Throughput Report: Manual Entry Instructions

Click the "Fill in the throughput web form" button at the landing page, and follow the steps listed below. *If* there are "zero" gallons to report — select the "No Deliveries to Report" Button, review your information, and click Confirm.

- To begin, click the Statement Period from the dropdown menu:
    - The list will contain the Statement Periods beginning with the oldest. Complete the oldest reporting period before completing the current reporting period.
    - The statement period that you will be entering for will be in reference to the previous month (i.e. if April 2016 is the statement period, the range of dates will be within the month of March 2016.)
        - If there are missing statement periods to report, please contact the Fund.

- Enter the Facility ID (Format: 99-99999)

- Enter the Bill of Lading.

- Choose the tank sequence number (ex: 001, 002, 003) from the dropdown list.

- Manifold – Yes (check) or No (leave unchecked).

- Select Product from dropdown list if value displayed is incorrect.

- Enter the Delivery Date (Format: MM/DD/YYYY, Example: 03/09/2016).

- Enter the Throughput Gallons (Please do not use commas or decimals). System will calculate fees.

- Use the Tab key, or click the next Facility ID field to move to the next line.
    - Note: The form only shows three entry lines. To create more lines, use the Tab key after entering the number of gallons on the last line and a new line will appear.
        - Correct any errors in red-shaded box prior to submitting the form.

- Click the "Submit" button. Wait for confirmation.
    - Clicking on the "Cancel" button will erase all data from the form and take you back to your Landing Page.

Possible Errors by Field:

- **_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.

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

- **_Manifold_**
  - ==Error Message==:
    - "Manifold value is invalid"
  - ==Resolution== – Verify whether manifold field is correct.

- **_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 Date is in the correct format and 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 *Unleaded 87* - - You would code the SUBSTANCE as : <u>*Gasoline*</u> 2) You have the Substance listed as *HZSUB* - - 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
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)		
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