

Castrol Express Customer user guide

New Zealand

Your shortcut to re-stocking Castrol lubricants



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Signing up for access to the Castrol Express ordering portal.

Please email

AU: orders@castrol.com.au NZ: orders@castrol.co.nz Include the following information -

- Business name
- Account number(s)
- Contact name
- · Business contact number
- Email address

You can also register at:

AU – www.castrol.com/expressau

NZ – www.castrol.com/expressnz

Please allow up to 24 hours for your user registration request to be completed.



Castrol Express Getting started

Create your Castrol Express bookmark

For easy access to the portal we recommend that you add a bookmark to your preferred web browser.

- 1. Open your preferred web browser.
- 2. Copy the URL

AU – https://customer.castrol.com/au NZ – https://customer.castrol.com/nz into the browser.

 Click the ☆ in the upper-right corner.
 Click "Add to favourites". If you don't see the ☆, click "Favourites" → "Add to favourites".

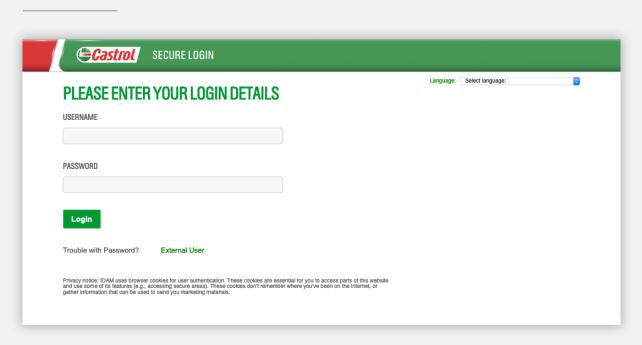
Get to know the login page

To access Castrol EXPRESS either click on your newly created bookmark or copy and paste the following URL into your browser's address field:

AU – https://customer.castrol.com/au NZ – https://customer.castrol.com/nz

- Enter your user name and password (this was sent to you when you first registered for access to the site).
- If you have forgotten your password click on "Forgot Password" and follow the prompts.

Portal login screen



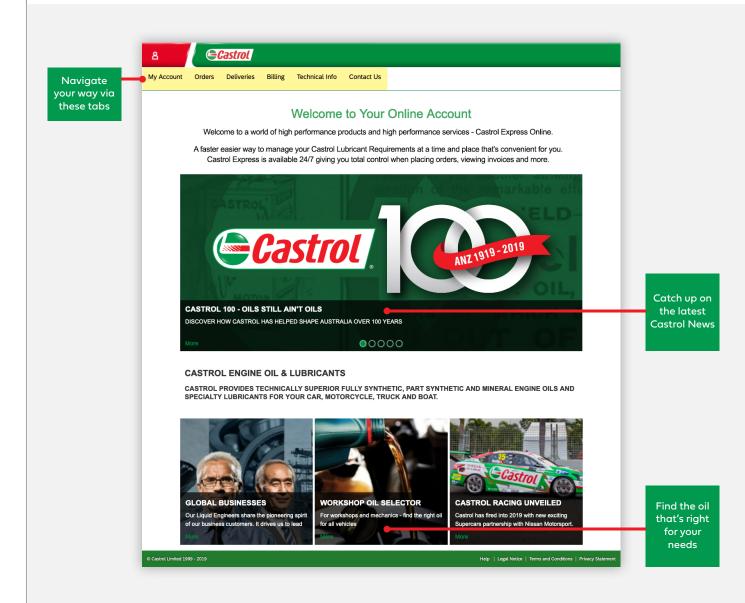


Castrol Express Getting started

Get to know the home page

Once you have entered your password you will be presented with the Home page.

This is the landing page to our Castrol EXPRESS Customer Portal and the best place to start navigating your way around.



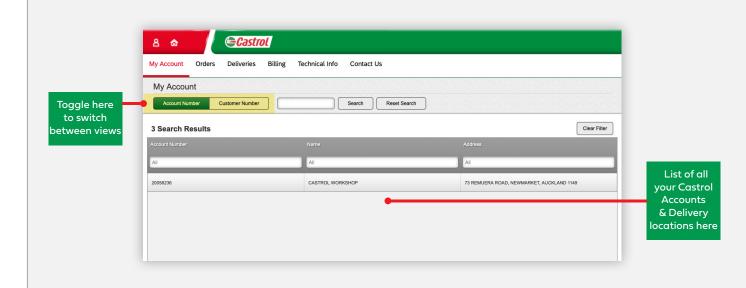


Castrol Express My account

View my account

Your Castrol Account details are available under the "My Account" tab.

You may see more than one account in this screen as it is defined by your individual company set up.



If you have more than one account with us or more than one delivery location you can view all your account details, you will see a toggle which allows you to switch between:

Account Number – a list of accounts you are permitted to view.

By selecting this toggle, you will be presented with a list of your accounts with Castrol. Double click the account you are interested in to view account details such as invoicing and delivery addresses and order history.

Customer Number – a list of delivery locations you are permitted to view.

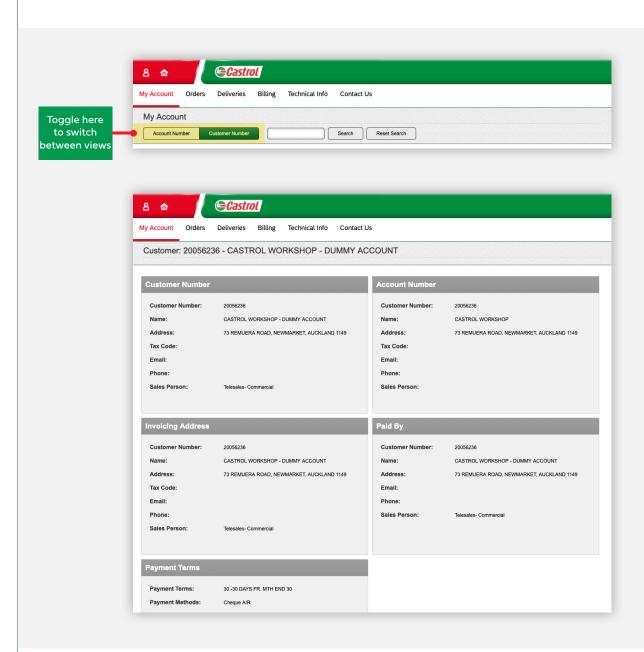
When selecting the Customer Number toggle, double click the delivery location you are interested in to view account details such as delivery location details, invoicing address, and payment terms.



Castrol Express My account

Customer number

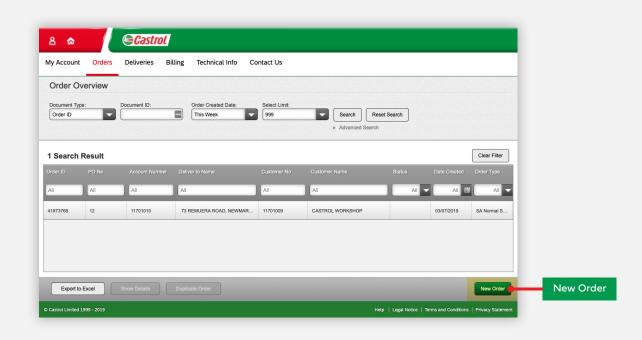
When selecting the Customer Number toggle, double click the delivery location you are interested in to view account details such as delivery location details, invoicing address, and payment term.





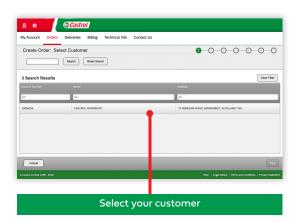
Create my order

To create a new order navigate to the 'Orders' tab, this will display the below screen.



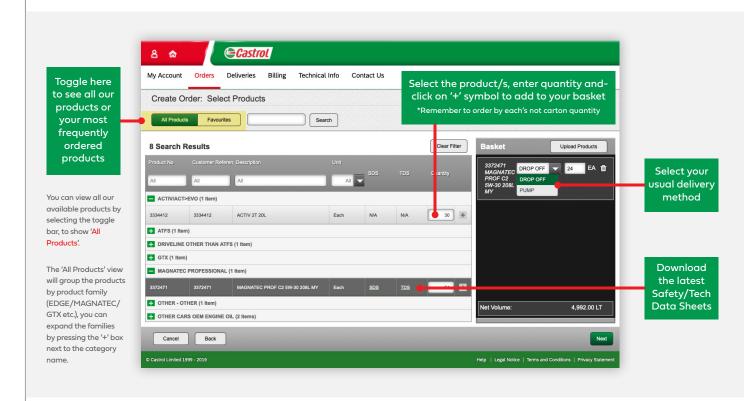
Click on the 'New Order' button located at the bottom right of your web browser screen (highlighted in the above screen image).

You will be presented with the next screen (see below) where you can select your Account/Customer if you have more than one account or delivery location, otherwise you will only see one Account/Customer.





Create my order (continued)



Once you have selected your account / location, by default this will load a screen showing a list of most ordered products by the delivery location you have selected. The list will display from the most frequently ordered product at the top, to the least ordered at the bottom.

To order products simply enter the quantity you require and press the '+' symbol next to the quantity and these will be added to your basket. Also select your usual delivery method; either 'Pump' for those products that we dispense into a tank or 'Drop off' for pack deliveries.

To remove products from basket you need to click the trash icon and the product will be removed from the basket.

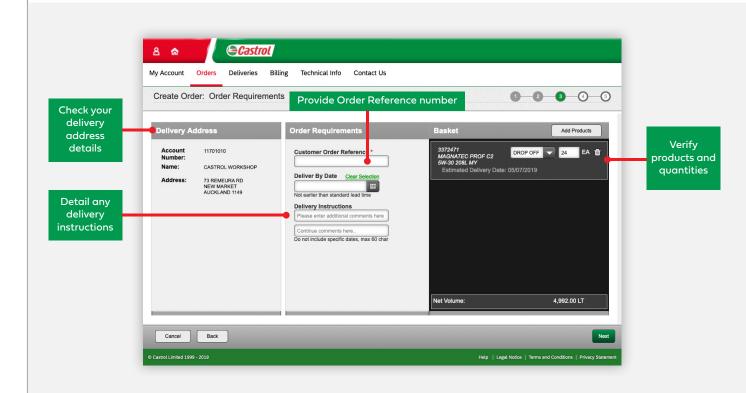
If you wish to change the quantity of product which has been added into basket, you need to enter a new quantity number in the basket.

Once you are satisfied with your order entry, press the green "Next" button at the bottom right of the screen.



Order requirements

Below screen image shows the next screen that you will see in this sequence. Here you can; detail your order delivery instructions, check your delivery address, as well as verify your product selection and quantities.



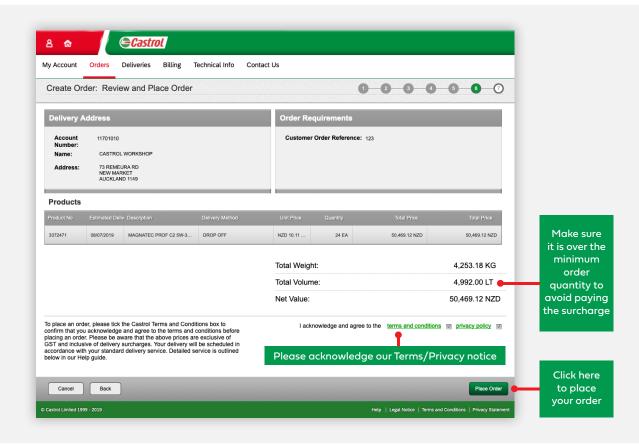
There may be times where items are out of stock. If a product is out of stock a message will pop up asking you to either continue and the product will be placed on Back Order (if your account is set up to accept Back Orders) or to return to the basket.





Review and place your order

Once you have finalised your order and clicked on 'Next'; you can review your order and also check that your order meets the minimum order quantity to ensure the order is free of any delivery surcharges. Also be sure to acknowledge our Terms and Privacy notices to be able to select 'Place Order'.



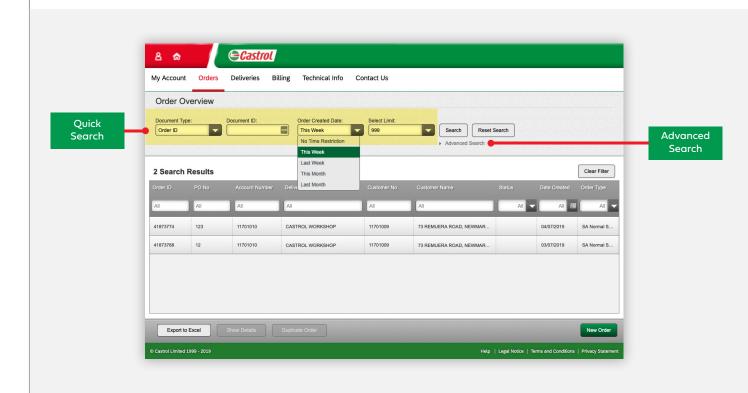
Once you have clicked on "Place Order" you will see the final screen that generates our 'Order Reference' number - should you need to contact us please quote this number. An email will be sent to your email box (as set up when you first registered for access), this email will contain confirmation of your order.





Viewing a previous order

You can view a previous order from the Orders Overview tab, here you get an overview of all your recent order history.

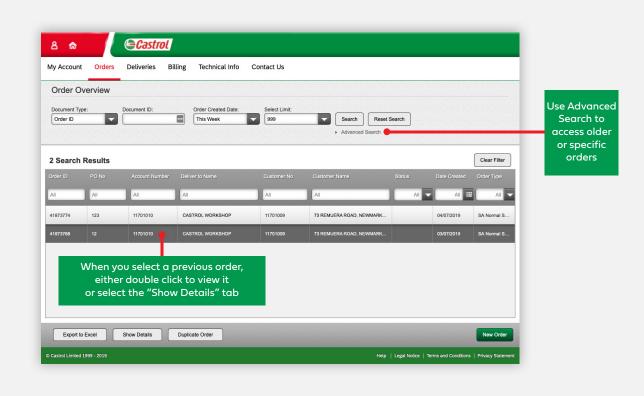


You are able to quickly refine your search from the default recent orders, by clicking on the drop down boxes. You can select 'Advanced Search' for more specific information such as date ranges, order number, reference number, etc.



Viewing a previous order (continued)

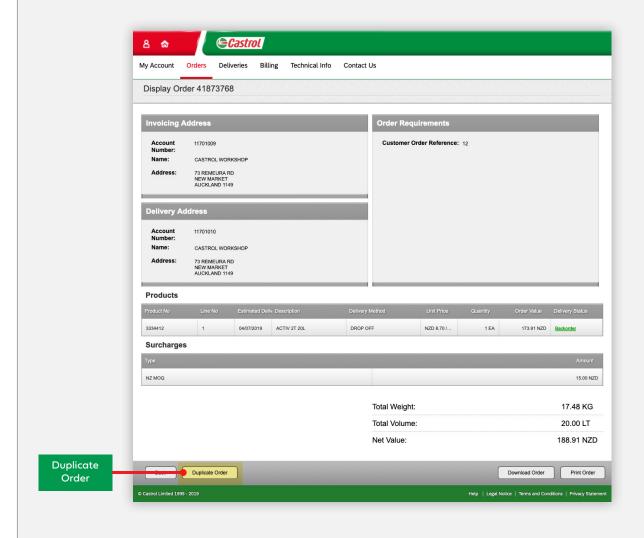
Once you have filtered the orders and found the one you wish to view, double click on it or click the 'Show Details' button at the bottom of the browser window and you will be able to see the Order Details. This feature can be used to replicate a previous order.





Duplicating from a previous order

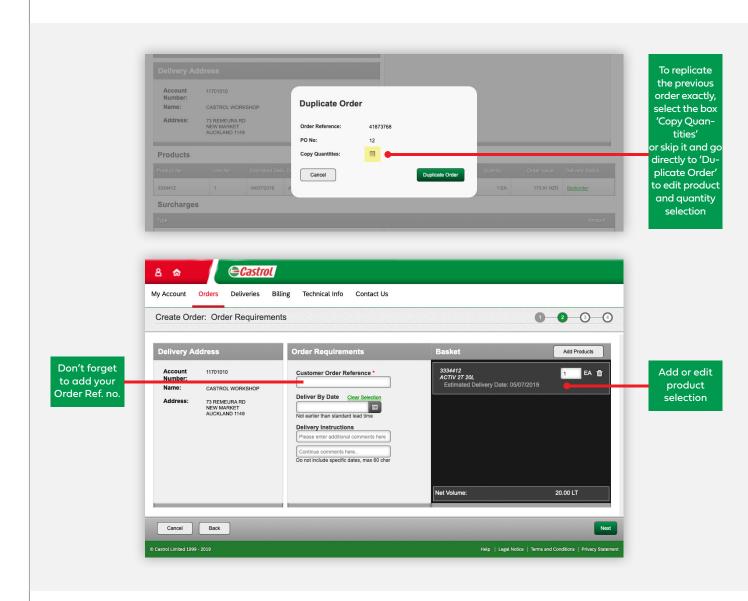
From the Orders Tab you will be presented with a list of your previous orders, click on the previous order you wish to duplicate and select "Duplicate Order". A new order that is exactly the same as a previous order will be presented. See image below.





Duplicating from a previous order (continued)

You have the ability at this point to edit the previous order quantity or product selection, see image below.



Once you have clicked 'Next' you are ready to review and place your order.

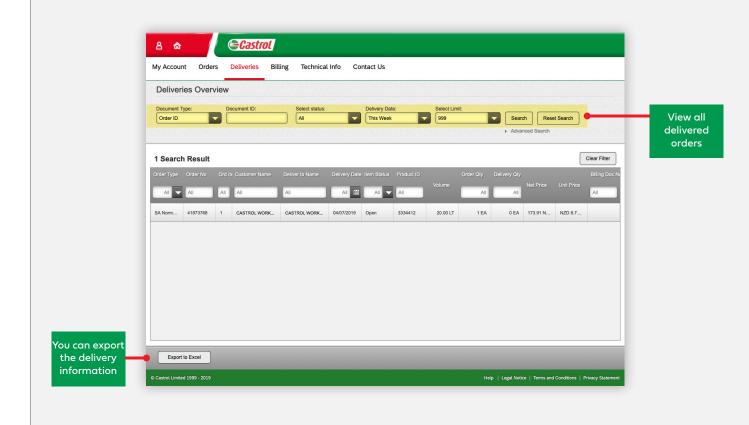


Castrol Express Deliveries

Delivered orders

By selecting the "Deliveries" screen you can view all your recently delivered orders, by order number, status, delivery date etc.

You can also easily export this information to an excel file.





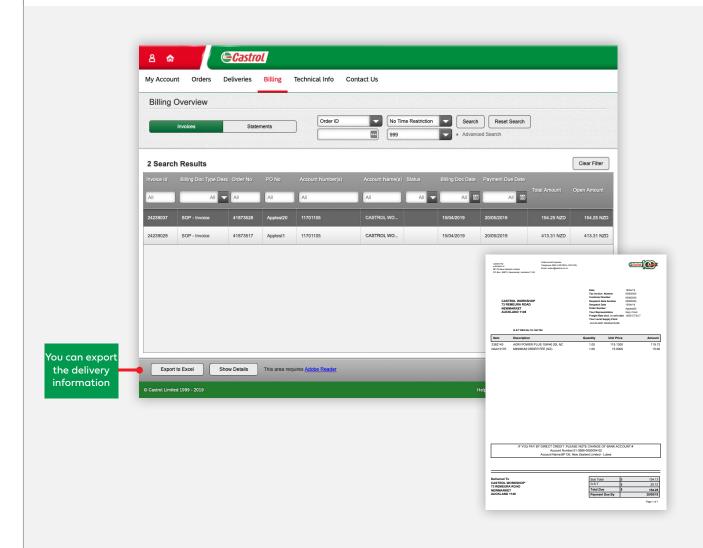
Castrol Express Billing

View and print invoices

Select the 'Billing' tab to see a list of invoices for your account with Castrol.

Choose the invoice period that you would like to view (if you have more than one account then select the relevant account first), and once you have a time period, click on the invoice to view details in a PDF format of the invoice.

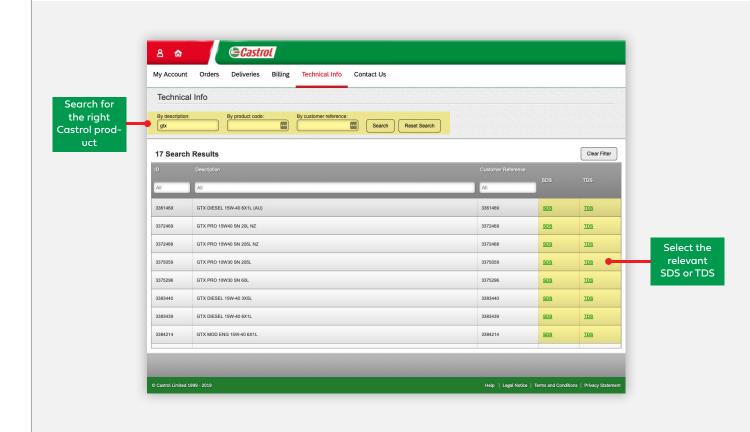
You can also use the export function to send the information to an Excel file.





Castrol Express Technical info

The Technical Info tab will enable you to search for the right Castrol product for your particular vehicle or machinery application, just type in the product name, number or your customer reference number to search for recently purchased items.



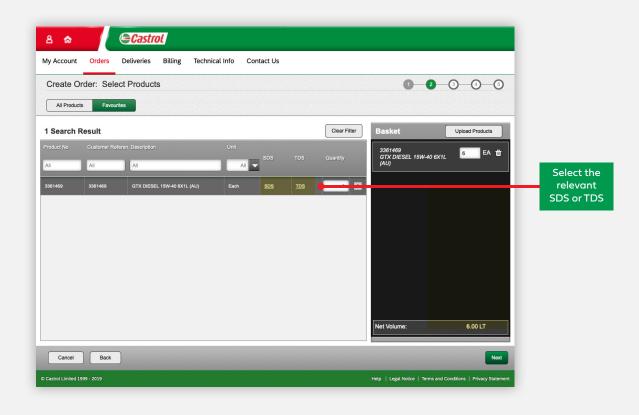
The screen above you will see the text in green which denotes either:

- SDS Safety Data Sheets, specifies regulatory safety information such as Hazard Categorisation, Safe Handling & Storage and more.
- TDS Technical Data Sheets specifies the product characteristics, its application and more.



Castrol Express Technical info

You can also access Safety and Technical Data Sheets at any order selection screen as per below example.





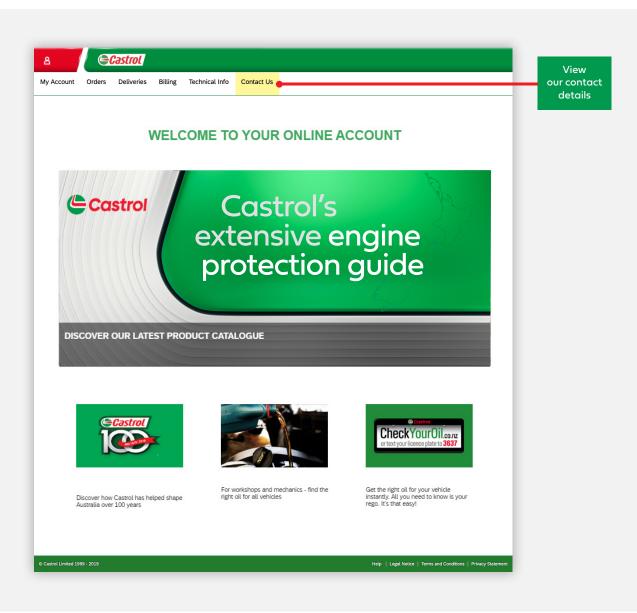
Castrol Express Contact us

Need further information?

If you need to contact us just select this tab to view our contact details

See next pages for our:

Trouble Shooting Guide & Frequently Asked Questions





Trouble shooting Guide

Issue	Try
I cannot access the Portal	Type in one of the following URL's
	AU – https://customer.castrol.com/au NZ – https://customer.castrol.com/nz
	into your browser to access this portal
I have forgotten my password and / or user name	Click on the "Trouble with Password" or Contact Customer Service Team on AU – orders@castrol.com.au NZ – orders@castrol.co.nz
I cannot see the relevant Technical or Safety Data Sheets data	Click on the product and select on the relevant hyperlink under the column TDS or SDS - if you are still having access issues please contact: AU - orders@castrol.com.au NZ - orders@castrol.co.nz



Frequently asked questions

Question	Answer
How do I amend my order?	Please contact our Customer Service Team AU – orders@castrol.com.au NZ – orders@castrol.co.nz
The Order Status is no longer in "Open" status but I want to change my order, what can I do?	Please contact our Customer Service Team AU – orders@castrol.com.au NZ – orders@castrol.co.nz
I need a new user login for my new team member	Please contact our Customer Service Team AU – orders@castrol.com.au NZ – orders@castrol.co.nz
How do I delete access to the portal when a team member leaves my organisation?	Please contact our Customer Service Team AU – orders@castrol.com.au NZ – orders@castrol.co.nz
Castrol EXPRESS is down and I need to create order, how?	Please contact our Customer Service Team AU – orders@castrol.com.au NZ – orders@castrol.co.nz
I am unable to find my entered order/invoice/ product?	Use the various drop down boxes to do a quick search by Order Number, product etc or use Advanced Search.
I normally order my oil via a pump over or pump out. How do I do that ?	You will be offered a drop down menu whenever a product has the option for a pump over, pump out or drop off – simply select your usual delivery method

If you need any further information regarding this portal please contact us on AU – orders@castrol.com.au, NZ - orders@castrol.co.nz or your local Castrol Sales Representative.



Australian delivery schedule

Customer service standards

Cut off time is 12pm local time for your next scheduled delivery.



NZ delivery schedule north Island

Customer service standards

Regional cut-off timetable for packed delivery

Region	Cut-off time	Delivery
Whangarei / Far North	11:00am	Next Working Day
Warkworth / Dargaville	11:00am	Next Working Day
Greater Auckland	3.00pm	Next Working Day
Auckland Central	3.00pm	Next Working Day
Thames / Paeroa	11:00am	Next Working Day
Hamilton / Waikato	12.00pm	Next Working Day
Tokoroe / Putararu	12.00pm	Next Working Day
Opotiki	12.00pm	Next Working Day
Tauranga / Mount Maunganui	12.00pm	Next Working Day
Rotorua	12.00pm	Next Working Day
Taupo/Turangi	12.00pm	Next Working Day
Gisborne	11.00am	Next Working Day
Napier / Hastings	11.00am	Next Working Day
New Plymouth / Taranaki	11.00am	Next Working Day
Wanganui / Ohakune	11.00am	Next Working Day
Palmerston North	12.00pm	Next Working Day
Wellington	12.00pm	Next Working Day

^{*} any regions not listed, such as rural locations, will be delivered within 3 days.

Please contact our Customer Service team for any specific queries.

Regional cut-off timetable for pump-over / pump out delivery

Region	Cut-off time	Delivery
Whangarei	9.00am CS calls	2 Weekly
Warkworth / Dargaville	9.00am CS calls	2 Weekly
Greater Auckland	3.00pm	Next Day
Auckland Central	3.00pm	Next Day
Hamilton / Huntly	12.00pm	Tuesday & Thursday
Matamata / Morrinsville	12.00pm	Monday
Te Awamutu / Taumaranui / Otorohanga / Te Kuiti	12.00pm	Tuesday
Cambridge / Tokoroa / Taupo / Turangi	12.00pm	Thursday
Tauranga / Mount Maunganui / Whakatane / Rotorua / Thames / Paeroa	12.00pm	Monday & Thursday



NZ delivery schedule south Island

Customer service standards

Regional cut-off timetable for packed delivery

Region	Cut-off time	Delivery
Nelson Metro	1.30pm	Next Working Day
Motueka, Takaka	1.30pm	Next Working Day
Westport	1.30pm	Next Working Day
West Coast	1.30pm	Next Working Day
Blenheim	1.30pm	Next Working Day
Kaikoura	2.00pm	Next Working Day
Christchurch Metro	4.00pm	Next Working Day
Christchurch Rural	2.00pm	Next Working Day
Oamaru	2.00pm	Next Working Day
Timaru, Waimate	2.00pm	Next Working Day
Ashburton	2.00pm	Next Working Day
Otago, Wanaka	2.00pm	Next Working Day
Queenstown	2.00pm	Next Working Day
Dunedin	2.00pm	Next Working Day
Invercargill	2.00pm	Next Working Day

 $^{^{\}star}$ any regions not listed, such as rural locations, will be delivered within 3 days.

Please contact our Customer Service team for any specific queries.

Regional cut-off timetable for pump-over / pump out delivery

Region	Cut-off time	Delivery
Nelson Metro	1.30pm	Next Day
Blenheim	1.30pm	Next Day
Christchurch Metro	4.00pm	Next Day
Christchurch Rural	2.00pm	2 Weekly
Timaru, Waimate	2.00pm	2 Weekly
Ashburton	2.00pm	2 Weekly
Dunedin	2.00pm	Next Day
Invercargill	2.00pm	Next Day



Customer service support

Contact customer service team



CALL

AU - 1300 554 890

NZ - 0800 CASTROL (227 876)



EMAIL

AU – orders@castrol.com.au

NZ – orders@castrol.co.nz

or speak to your local

Castrol Sales Representative.

