

Station Setup Guide

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TABLE OF CONTENTS

Setting Up a Station for Fuel Central	3
Before You Begin	3
Setting Up a Billing Company	3
Setting Up Stations/Sites	4
Setting up a Single Station	9

SETTING UP A STATION FOR FUEL CENTRAL

Before you can start working with Fuel Central, you need to properly set up your stations. As part of this task, you need to perform the following activities:

- 1. Set up a billing company
- 2. Create a station or open it for editing
- 3. Set up products and mixes
- 4. Set up UST equipment
- 5. (Optional) Connect ATG
- 6. Assign stations for the fuel distributor
- 7. Turn a pending station into a fuel distribution site
- 8. Set up a single station

i Before you start setting up a station for Fuel Central, make sure all required CStoreOffice® entities have been configured. For details, see Before You Begin.

Before You Begin

Before you set up a station for Fuel Central, make sure the following prerequisites are met:

- CStoreOffice ® account is created.
- The Fuel Central company level account setup completed. For details, see the Fuel Central Account Setup manual.

Setting Up a Billing Company

To set up a company for receiving billing information:

- 1. Go to **Customers** > **Bill to**.
- 2. At the top right of the **Bill to** list, click the **add** icon.
- 3. In the New Billing Address form, specify the following data:
 - General: Enter the information provided by the client. The Name field is required.
 - **ACH Payments**: Enter the information for the ACH account provided by the client. In the **ACH Notifications Email** field, enter the email to which the ACH Payment confirmation is sent.
 - **Preferred Send Method**: Select and specify the value of the preferred method for documents sending: **E-mail**, **Postal mail** or **Fax**.

4. At the bottom of the form, click Save.

New Billing Address Bill to General Ge	Name 3 KINGS - C Address State City	Y	Phone Fax Email Contact Person		FEIN GL # 23 EDI enabled		×
	21P 0			Sav	ve	Cancel	•

Setting Up Stations/Sites

To set up a station or site, you need to create a new station or open an existing one. Go to **Settings** > **General** > **Locations** and then do one of the following:

- At the top right of the **Locations** list, click **Add**. Specify the station name, select the company the station belongs to and then click **Save**.
- In the **Locations** list, select the station and then click **Edit**.

Locations				Search Q
				Refresh Add Edit Delete
Id	Name	Status	Division	Company
82	Cochran	enabled	Pittsburgh	SGII Group, LLC
14712	SmartPOS	enabled		Greyhound
14806	Bilmar Building	enabled		SG Management Services LLC
14807	Greentree Office Building	enabled		SG Management Services LLC
15688	TS1-SPOS	enabled		Office
18740	400_Demo	enabled		Demo LLC

When a new station is created or the existing one is opened for editing, configure the settings below.

Setting Up Products and Mixes

To mark what fuel products the station is going to sell:

- 1. In the left menu of the Station Setup form, select UST System.
- 2. Click the Mix & Fuels tab.
- In the Used and Purchased and/or Mixed columns, select check boxes next to the fuel product types.

General	Cochra	n : Options : US	Г							
General		MIX & FUELS			US	T EQUIPM	IENT		CR MAPPIN	١G
UST System	Cochran	¥								
Fuel VIP	Brand Fuel Brand:	Sunoco 🔻								
Fuel Allowance	Products						Fuel Order Projectio	n Ship To Settings	EJP V	
Cash Register	Used	Product	Purchased	Mixed	GL#		Product	Keep Min	Keep Full	Percentage
			Gasoline				Regular			96
Qwickserve	•	Regular	✓		90	Delete	Ultra			%
MISC		Plus			80	Delete	Premium			96
Downloads		Super				Delete	Trailer Settings			
		Ultra				Delete	Trailer 9250_1750_50	0 🔻		
ATG		Premium				Delete	Minimal Compartment	Load Size		
Tags		High Octane Racing Fuel				Delete	1750	9250	500	

 (Optional) If the check box in the Mixed column is selected, in the Mixes list at the bottom of the Mix & Fuel tab, specify the mixed products and mix proportion.

Mixed Product	Base Product	1	Mix	Base Product 2				
Plus	Regular	~	0.6660	Ultra 💙	edit	revert	delete	4
Super	Regular		0.3330	Ultra				1

Setting up Capacity Inventory

To set up tank capacities for fuel products:

- 1. In the left menu of the Station Setup form, select UST System.
- 2. Click the **UST Equipment** tab.
- 3. For each fuel product marked at the previous step, specify the following settings:
 - **Product**: Select the fuel product type.
 - **Tank Type**: Select the tank type. The most commonly used value is generic 62, but it should be clarified with the customer.
 - o Capacity: Select the tank capacity value (should be clarified with the customer).
 - o Min Level: Specify the minimum tank volume (should be clarified with the customer).
 - o Max Level: Specify the maximum tank volume (should be clarified with the customer).

o Piping: Select the piping type.



You can see the abbreviations of the Piping list values at the bottom of the **UST Equipment** list.

- **Pip Install**: specify the installation date, if known.
- 4. At the bottom of the form, click Save.

General	Cochran	: Options : UST	: Tanks								
General	MIX & FUELS			UST EQUIPMENT				CR MAPPING			
UST System	Cochran	*									
Fuel VIP	Tanks										
i dei vii	Tank ID	Product	Tank Type		Capacity	Min Level	Max Level	Piping *	Pip Install		
Fuel Allowance	Installation										
	1	Regular	DWT-II 8	V	10000	✓ 611	9199	Empty	✓ 11/01/2004 □ Pip. log	^	
Cash Register	2	Regular	DWT-II 8	Chart Table	10000	5 Chart Table 611	9199	Empty	edit revert delete	<u> </u>	
Owickserve	11/01/2004										
1.100	3 11/01/2004	Ultra	DWT-II 8		10000	611	9199	Empty	11/01/2004		
MISC	4	Premium	DWT-II 8		10000	6111	9199	Empty	11/01/2019	-	
Downloads	11/01/2019									-	
ATG											
Tags										-	
MOP Mapping	STAGE II EG	quipment 🔲 Flex Connectors									
CC Mapping	Abbreviations: STL - STEEL FG - Fiberglass FX - Flex SW - Single Wall DW - Double Wall										

To make sure that the settings are configured properly, at the bottom of the **UST Equipment** tab, check the **Capacity Info** list each time you press **enter**.

Capacity Info	
Total Tank Capacity :	40000
Fuel Minimum Level :	7944
Fuel Maximum Level :	36796
Load Size :	8900
SIR Threshold :	0.01
SIR Adjustment :	130
Save Revert	Get ATG Capacity Info Back to Station Home

Enabling Inventory Monitoring via

To set up the inventory monitoring via ATG:

- 1. In the left menu of the Station Setup form, select ATG.
- 2. In the ATG form, enter the ATG information provided by the client.

3. At the bottom of the form, click **Save**.

General	Cochran : Options : ATG
General	Cochran
UST System	Last Connection 11/20/19 03:05 PM Inventory 10/22/19 07:57 AM
Fuel VIP	Bad Connections total: 375
Fuel Allowance	C Enable ATG
Cash Register	Communication Type: IP Device: Veeder Root TLS 350
Qwickserve	IP or Domain Name: 10.249.17.227 Port: 10001
MISC	Password:
Downloads	
ATG	Save View Fuel Monitoring Error Log Test IP Connection Request inventory reading Back to Station Home

Assigning Fuel Distribution Site to a Fuel Distributor

To assign the fuel distribution site/station to a fuel distributor:

- 1. Go to Vendors > BOLs.
- 2. Under Related Links, select Fuel Distributors.
- 3. From the Fuel Distributors list, select the fuel distributor and click Edit.

Fuel Distributors						
		Add New	View	Deactivate	Activate	Print
Displayed records 1 - 5 (total 5)	- distributors are missed on your account/station					Pages: 1
▼ Distributor # ▼						Nam
5310						EJ
4391						SGII Group LL
43						Sunoc

4. In the **Stations** list, set up a list of stations to assign to a fuel distributor.

Account level	
Name:	Sunoco
Address:	2025 Greentree Road
City:	PITTSBURGH
State:	PENNSYLVANIA
Zip:	15201 🔻
Phone:	1
Fax:	2
E-Mail:	test@sunoco.com
Contact Person:	Mria
Account Number:	12211
GL #:	05154
Stations:	Moon BP M Preatant MSGLC Preatant NGGLC Pre

5. At the bottom of the form, click Save or Save & Close.

Assigning Fuel Distribution Site to a Fuel Distributor

To turn a pending station into the fuel distribution site:

- 1. Go to Customers > Pending Customers.
- 2. In the **Pending Customers** list, select the customer and at the top right of the list, click the **edit** icon.
- 3. In the Edit Pending Customer form, specify the following data:
 - **Bill to**: Select the billing company.
 - o General Info: Specify the billing address of the customer.
- 4. At the bottom of the form, click **Save**.

Edit Pending Customer		×
Pending Customer • Bill To • General Info	Bill To 3 RIVERS EXPRESS - C	• •
	Name Frankstown BP	•
	GL #	
	124	
	Address	City
		State
		PENNSYLVANIA
		Zip
Delete		Save Revert Cancel

 Go to Customers > Bill to and make sure the customer disappears from the Pending Customers list and appears in the Bill to list.

Setting up a Single Station

To specify information for a single station:

- 1. Go to **Customers** > **Ship to**.
- 2. In the Ship to list, select the station and at the top right of the list, click the edit icon.
- 3. Specify the following settings for the station:



The required information is marked with red asterisk.

o In the General section, enter contact and billing information.

General				CC II Crawa					
Mix & Fuels	Name		۱	SG II Group			~		
 UST Equipment 	Craft Sunoco			Status	Te	erms			
Blackout Hours Bulk Terminals	GL #			Active ¥	١	Net 3	۳		
Fuel Products				Base cost on	n			Delivery minimum	
Carriers	DTN FROI Ship To ID #			Net Gallons	s		۳		
Drivers Contract Section			x	Truck Termi	inal			Trip Time	
Passthrough		Add New					~		
Credits	Address	Phone		Default Trailer Type * No compartments trailer			Cash Discounts c/gall		
	301 Craft Avenue	1-412-586-4830					~		
		Fax		Split Charge			Terminal Stop Charges		
	City	Email							
	PITTSBURGH	a.vitiuc@sg2group.com							
	State	Contact Person							
	PENNSYLVANIA V	Andriy Vitiuc							

In the Mix & Fuels section, make sure the fuel products and mixes values are displayed correctly. If necessary, go to Station Setup > UST System > Mix & Fuels. For details, see Setting up Products and Mixes.

els l	Prod	uct	Туре	Mixed	GL #	Keep Min	Keep Full	Keep %		
oment	Regular		pasoline						1	
Hours	Plus		gasoline	yes						
ninals	Super		gasoline	yes						
ucts	Ultra		gasoline							
Section										
ıgh	Mixes									
	Mixed Product	Base Product	1 Mix	Base	Product 2					
	Plus	Regular	0.6600	Ultra						
	Super	Regular	0.3300	Ultra						
	UST Equipment									
	Tank ID			Tank					Pip. Install	

In the UST Equipment section, make sure the capacity inventory values are displayed correctly.
 If necessary, go toStation Setup > UST System > UST Equipment. For details, see Setting up Capacity Inventory.

Ship to	UST Equipment									
Mix & Fuels	Tank ID	Product	Tank Type	Capacity	Min Level	Max Level	Piping*	Pip. Install		
UST Equipment	Installation									
Bulk Terminals Evel Products	1 09/07/04	Regular	TANK 10	20000	600	18000	FX DW	03/03/05		
Carriers Drivers	2 09/07/04	Ultra	TANK 10	10000	450	9000	FX DW	03/03/05		
Contract Section Passthrough Credits										I
creato										
	Blackout Hours									
	Day of W	sek Start Time	End Time	Notes						
Delete							Sav	Revert	Cancel	

• In the **Blackout Hours** section, specify the time periods during which the delivery doesn't take place.

p to	Blackout Hours								
Mix & Fuels	Day of Week	Start Time End	Time	Notes					
Blackout Hours	Saturday 💌	3:00	4:0d			enter delete			
ulk Terminals uel Products									
arriers rivers	Bulk Terminals (rounded	to 10 minutes incre	ments)						
ontract Section		Terminal		Trip Time	Fee				
edits									
	Fuel Products								
	Fuel Products 034 High Sulfur Diesel 034 High Sulfur Diesel	Gross HS #2 Gross L2NRLM	*	014 Clear 014 Clear	10% Etha 10% Etha	nol Oxy Gas Gro	ss U87E10	*	
	Fuel Products 034(High Sulfur Diesel 034(High Sulfur Diesel 034(High Sulfur Diesel 034(High Sulfur Diesel	Gross HS #2 Gross L2NRLM Gross U2NRLM Gross HO#2FO	Â	014 Clear 014 Clear 014 Clear 013 Clear	10% Etha 10% Etha 10% Etha 10% Etha	nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro	ss U87E10 ss M89E10 ss P93E10 ss P92E10	•	
	Fuel Products 034 High Sulfur Diesel 034 High Sulfur Diesel 034 High Sulfur Diesel 032 Ultra Low Sulfur Di 032 Ultra Low Sulfur Di 032 Ultra Low Sulfur Di	Gross HS #2 Gross L2NRLM Gross U2NRLM Gross HO#2FO esel Und Gross ULS # esel Und Gross ULS #	2 R	014 Clear 014 Clear 014 Clear 013 Clear 013 Clear	10% Etha 10% Etha 10% Etha 10% Etha 10% Etha	nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro	ss U87E10 ss M89E10 ss P93E10 ss P92E10 ss HO2B20	•	
	Fuel Products 034(High Sulfur Diese) 034(High Sulfur Diese) 034(High Sulfur Diese) 034(High Sulfur Diese) 032(Ultra Low Sulfur Di 032(Ultra Low Sulfur Di 032(Ultra Low Sulfur Di	Gross HS #2 Gross L2NRLM Gross U2NRLM Gross HO#2FO esel Und Gross ULS # esel Und Gross ULS P esel Und Gross ULS 21	2 R W	014 Clear 014 Clear 014 Clear 013 Clear 013 Clear	10% Etha 10% Etha 10% Etha 10% Etha 10% Etha	nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro	ss U87E10 ss M89E10 ss P93E10 ss P92E10 ss HO2B20	A.	
	Fuel Products 034(High Sulfur Diesel 034(High Sulfur Diesel 034(High Sulfur Diesel 034(High Sulfur Diesel 032(Ultra Low Sulfur Di 032(Ultra Low Sulfur Di 032(Ultra Low Sulfur Di	Gross HS #2 Gross L2NRLM Gross U2NRLM Gross U2NRLM Gross HU32FO esel Und Gross ULS P esel Und Gross ULS21 Hd Gross ULS21	22 R W	014 Clear 014 Clear 013 Clear 013 Clear	10% Etha 10% Etha 10% Etha 10% Etha 10% Etha	nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro nol Oxy Gas Gro	ss U87E10 ss M89E10 ss P92E10 ss P92E10 ss P92E10 ss HO2820		

• In the **Bulk Terminals** section, from the **Terminal** list, select the bulk terminal and specify the trip time and the freight rate (in the **Fee** column) for it.

MIX & Fuels	Terminal Trip Time Fee
UST Equipment	Civi Sunoco 120 35.0d enter delete
Bulk Terminals	
Fuel Products	
Larriers Drivers	Fuel Products
Contract Section	034 High Sulfur Diesel Gross HS #2 014 Clear 10% Ethanol Oxy Gas Gross U87E10 🔔
assthrough	034 High Sulfur Diesel Gross L2NRLM 034 High Sulfur Diesel Gross U2NRLM 014 Clear 10% Ethanol Oxy Gas Gross M89E10 014 Clear 10% Ethanol Oxy Gas Gross P93E10
realts	034(High Sulfur Diesel Gross HO#2FO 032(Illfra Low Sulfur Diesel Lind Gross III S #2 013)Clear 10% Ethanol Oxy Gas Gross P02E10 013(Clear 10% Ethanol Oxy Gas Gross HO#2820
	032/Ultra Low Sulfur Diesel Und Gross ULS PR
	032/Ultra Low Sulfur Diesel Und Gross HO#2FO
	047/BioDiesel 2%-20% Gross ULS282 047/BioDiesel 2%-20% Gross ULS285 20
	047[BioDiesel 2%-20% Gross UL2B10 047[BioDiesel 2%-20% Gross HO#2FO
	The second

For more information on how to set up bulk terminals, see the Fuel Central Account Setup manual.

o In the Fuel Products section, set up a list of required fuel products.

Edit Shipping Address Ship to - General - Mix & Fuels - UST Equipment - Biackout Hours - Buil Youk Terminals - Fuel Products - Carriers - Drivers - Contract Section - Passthrough Credits	Fuel Products 034HHjdi Suffur Desel Cross HS #2 034HHjdi Suffur Desel Cross USEN 034HHjdi Suffur Desel Cross HS #2 034HHjdi Suffur Desel Cross USEN 034HHjdi Suffur Desel Cross USEN 034HHjdi Suffur Desel Cross USEN 032Ubra Low Suffur Desel Und Gross USEN 047/BioDesel 2X-200 Gross USEN	*
Delete	Carriers Carriers Prepit Rate Surcharge Type Surcharge Walke Carriers Prepit Rate Surcharge Type Surcharge Walke	Ŧ

For more information on how to set up fuel products, see the Fuel Central Account Setup manual.

o In the **Carriers** section, select the carrier, specify its freight rate, surcharge type and value.

Edit Shipping Address							×
Ship to	Carriers						^
• Mix & Fuels	Carriers						
UST Equipment	Brighton Carriers	✓ 15.00 %	×	5.00	enter delete		
Bulk Terminals							
Fuel Products							
Carriers Drivers	Drivers						
Contract Section							
Passthrough Credits			>				
			2				1
			~				
		-	**			-	
	T		*				
	Delivery instructions						
							-
Delete					Save	Revert Cancel	

For more information on how to set up carriers, see the Fuel Central Account Setup manual.

- o In the **Drivers** section, do the following:
 - Set up a list of drivers.
 - In the **Delivery instructions** field, enter special instructions like "Broken drop tube", "Small lot" and so on.

Edit Shipping Address		8
Ship to - General - Mix & Fuels - UST Equipment - Blackout Hours - Bulk Terminals - Gunter Section - Contract Section - Passthrough Credits	Drivers	•
Delete	Broken drop tube Saw Revert Cancel	•

For more information on how to set up drivers, see the Fuel Central Account Setup manual.

• In the **Contract** section, select the vendor and specify the contract information if you have a signed contract with this vendor.

Ship to General Mix & Fuels UST Equipment Blackout Hours Bulk Terminals Fuel Products Carriers	Vendor Contract Signed Minimum contracted monthly volume in gallons Vendors Location Id Contract Expiration Date	
Contract Section	Passthrough Credits	
Passthrough Credits	Merchant Name Merchant ID	
Delete	Save Revert Cancel	

For more information on how to set up distributor vendors (suppliers), see the Fuel Central Account Setup manual.

o In the **Passthrough Credits** section, enter the pass through credits data, if any.

Edit Shipping Address			
Ship to	Passthrough Credits		
 General Mix & Fuels 	Merchant Name	Merchant ID	
UST Equipment	Visa	123	
Blackout Hours Bulk Terminals	Other	124	
Fuel Products			enter delete
Carriers			
Orivers Contract Section			
Passthrough			
Credits			
Delas			
Delete			

4. At the bottom of the form, click **Save**.