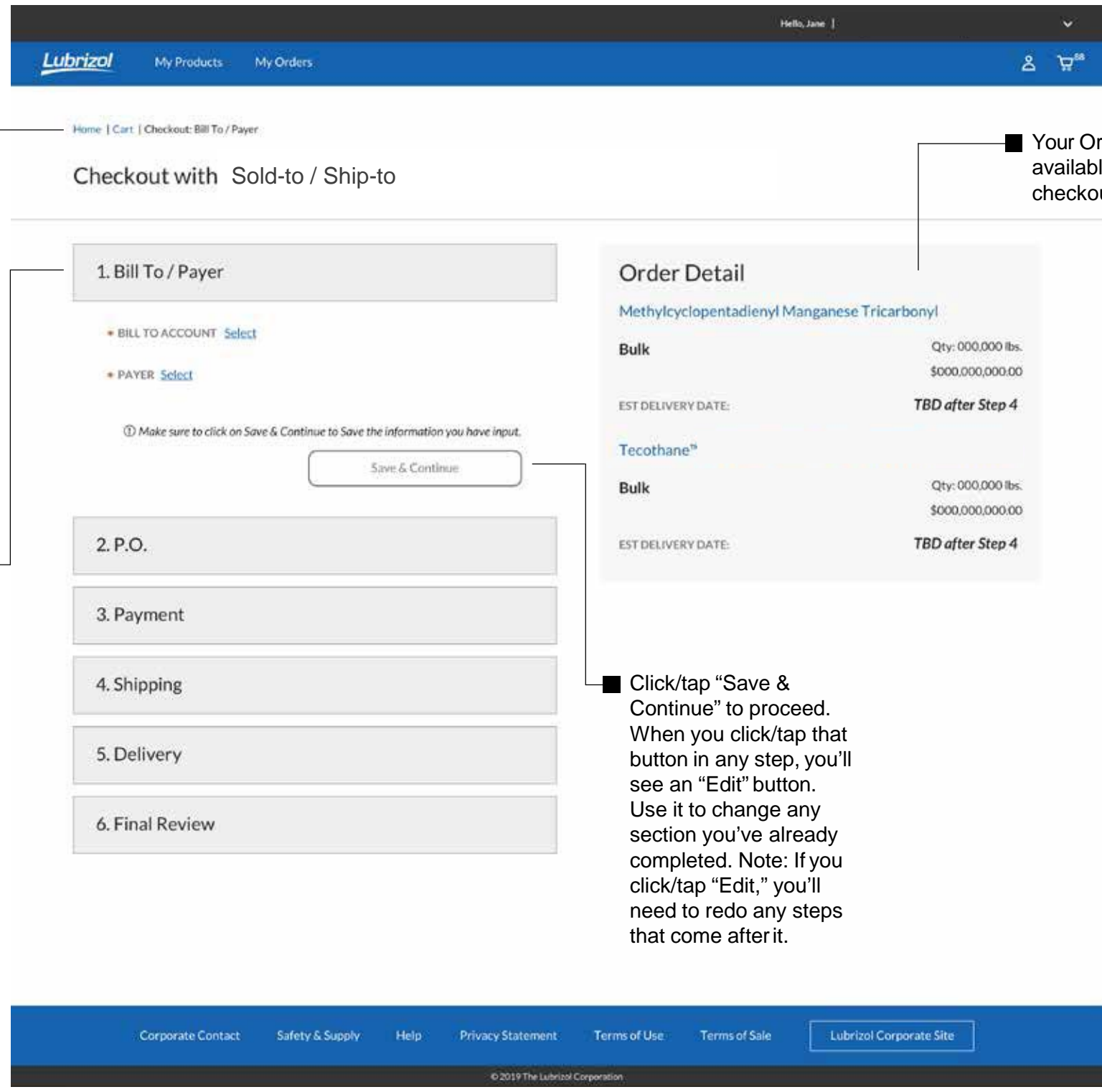
If you click/tap “Delete Cart” on the Cart Detail, you’ll get a pop-up window.

From that window, click/tap “Delete” to confirm you want to delete the cart, or click/tap “Cancel” if you don’t want to delete it.



# Checkout

## Step 1. Bill To/Payer



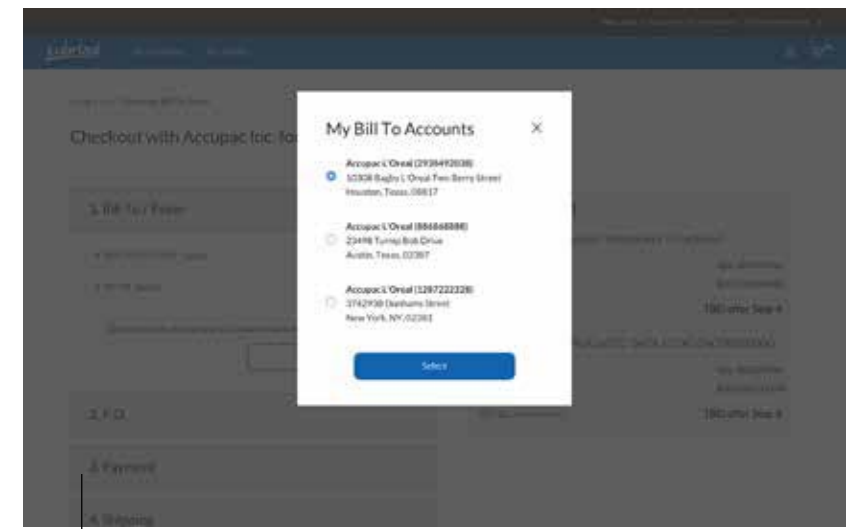
Use the breadcrumb to quickly return to a previous page.

Your Order Detail is available throughout the checkout process.

Start your checkout by selecting your Bill To and Payer accounts in Section 1.

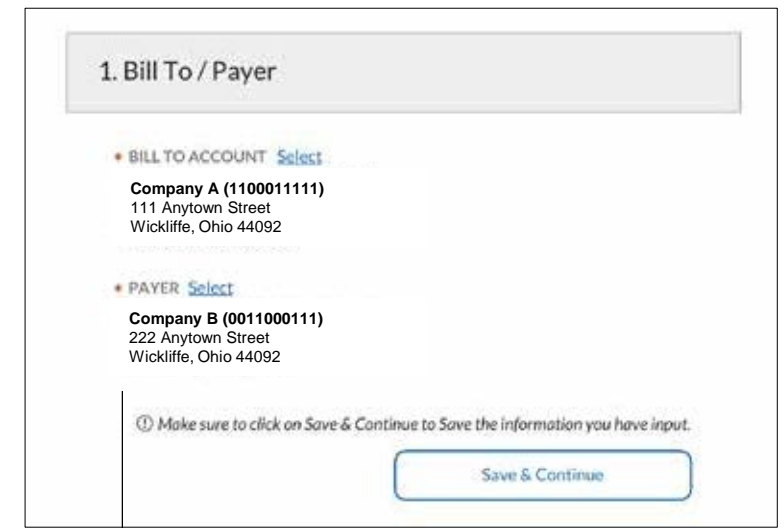
Click/tap the word "Select" to make your selection. Note: The Bill To and/or Payer are preselected when only one is available in your account.

Click/tap "Save & Continue" to proceed. When you click/tap that button in any step, you'll see an "Edit" button. Use it to change any section you've already completed. Note: If you click/tap "Edit," you'll need to redo any steps that come after it.



Clicking/tapping "Select" next to "Bill To Account" brings up a pop-up window with all your accounts.

Click/tap the circle next to the account you want to use, then click/tap the "Select" button.



If you've already gone through the checkout process, the last Bill To/Payer you used will automatically be shown. Click/tap the word "Select" to change it if necessary.

# Checkout

## Step 2: P.O.

If you need to go back to the Bill To/Payer info, click/tap the pencil icon.

Remember, if you edit any of this information, you will need to re-enter any P.O. information you've put in.

Your P.O. number is brought over from the cart page. Double-check to make sure it is correct. If you need to change it, you can do so by clicking/tapping into the box and typing in the information. This field is mandatory.

You can enter a Customer P.O. number as well, but it's not required.

Select "Save & Continue" to move on. If you aren't able to select this button, make sure you have a P.O. number entered in box above.

# Checkout

## Step 3: Payment

1. Bill To / Payer

2. P.O.

3. Payment

NET 30 DAYS  
You are making the payment with Net 30 Days.

ⓘ Make sure to click on Save & Continue to Save the information you have input.

Save & Continue

4. Shipping

5. Delivery

6. Final Review

### Order Detail

Methylcyclopentadienyl Manganese Tricarbonyl

<b>Bulk</b>	Qty: 000,000 lbs.
	\$000,000,000.00

EST DELIVERY DATE: **TBD after Step 4**

Tecothane™

<b>Bulk</b>	Qty: 000,000 lbs.
	\$000,000,000.00

EST DELIVERY DATE: **TBD after Step 4**

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Your payment terms are listed here. Review to ensure they're correct.

Click/tap "Save & Continue" to validate the information in this section.

1. Bill To / Payer

2. P.O.

3. Payment

4. Shipping

5. Delivery

6. Final Review

Order Detail

Methylcyclopentadienyl Manganese Tricarbonyl

Bulk Qty: 000,000 lbs. \$000,000,000.00

EST DELIVERY DATE: TBD after Step 4

Tecothane™

Bulk Qty: 000,000 lbs. \$000,000,000.00

EST DELIVERY DATE: TBD after Step 4

SHIP TO:

**Company A (1100011111)**  
111 Anytown Street  
Wickliffe, Ohio 44092

INCOTERMS 2010:

CPT ⓘ

SHIPPING TYPE: Select Shipping Type

FINAL DESTINATION: Enter your Port of Departure or Port of Arrival

Save & Continue

Your Ship To address and Incoterms are both shown under Shipping.

Hover over the (?) icon for the incoterms definition.

Click/tap the menu for "Select Shipping Type" and make your selection. This field is mandatory.

Enter the final destination; this field is mandatory.

For orders with bulk SKUs, you can select Rail, Sea or Truck.

For orders with package SKUs, you can select Air, Sea or Truck.

Click/tap "Save & Continue" to continue the checkout process.

**i** Incoterms are preselected and cannot be changed.

### DAP Required Shipping Fields

SHIP TO:

**Company A (1100011111)**  
111 Anytown Street  
Wickliffe, Ohio 44092

INCOTERMS 2010:

DAP ⓘ

SHIPPING TYPE: Select Shipping Type

### FOB, CFR or CIF Required Shipping Fields

SHIP TO:

**Company A (1100011111)**  
111 Anytown Street  
Wickliffe, Ohio 44092

INCOTERMS 2010:

FOB ⓘ

SHIPPING TYPE: Select Shipping Type

FINAL DESTINATION: Enter your Port of Departure or Port of Arrival

CARRIER NAME: Enter Carrier Name

ACCOUNT NUMBER: Enter your Carrier's Account Number

CONTACT NAME: Enter the Contact Name

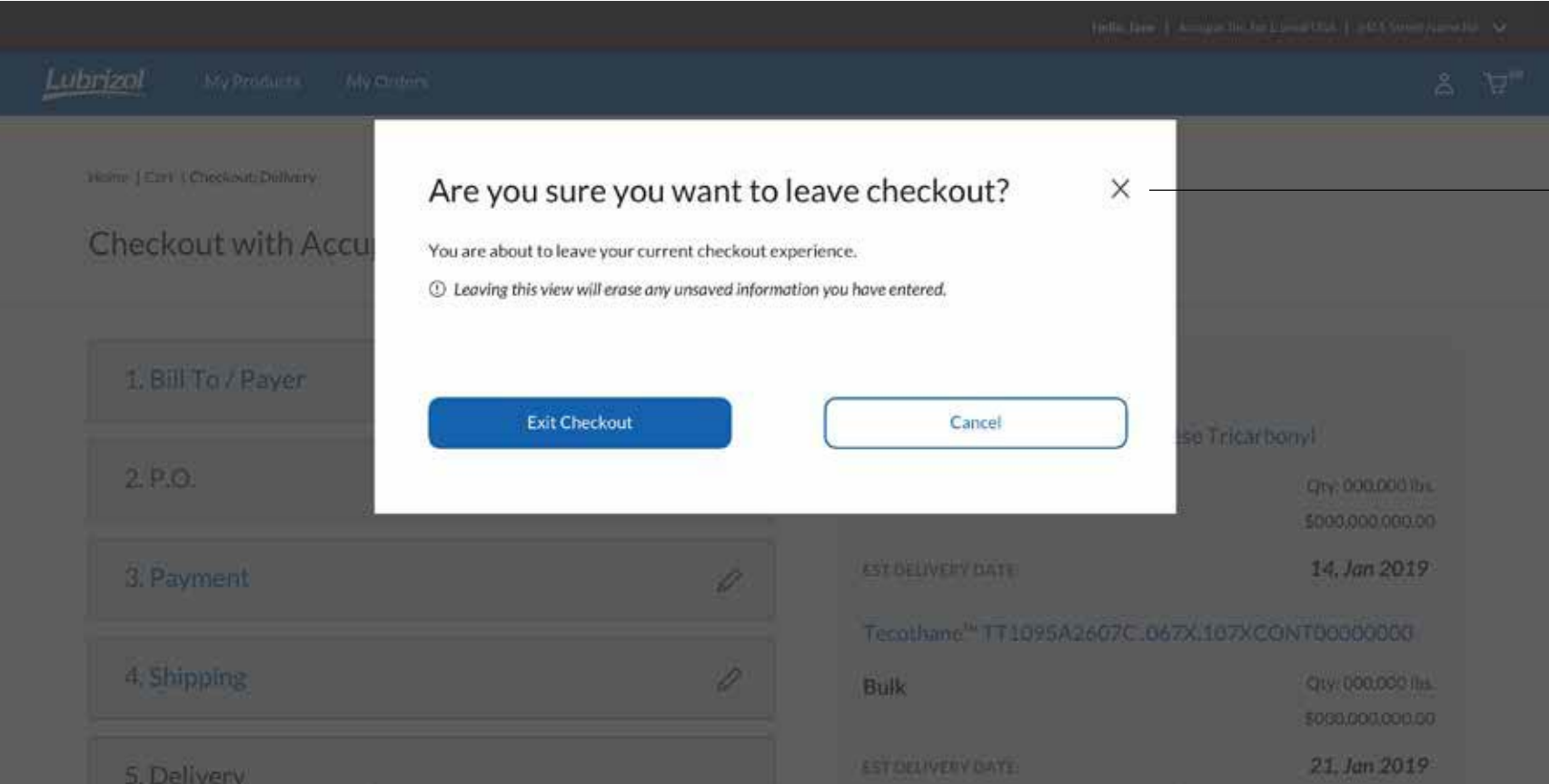
CONTACT PHONE NUMBER: Enter the Contact's Phone Number





# Checkout

## Leave checkout pop-up



■ Throughout your checkout, you can quickly return to the homepage or your current cart by clicking/tapping the words in the breadcrumb. However, you will lose any unsaved checkout information.

To help you avoid extra work, we've incorporated a pop-up asking if you're sure you want to exit. You can then choose to "Exit Checkout" or "Cancel."

If you select "Exit Checkout," you'll exit the checkout process without saving.

If you select "Cancel," you'll return to the Checkout page to continue the process.

1. Bill To / Payer

2. P.O.

3. Payment

4. Shipping

5. Delivery

6. Final Review

Order Detail

Methylcyclopentadienyl Manganese Tricarbonyl

Bulk Qty: 000,000 lbs. \$000,000,000.00

EST DELIVERY DATE: 14, Jan 2019

Tecothane™

Bulk Qty: 000,000 lbs. \$000,000,000.00

EST DELIVERY DATE: 21, Jan 2019

ESTIMATED SUBTOTAL:	\$000,000,000.00
ESTIMATED FREIGHT COSTS:	\$000,000,000.00
<i>All Freight Costs are Estimated at check out. Actual freight costs will be reflected on Order Invoice.</i>	
TAXES:	\$000,000,000.00
ESTIMATED ORDER TOTAL:	\$000,000,000.00

Terms & Conditions

Place Order

To review any of the information you've already completed, click/tap the words.

To edit, click/tap the pencil icon.

Section 6 gives you a final review of the estimated costs. This is also where you'll find our Terms & Conditions.

Click/tap "Terms & Conditions" to access this document. To return to this page, use the back arrow in your browser.

6. Final Review

ESTIMATED SUBTOTAL:	\$000,000,000.00
ESTIMATED FREIGHT COSTS:	\$000,000,000.00
<i>All Freight Costs are Estimated at check out. Actual freight costs will be reflected on Order Invoice.</i>	
TAXES:	\$000,000,000.00
ESTIMATED ORDER TOTAL:	\$000,000,000.00

Terms & Conditions

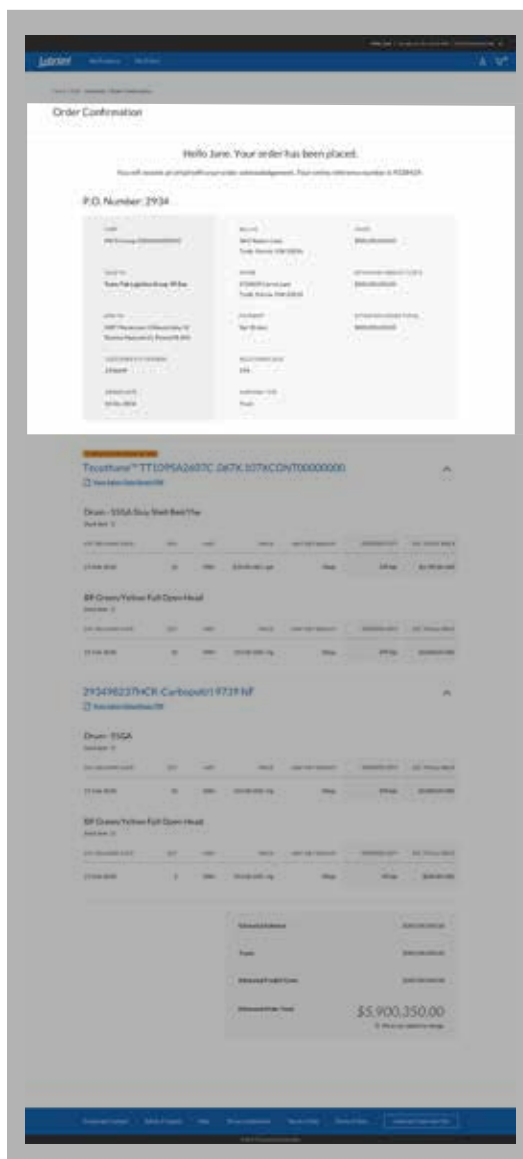
Place Order

The "Place Order" button will turn green once you've checked the Terms & Conditions box.

When the "Place Order" button turns green, click/tap to submit your order.

# Order Receipt

When checkout is complete, you'll get an Order Receipt page giving you an online order number. You'll also receive an email.



This is the P.O. number you entered when placing your order.

P.O. Number: 2934

Hello Jane. Your order has been placed.

You will receive an email with your order acknowledgement. Your online reference number is 9328429.

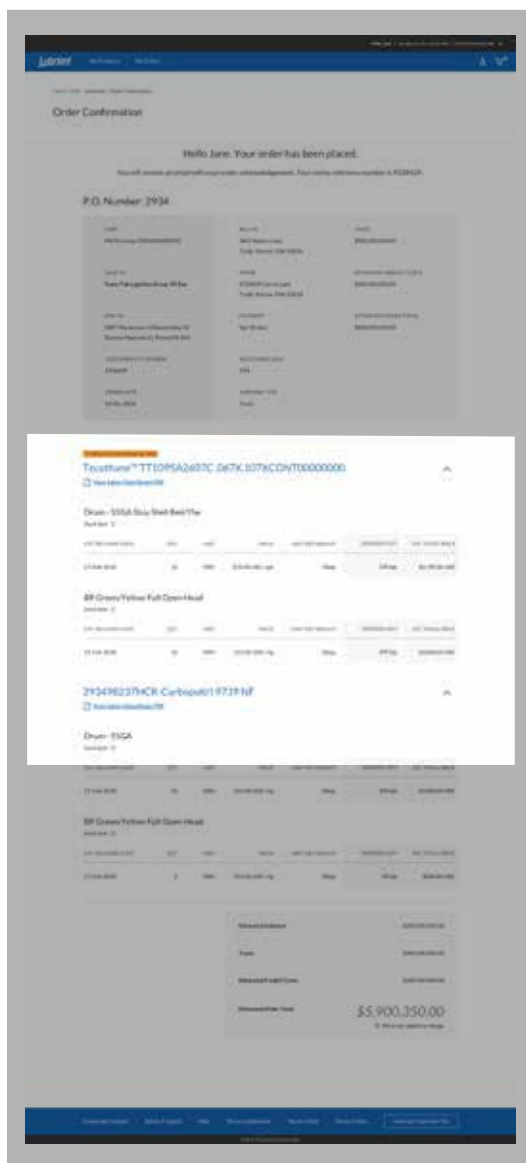
Your online reference number is here.

<b>CORP</b> Company A (1100011111)	<b>BILL TO</b> 111 Anytown Street Wickliffe, Ohio 44092	<b>TAXES</b> \$000,000,000.00
<b>SOLD TO</b> Company B (0011000111)	<b>PAYER</b> 222 Anytown Street Wickliffe, Ohio 44092	<b>ESTIMATED FREIGHT COSTS</b> \$000,000,000.00
<b>SHIP TO</b> 333 Anytown Street Wickliffe, Ohio 44092	<b>PAYMENT</b> Net 30 days	<b>ESTIMATED ORDER TOTAL</b> \$000,000,000.00
<b>CUSTOMER P.O. NUMBER</b> 2934839	<b>INCO TERMS 2010</b> CFR	
<b>ORDER DATE</b> 04 Dec 2018	<b>SHIPPING TYPE</b> Truck	

The order details are displayed here.


# Order Receipt


When checkout is complete, you'll get an Order Receipt page giving you an online order number. You'll also receive an email.




Access the Safety Data Sheet of the product by clicking/tapping here.

**TO BE DISCONTINUED END OF YEAR**


**Tecothane™**  [View Safety Data Sheets PDF](#)


Drum - 55GA Stuy Shell Red/Ylw  
Stock Item 

EST. DELIVERY DATE	QTY	UNIT	PRICE	UNIT NET WEIGHT	ORDERED QTY	EST. TOTAL PRICE
21-Feb-2018	10	DRU	\$0.00 USD / gal	10kgs	100 kgs	\$0.00 USD

**BP Green/Yellow Full Open Head**  
Stock Item 

EST. DELIVERY DATE	QTY	UNIT	PRICE	UNIT NET WEIGHT	ORDERED QTY	EST. TOTAL PRICE
21-Feb-2018	10	DRU	\$0.00 USD / kg	30kgs	300 kgs	\$0.00 USD

**Carbopol®**  [View Safety Data Sheets PDF](#)

Drum - 55GA  
Stock Item 

EST. DELIVERY DATE	QTY	UNIT	PRICE	UNIT NET WEIGHT	ORDERED QTY	EST. TOTAL PRICE
21-Feb-2018	10	DRU	\$0.00 USD / kg	30kgs	300 kgs	\$0.00 USD

To see fewer details on this product, select icon next to the product name. The details below it will collapse. Select again to re-show the details.

Hover over the (?) icon for helpful information.

When you're assigned a single Sold to account, but more than one Ship to address, the Sold to is preselected. Use the drop-down to select the appropriate Ship to address.

When you're assigned a single Sold to account and a single Ship to address, both are preselected.

My Orders

SOLD TO: Company A (1100011111) | SHIP TO: 5455 Street Name Rd

ORDERS PLACED: 30 days | ORDER STATUS: Open

Search Order #, PO #

ORDER NUMBER	P.O. NUMBER	ORDER DATE	CUSTOMER P.O. NO.	STATUS	ORDERING METHOD
23947882372	3023403948	18-Dec-2019	3023403948	Open	Ecommerce Site
43587343278	3023403948	18-Dec-2019	3023403948	Open	Ecommerce Site
43587343278	3023403948	18-Dec-2019	---	Open	Ecommerce Site
28374289374	8237439898	18-Dec-2019	3023403948	Open	Email
99988899191	3023403948	18-Dec-2019	---	Open	ERP
36767888888	3023403948	18-Dec-2019	3023403948	Open	By Fax
92823989383	3023403948	18-Dec-2019	3023403948	Open	ERP
66757489273	3023403948	18-Dec-2019	3023403948	Open	ERP

When you're assigned more than one Sold to account and more than one Ship to address, use the drop-down arrows to select the appropriate account and address.

You can choose which orders you see.

- Filter by:
- When order was placed
  - Order status
  - Order number
  - Order method

Then click/tap the "Apply" button.

If you've changed any of the filters and decide to go back to the default view, click/tap "Reset."

You can choose how the orders are displayed. Sort by any of these options.

Once you have the correct filters in place (either by default or selecting them), you can look for a particular order by order number or P.O. number. Type in the number, then click/tap the "Search" button.

My Orders

SOLD TO: Select Sold-To Acct. SHIP TO: Select Ship-To Address Reset

ORDERS PLACED: 30 days ORDER STATUS: Open Apply Reset

Search Order #, PO # Search Clear

SORT BY: Select Order Number Ascending Order Number Descending Order Date Newest Order Date Oldest Status A-Z Status Z-A Ordering Method A-Z Ordering Method Z-A

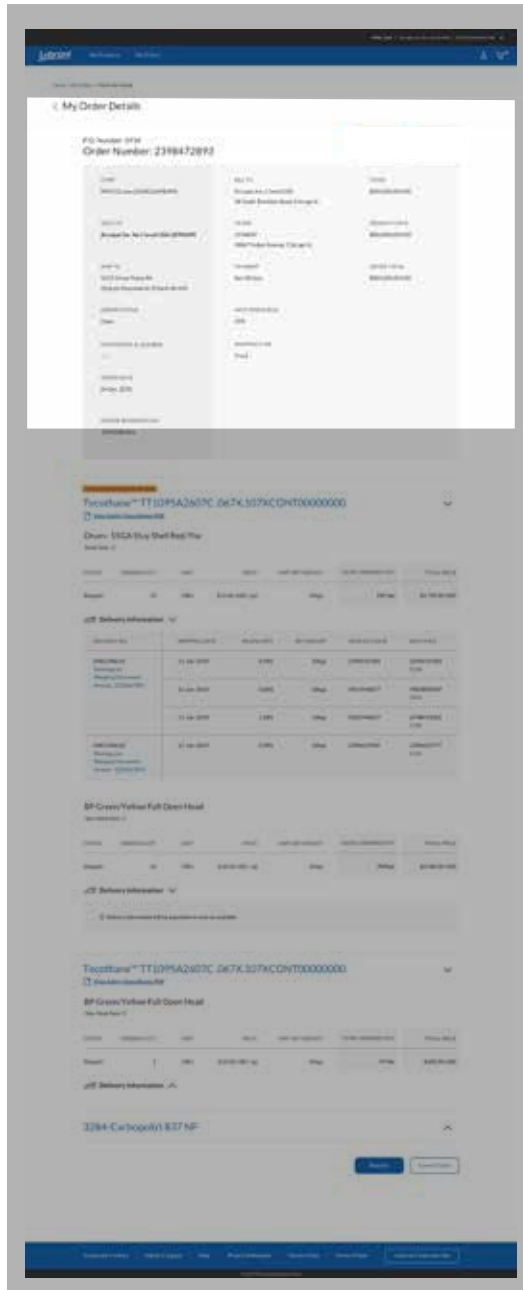
ORDER NUMBER	ORDER DATE	CUSTOMER P.O. NO.	STATUS	ORDERING METHOD
00948	18-Dec-2019	3023403948	Open	Ecommerce Site
00948	18-Dec-2019	3023403948	Open	Ecommerce Site
43587343278	18-Dec-2019	—	Open	Ecommerce Site
28374289374	18-Dec-2019	3023403948	Open	Email
99988899191	18-Dec-2019	—	Open	ERP
36767888888	18-Dec-2019	3023403948	Open	By Fax
92823989383	18-Dec-2019	3023403948	Open	ERP
66757489273	18-Dec-2019	3023403948	Open	ERP

Export (.CSV)

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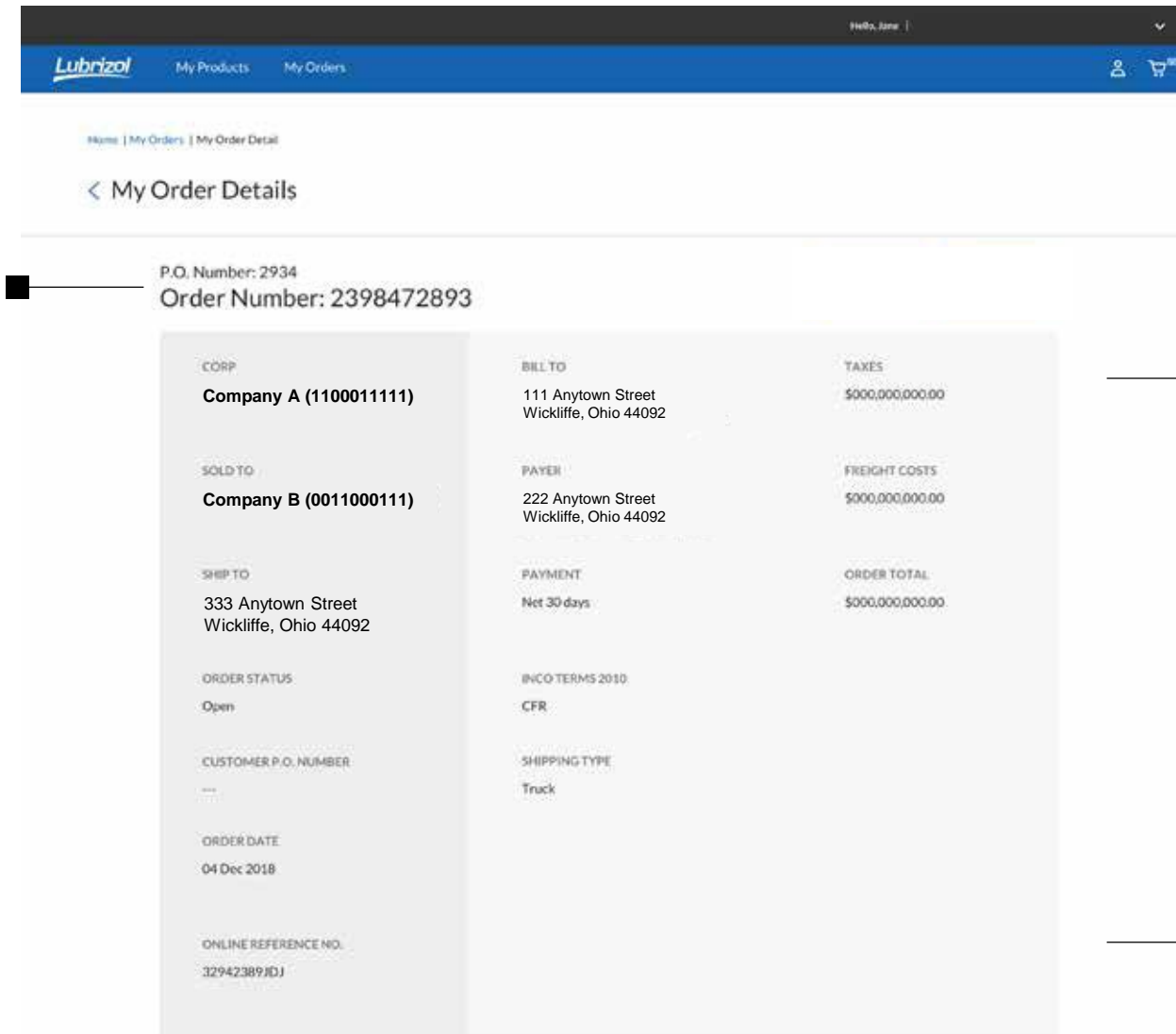
# Order Details



Your Order Number and P.O. Number are both prominently displayed.



P.O. Number: 2934  
Order Number: 2398472893



Easily review high-level order information here.



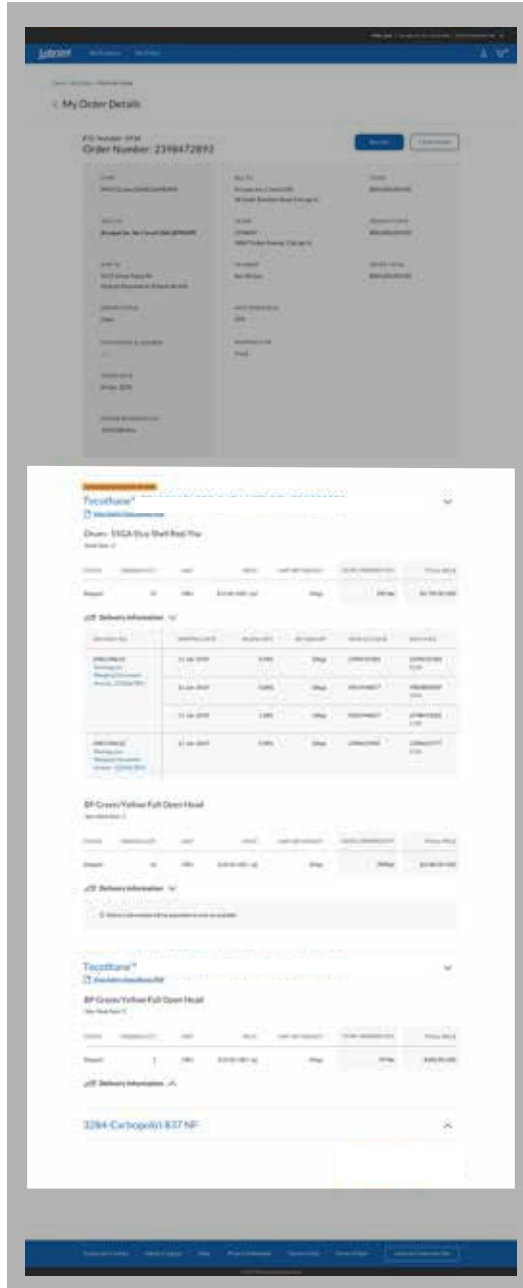
# Order Details

If an item is (or will be) discontinued, it will be called out here.

The package type you ordered appears here.

You can access the Delivery reference, and all documents related to this delivery (packing list, shipping document, invoice, certificate of analysis).

This message indicates no Delivery Information is currently available.



**TO BE DISCONTINUED END OF YEAR**

**Tecothane™**  
View Safety Data Sheets PDF

Drum - 55GA Stuy Shell Red/Ylw  
Stock Item ⓘ

STATUS	ORDERED QTY	UNIT	PRICE	UNIT NET WEIGHT	TOTAL ORDERED QTY	TOTAL PRICE
Shipped	10	DRU	\$0.00 USD / gal	10kgs	100 kgs	\$0.00 USD

**Delivery Information** ▾

DELIVERY NO.	SHIPPING DATE	BILLING QTY	NET WEIGHT	VEHICLE CAR ID	BATCH NO.
0085398618 Packing List Shipping Document Invoice: 1234567891	11-Jan-2019	2 DRS	20kgs	2398429384	2398429384 COA
	11-Jan-2019	2 DRS	20kgs	5965944857	9989898989 COA
	11-Jan-2019	1 DRS	10kgs	5965944857	6748493002 COA
0085398620 Packing List Shipping Document Invoice: 1234567891	12-Jan-2019	5 DRS	50kgs	2398429909	2398429777 COA

**BP Green/Yellow Full Open Head**  
Non-Stock Item ⓘ

STATUS	ORDERED QTY	UNIT	PRICE	UNIT NET WEIGHT	TOTAL ORDERED QTY	TOTAL PRICE
Shipped	10	DRU	\$0.00 USD / kg	30kgs	300kgs	\$0.00 USD

**Delivery Information** ▾

ⓘ Delivery information will be populated as soon as available.

**Tecothane™**  
View Safety Data Sheets PDF

**BP Green/Yellow Full Open Head**  
Non-Stock Item ⓘ

STATUS	ORDERED QTY	UNIT	PRICE	UNIT NET WEIGHT	TOTAL ORDERED QTY	TOTAL PRICE
Shipped	2	DRU	\$0.00 USD / kg	30kgs	60 kgs	\$0.00 USD

**Carbopol®**

Use the arrow to collapse or expand the Delivery Information.

Click/tap on "COA" to access the document.

# Thank you

While this document gives a general overview of the new myLubrizol.com, it is not meant to be a comprehensive user guide. Of course, as we continue to grow, we'll update and improve the site. If you have any suggestions to make the site even better and easier to use, let us know.

If you're looking for information we haven't included in this guide, please contact us at <https://my.lubrizol.com/site-support>

*Note: Content and screens are current as of June 2019. As time goes on, features and functionality may be enhanced and added in, but the core of the site remains the same.*