

Throughput Report: Upload Instructions

Throughput Report Data Format Required Fields:

- Bill of Lading: Numeric Field
 - Facility ID: 8 characters in length (Format ##-#####, Example: 99-999999)
 - Tank-Sequence: 3 characters in length (Format 999, Example: 001)
 - Manifold: Tank (Y/N)
 - Date of Delivery: Format (mm/dd/yyyy, Example: 01/01/2017)
 - Gallons Delivered: Round to the nearest whole number. (Please **do not use** Commas or Decimal Points)
 - Product Delivered: Select substance from the dropdown list.
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To upload the Throughput Gallons Report, click the 'Upload Throughput Report' button and follow the steps indicated below. *If* there are "zero" gallons to report, select the 'No Deliveries to Report' button, and confirm so on the next page.

1. Click the Dropdown list for Statement Period.
 - The list will display the Statement Periods, beginning with the oldest. **Complete the oldest reporting statement period before completing the current reporting period.**
 - If there are missing statement periods to report, please contact the Fund.
2. Click the "Choose file..." button to upload the report.
 - The report will have the file extension (.csv)
3. Click upload to run the report.
4. All errors with the file will be displayed on the screen.
 - Hard Errors (Red) – Fix and upload updated file into FBS.
 - Soft Errors (Yellow) – Fix or select the "Continue" button and upload into FBS.
 - The common cause for this type of error is that the Substance is a derivative of main product (Gasoline entered in for Gasohol)
 - No Errors – Wait for confirmation.
5. Clicking the "Cancel" button will erase all data from the form; you will be returned to the Landing Page.

Possible Errors by Field:

- **FILE SELECTION:**

- **Error Message:**
 - "No file chosen"
 - "Please select a .CSV file"
- **Resolution** – Select a valid .CSV file to upload into the system.

- **Facility ID**

- **Error Message:**
 - "No active tanks found for this facility"
 - "Please enter a valid Facility ID"
 - "Facility ID does not exist"
- **Resolution** – Verify Facility ID.

- **Bill of Lading**

- **Error Message:**
 - "Bill of Lading is blank"
- **Resolution** – Enter the Bill of Lading number

- **Tank – Sequence**

- **Error Message:**
 - "Tank Sequence does not exist"
 - "Tank Status is inactive"
- **Resolution** – Verify Facility ID and Tank Sequence #

- **Product**

- **Error Message:**
 - "Substance is invalid"
- **Resolution** – Verify Facility ID, Tank ID and Substance
- **Warning Message:**
 - "Substance does not match tank record"
- **Resolution** – This is a Warning Message. Ignore if you do not know the valid substance.

- **Delivery Date**

- **Error Message:**
 - "Date must be between MM/DD/YYYY and MM/DD/YYYY"
 - "Delivery Date is invalid"
- **Resolution** – Verify that the date is in the correct format and the correct Statement Period.

- **Throughput (Gal.)**

- **Error Message:**
 - "Gallons exceed tank capacity"
 - "Throughput value is invalid"
- **Resolution** – Verify Capacity and number of gallons dispensed for the Tank Sequence #.

FACT SHEET for Completing the New Distributor File Upload :

- 1) The file you are building to be uploaded must be in CSV format and named **DeliveryReport.csv**

If you are using Excel to build your report, the file must be in the CSV file format. To generate a CSV file from the spreadsheet (Excel 2013 in this example):

1. Click the **File** tab, and then click **Save As**. The **Save As** screen appears.
2. Select the location where you want to save the file. The **Save As** dialog box appears
3. In the **Save as type** box, select **CSV (Comma delimited)** and then click **Save**.
4. A dialog box appears, reminding you that only the current worksheet will be saved to the new file, click **OK**.

A second dialog box appears, reminding you that your worksheet may contain features that are not supported by text file formats, click **Yes**.

Naming convention for the CSV files to be uploaded - ***DistributorID_DR_YYYY-MM-DD.csv*** An example would be -- 77123_DR_2016-02-12.csv

- 2) Please include this column header in your files – it should be in the 1st Row :

BillOfLadingNumber FacilityID TankSeqNum Manifold DeliveryDate Gallons Product

- 3) Please refer to the table below for specific details on how to format the data in the spreadsheet.

Column Header	Description	Data Type	Special Instructions
BillOfLadingNumber	Bill of Lading Number	Alpha Numeric Field	None
FacilityID	Facility ID Number	Alpha Numeric Field	Include the “-” in the Facility ID Number – Example: 07-12357
TankSeqNum	Tank Sequence Number	Alpha Numeric Field	Must include leading zeroes – Example: 001
Manifold	Manifold Tank	Alpha Numeric Field	Must be either a Y or N – Y for yes, N for no
DeliveryDate	Delivery Date	Date Field	Date should be in this format: MM/DD/YYYY. The dates must have a leading zero in Month and Day if they are single digits– Examples: 02/01/2016, 10/09/2016
Gallons	Gallons Delivered	Numeric Field	This must be a whole number- no fractions. It must <u>not</u> include the “,” in the thousands position. Example: 1015
Product	Product Delivered	Alpha Numeric Field	Please see attached Spreadsheet for further details. Please Use the Substances listed in the <u>VALID SUBSTANCES</u> column. If the Substance you have is listed in the <u>SUBSTANCE VARIATION</u> , then please convert that to the VALID SUBSTANCE to the left of it. Here are two Examples: 1) You have the Substance listed as <i>Unleaded 87</i> -- You would code the SUBSTANCE as : <u>Gasoline</u> 2) You have the Substance listed as <i>HZSUB</i> -- You would code the SUBSTANCE as : <u>Hazardous Substance</u>

VALID SUBSTANCES**Substance Variations**

Aviation Gasoline

AVGAS

Biodiesel

Biodiesel (>20% biodiesel) BIDSL

Diesel

Diesel Fuel DIESL

Ethanol

ETHNL

Gasoline

Unleaded Unleaded Gas Unleaded 91	Unleaded 87 Leaded Gasoline GAS	Unleaded 89 Unleaded Gasoline	Unleaded 93 Leaded
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Gasohol

Gasohol (> 15% alcohol) E85 GSHOL

Highly Hazardous Substance

HIHAZ

Heating Oil

Fuel Oil No 1 Fuel Oil No 2 Heating Oil (No 2) Fuel Oil HO

Hazardous Substance

Hazardous HZSUB

Jet Fuel

JET

Kerosene

KERO

New Motor Oil

NMO

Nonpetroleum Oil

NPOIL

Other

Other Organics OTHER	Other (unlisted) Petroleum Other (unlisted petroleum)
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Unregulated

Unregulated Substance UNREG

Used Oil

Used Motor Oil Waste Oil Used Oil (all forms) USDOL

BillOfLadingNumber	FacilityID	TankSeqNum	Manifold	DeliveryDate	Gallons	Product
1504	12-34567	015	N	03/02/2017	5600	Gasoline
1505	12-34567	016	N	03/02/2017	2400	Gasoline
1506	12-34567	015	N	03/11/2017	4500	Gasoline
1507	12-34567	016	N	03/11/2017	3000	Gasoline