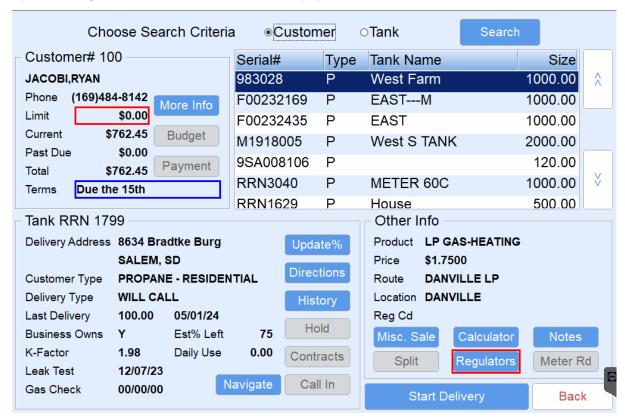
## **Unscheduled Delivery - Propane**

Last Modified on 02/13/2025 1:42 pm EST

The Unscheduled Delivery allows for a delivery to a customer not on the schedule file received from Energy Force.

Reference Scheduled Delivery for more details on the additional options available on the *Invoice* screen.

- 1. Select **Unscheduled Delivery** from the *Delivery Menu* to advance to the *Customer / Tank Information* screen.
- 2. Select the *Customer* radial button and select **Search** to search for a customer. The system will automatically sort the customer file as information is entered.
- 3. Upon choosing the customer the available tanks will populate to choose from.



4. If the customer has more than one tank, select **Start Delivery** to advance to the *Delivery* screen. The *Multi-Delivery Pumping Screen* will appear. Begin pumping gallons using the steps indicated in Step 5. Multiple gallon deliveries can be pumped and invoiced on one ticket.

PLEASE ASSIGN TANKS AND COMPARTMENTS						
Customer: JACOBI,RYAN						
Meter/Sale/Gal	Tank/Name/Size	Compartmen	nt Contract#			
1/59211/250.0	P/West Farm/1000.00	1		٨		
				V		
Memo:						
b						
1 P			Finished A	ssigning		
			Clear	Back		

## 5. For interfaced electronic registers:

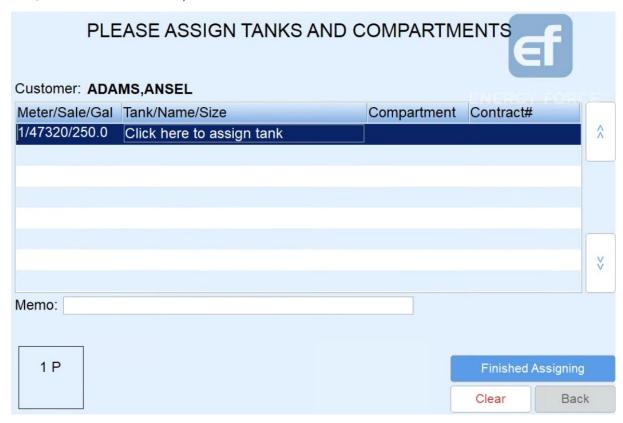
- LCR Turn the red knob to Run. Pump the fuel then turn the knob to Stop. Allow the switch to rest on
   Stop for two seconds then turn to Print. After the delivery is complete, a meter block will print on the
   Blaster Printer located in the cab of the truck. The delivered gallons will also be imported into
   EnergyTrack in the Meter/Sale/Gal column.
- LC IQ Press Start on the register to begin pumping fuel. Press End/Print when finished. After the
  delivery is complete, a meter block will print on the Blaster Printer located in the cab of the truck. The
  delivered gallons will also be imported into EnergyTrack in the Meter/Sale/Gal column.
- MidCom ECount Press the Start/Stop button on the register. The register will reset to 0.00. Pump
  the product and press Start/Stop when finished pumping. Press Print. A meter block will print on the
  Blaster Printer located in the cab of the truck and the delivered gallons will be imported into
  EnergyTrack in the Meter/Sale/Gal column.
- Neptune E4000 Press Start/Enter on the register. The Neptune register will reset to 0.00. Pump the
  product and press Stop/Cancel when finished. A meter block will print on the Blaster Printer located in
  the cab of the truck and the delivered gallons will be imported into EnergyTrack in the Meter/Sale/Gal
  column.

## • TCS 3000

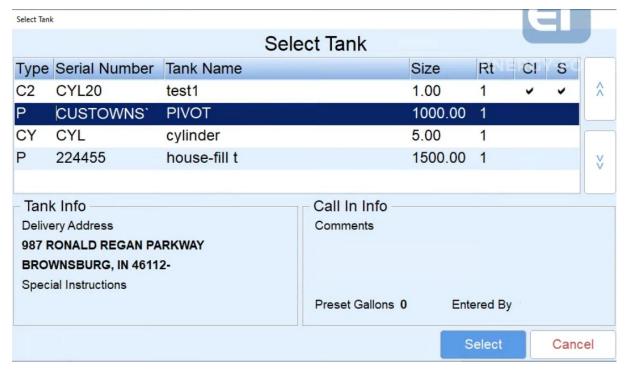
**Method 1:** Press **Start/Enter** on the register. Use the navigation arrows to select the product and press **Start/Enter**. If performing a direct delivery, press **Start/Enter** to begin pumping. Press **Stop/Cancel** to pause the delivery when finished pumping and then press it a second time to finish the delivery. A meter block will print on the Blaster Printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.

**Method 2:** If performing a preset delivery, press **Preset**, enter the preset amount, and press **Start/Enter** to begin pumping. Once the preset amount is reached the meter will automatically finish the delivery and print the meter block and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.

- 6. For non-interfaced registers:
  - a. Pump gallons on the register as usual.
  - b. Enter gallons pumped in the *Meter/Sale/Gal* column of the *Multi-Delivery Pumping* screen by tapping in the field and using the on-screen keyboard.
- 7. Select **Click here to assign tank** on the *Please Assign Tanks and Companitments* screen. If the customer has one tank, the tank will automatically default in the *Tank/Name/Size* field.



- 8. If the customer has multiple tanks, highlight the gallons pumped and select in the Tank/Name/Size column.
- 9. The Select tank window will display. Choose the tank and press Select to return to the Delivery screen.



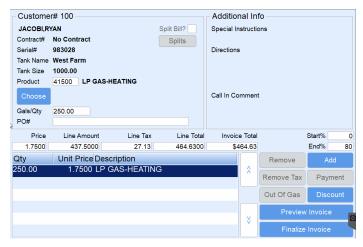
10. While the delivery gallons are still highlighted, select the compartment (*Cm*) for the delivery (**1 P** located in bottom left corner of the *Delivery* screen). An optional memo can be added to the delivery gallons. This memo prints on the Invoice and is specific to the highlighted gallons.



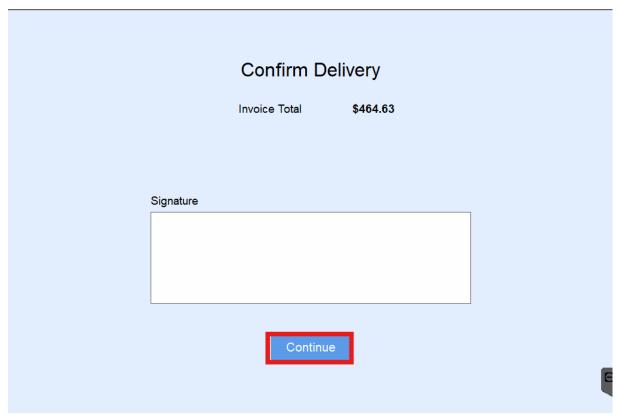
- 11. Press Finished Assigning once all gallons have been assigned. The invoicing screen will appear.
- 12. Review the invoice for accuracy. If the invoice has more than one product, tap on the product line in the lower left portion of the screen to display the details.
  - Department The product is defaulted based on the tank default in Energy Force. Select Choose if
    modification of the product is necessary. For gallon deliveries, the system will only show a selection of
    pumpable products.
  - Gallons Gallons cannot be modified if received from an electronic register. If using a non-interfaced register, tap in the Gals/Qty field and use the on-screen keyboard to modify as necessary.
  - Price Tap in the Price field and use the on-screen keyboard to modify pricing as necessary. If gallons
    apply to a contract, the price cannot be modified.
  - End % Each set of gallons delivered requires an ending percentage (the Start % is automatically calculated based on tank size). Tap in the End % field and use the on-screen keyboard to enter the ending percent. Be sure to enter an ending percent for each set of gallons listed on the Invoice.
  - PO# Optionally tap in the PO# field to enter the Purchase Order number. This number prints on the customer Invoice.
  - Add Item If additional items such as labor or delivery fees need added to the Invoice, selectAdd Item.

This adds a line to the Invoice with a Qty of zero.

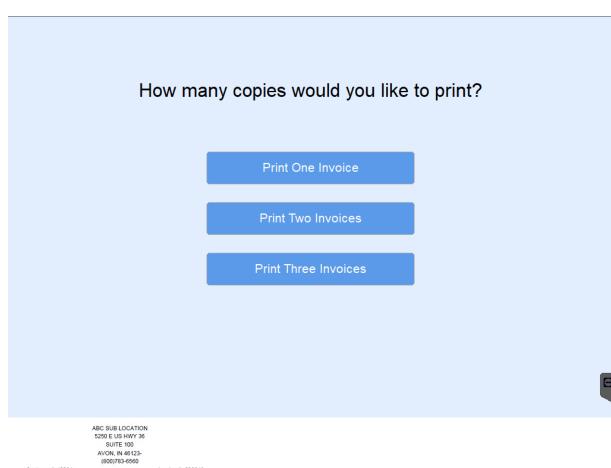
- i. Highlight the 0.00 line item.
- ii. Select Choose to assign a department.
- iii. Select the Department from the product listing that appears. Tap in the *Product* column and begin typing to search for product if necessary.
- iv. Choose Select to update the Department associated with the added item.
- v. Enter the Qty and Price associated with the Department selected.



- vi. Repeat these steps for any additional added items.
- 13. Select Finalize Invoice. The Confirm Delivery screen will appear.
- 14. If a customer requires a signature on the Invoice, tap in the *Signature* field, have the customer sign, and choose **Continue**. If a signature is not required, select **Continue**.



15. Select the number of invoices to print. The customer Tank screen will display and the Invoice(s) will print.



	ABC SUB LC 5250 E US I SUITE	HWY 36		
	AVON, IN			
	(800)783-			
Customer#: 10084		Invoice #: 232949		
HUNT,SAM		Date:	05/02/2018	
123 MAIN WINNER, SD 57580-		Time:	10:56	
	55-5555			
Delivery Address:		*** ORIGINAL ***		
	AIN WINNER, SD			
PO#:	PO12345			
Driver	BOB			
Quantit	y Description	Unit Price	Amount	
250.0 G	G COMMERCIAL PROPANE	\$1.0000	\$250.00	
	Sale # 39313/House/123			
	End %: 80.00			
250.0 G	G COMMERCIAL PROPANE	\$2.0000	\$500.00	
	Sale # 39314/SHOP/SHOP867			
	End %: 87.00			
	Annual Fill			
1.00	LABOR	\$50.0000	\$50.00	
	Sale # 0/SHOP/SHOP867			
		Invoice Sub	\$800.00	
		Tax	\$35.00	
Total		\$835.00		
PO12	345			
Customer PO #		Customer Signature		

16. Choose **Back** to return to the *Unscheduled Delivery Customer* list.