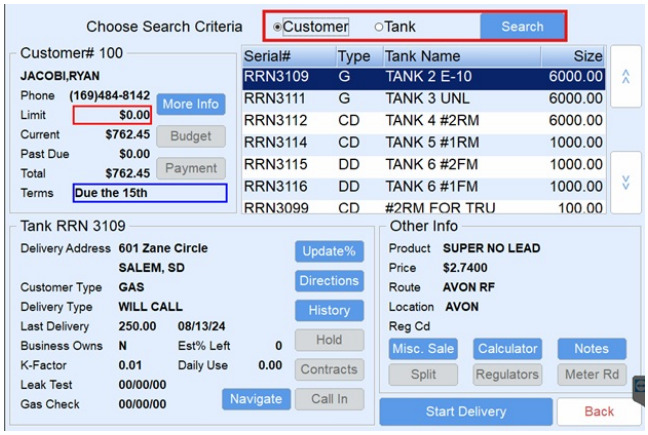
Unscheduled Delivery - Refined Fuels

Last Modified on 08/17/2026 10:27 am EDT

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

See Scheduled Delivery - Refined Fuels for more information regarding the additional options on the *Invoice* screen.

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



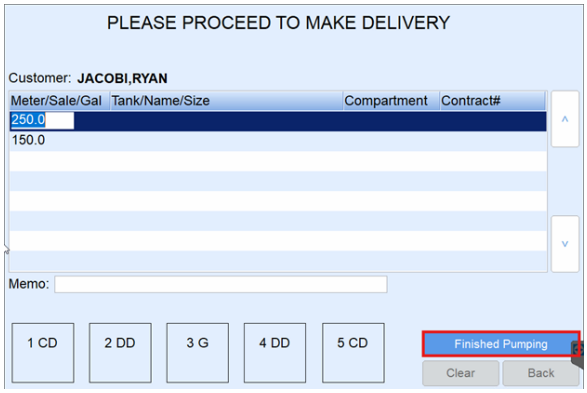
4. If the customer has more than one tank, select **Start Delivery** to advance to the *Delivery* screen. The *Multi-Delivery Pumping Screen* will appear. Begin pumping gallons using the steps indicated in Step 5. Multiple gallon deliveries can be pumped and invoiced on one ticket.
5. For interfaced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

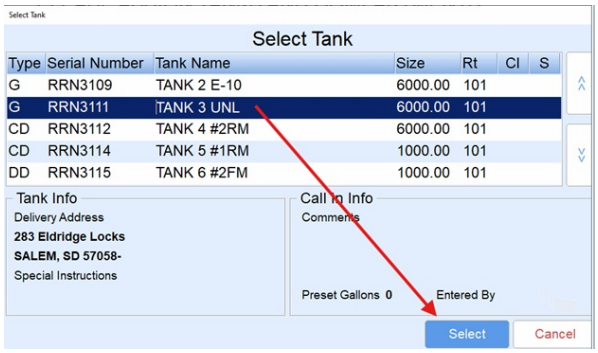
  Method 1: Press **Start/Enter** on the register. Use the navigation arrows to select the product and press **Start/Enter**. If performing a direct delivery, press **Start/Enter** to begin pumping. Press **Stop/Cancel** to pause the delivery when finished pumping and then press it a second time to finish 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.

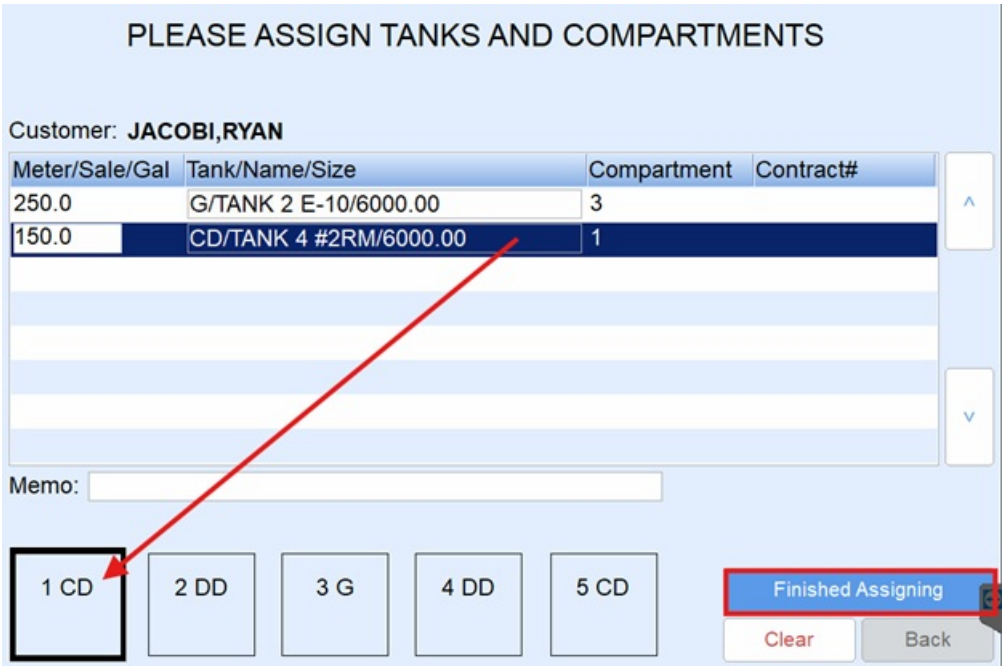
6. For non-interfaced registers:
   a. Pump gallons on the register as usual.
   b. Enter gallons pumped in the *Meter/Sale/Gal* column of the *Multi-Delivery Pumping* screen by tapping in the field and using the on-screen keyboard.
7. Select **Finished Pumping** when gallon deliveries appear on the *Multi-Delivery Pumping* screen. If the customer has one tank, the tank will automatically default in the *Tank/Name/Size* field. Proceed to Step 11.



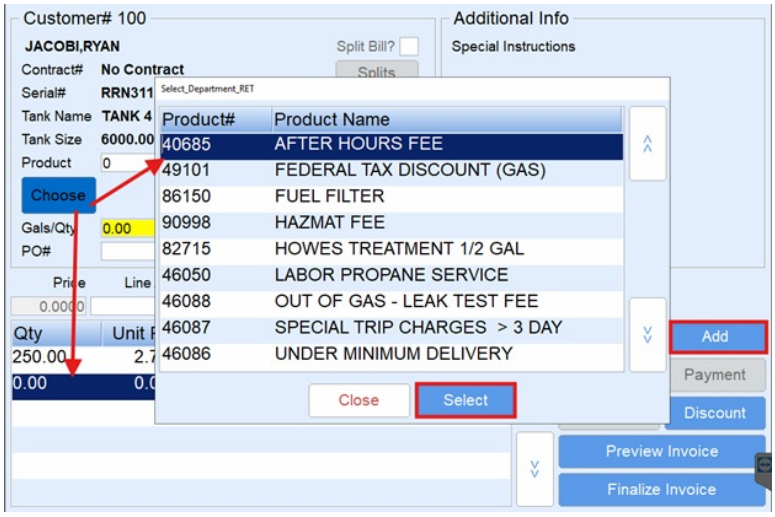
8. If the customer has multiple tanks, highlight the gallons pumped and select in the *Tank/Name/Size* column.
9. Customer tanks will display. Select the tank and choose **Select** to return to the *Delivery* screen.



10. While the delivery gallons are still highlighted, select the compartment (*Cm*) for the delivery (**1 CD** 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. Repeat Steps 8 - 11 for each set of gallons.
13. 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, select **Add 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.

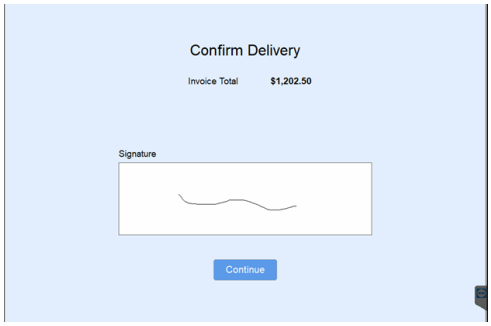
v. Enter the *Qty* and *Price* associated with the Department selected.

Note: *Quoted Price* will display in the *Price By* line when a Quoted Price is used in the Call In. The *Price* and *Unit Price* fields will also reflect the Quoted Price.



vi. Repeat these steps for any additional added items.

14. Select **Finalize Invoice**. The *Confirm Delivery* screen will appear.



15. 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**.
16. Select the number of invoices to print. The customer *Tank* screen will display and the Invoice(s) will print.
17. Choose **Back** to return to the *Unscheduled Delivery Customer* list.