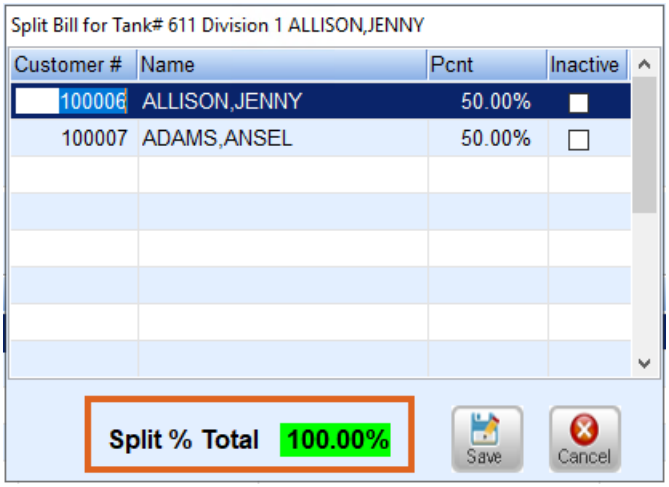
# Split Tank Setup Guidelines and Rules

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## Guidelines




- Split Bill percentages must be set up on the primary tank holder.
- Split member percentages must always equal 100%.
- Any member can carry 100% of the split while other members are set to 0%.
    - This gives the ability to leave an active split on the tank if needed at the time of delivery.
- If a member is no longer active for the split, the *Inactive* option must be chosen to prevent invoicing.

## Rules

- When gallons are invoiced, primary tank holder pricing and discount rates will apply.
    - If the tank holder has a discount code attached to the tank, all members will receive the discount.
    - Primary tank holder pricing will apply to all members unless there is a contract involved.
- **Contracts** – If any member has a contract on their account and the Tank Types tied to the contract is equal to the primary tank, contract pricing will apply for that individual.
    - **Example:** The primary tank holder has a propane (P) tank. A secondary member also has a P tank with a contract attached. The contract will apply to the secondary member's invoice. If the secondary member has a contract for a DD or C tank (dyed or clear), the contract will not apply.
    - If any member has a contract for the same Tank Type as the primary tank, the contract will always be applied. It is NOT an option to remove the contract. This applies to both primary and secondary members.
- Non-pumpable items (labor, oil, regulatory fees) can be added to an invoice and the system will automatically bill each member according to their billing percentage.