



Station Setup Guide

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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](#)



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**.

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 <input type="text"/>				
Refresh Add Edit Delete				
Id	Name	Status	Division	Company
82	Cochran	enabled	Pittsburgh	SGil 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.
3. In the **Used** and **Purchased** and/or **Mixed** columns, select check boxes next to the fuel product types.

- (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
Super	Regular	0.3330	Ultra

Setting up Capacity Inventory

To set up tank capacities for fuel products:

- In the left menu of the **Station Setup** form, select **UST System**.
- Click the **UST Equipment** tab.
- 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.
 - Capacity:** Select the tank capacity value (should be clarified with the customer).
 - Min Level:** Specify the minimum tank volume (should be clarified with the customer).
 - Max Level:** Specify the maximum tank volume (should be clarified with the customer).

- o **Piping:** Select the piping type.

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

- o **Pip Install:** specify the installation date, if known.

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

Tank ID	Product	Tank Type	Capacity	Min Level	Max Level	Piping *	Pip Install
1	Regular	DWT-II 8	10000	611	9199	Empty	11/01/2004
2	Regular	DWT-II 8	10000	611	9199	Empty	11/01/2004
3	Ultra	DWT-II 8	10000	611	9199	Empty	11/01/2004
4	Premium	DWT-II 8	10000	6111	9199	Empty	11/01/2019

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.

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

Assigning Fuel Distribution Site to a Fuel Distributor

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

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

Distributor #	Name
5310	EJP
4391	SGII Group LLC
43	Sunoco

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

Account level: [dropdown]

Name: Sunoco

Address: 2025 Greentree Road

City: PITTSBURGH

State: PENNSYLVANIA

Zip: 15201

Phone: 1

Fax: 2

E-Mail: test@sunoco.com

Contact Person: Mia

Account Number: 12211

GL #: 05154

Stations:

Moon BP	>	Negley
Mt Pleasant	>>	New Castle
NEGLEY SUNOCO	<	
New Castle Sunoco	<<	
Nick Carr 1 # 1		
Nick Carr 2 # 1		
Nick Carr 2 # 2		
Norfolk		
Office		
Penn Express		

Buttons: Save, Save & Close, Revert

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:
 - o **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: RIVERS EXPRESS - C

Name: Frankstown BP

CL #: 124

Address: [empty]

City: Pittsburgh

State: PENNSYLVANIA

Zip: [empty]


Buttons: Delete, Save, Revert, Cancel

5. 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.

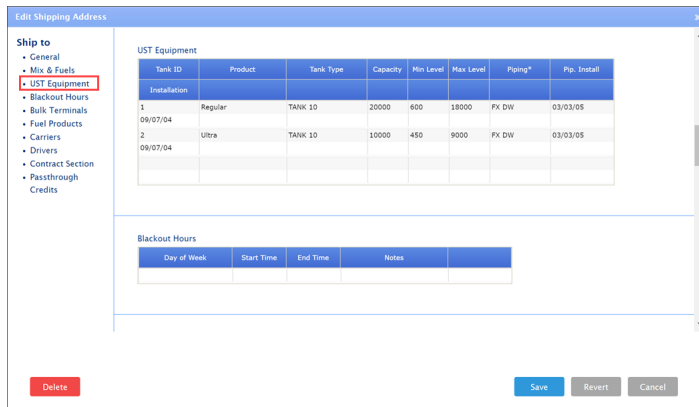
- o In the **General** section, enter contact and billing information.

- o 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](#).

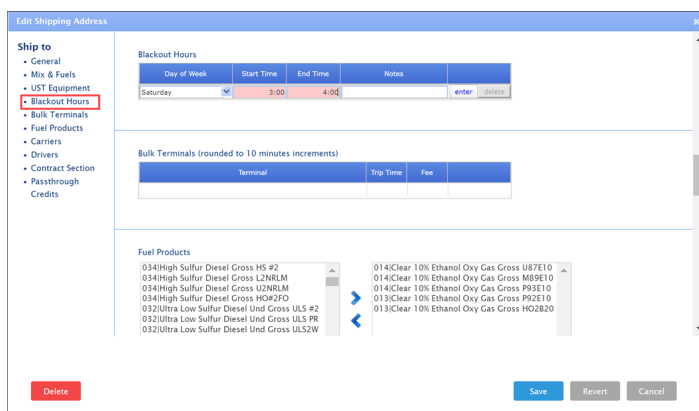
Product	Type	Mixed	GL #	Keep Min	Keep Full	Keep %
Regular	gasoline					
Plus	gasoline	yes				
Super	gasoline	yes				
Ultra	gasoline					

Mixed Product	Base Product 1	Mix	Base Product 2
Plus	Regular	0.6000	Ultra
Super	Regular	0.3300	Ultra

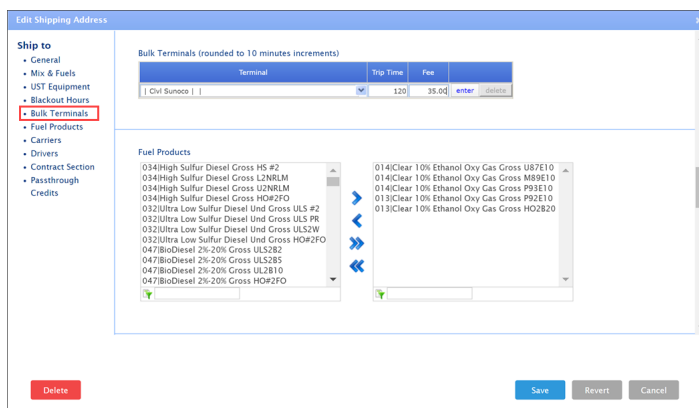
- o In the **UST Equipment** section, make sure the capacity inventory values are displayed correctly. If necessary, go to **Station Setup > UST System > UST Equipment**. For details, see [Setting up Capacity Inventory](#).



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

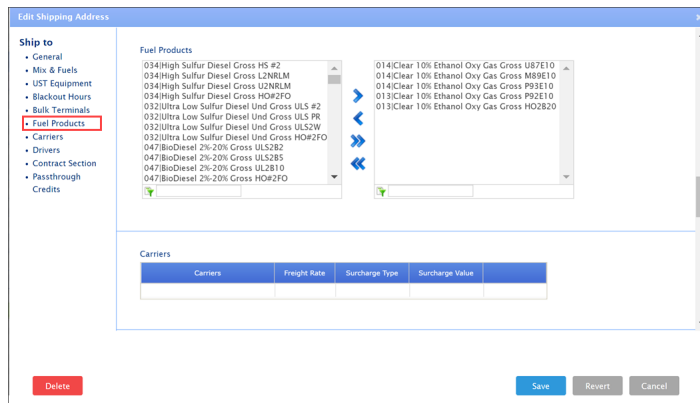


- In the **Bulk Terminals** section, from the **Terminal** list, select the bulk terminal and specify the trip time and the freight rate (in the **Fee** column) for it.



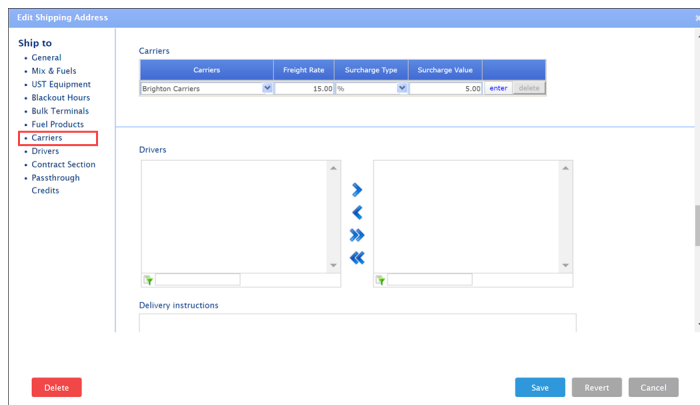
For more information on how to set up bulk terminals, see the Fuel Central Account Setup manual.

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



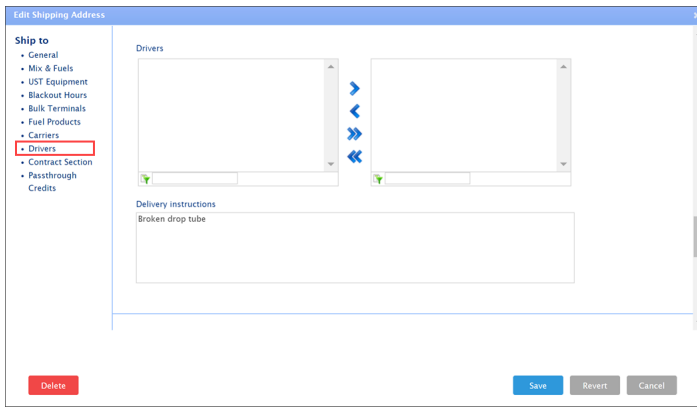
For more information on how to set up fuel products, see the Fuel Central Account Setup manual.

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



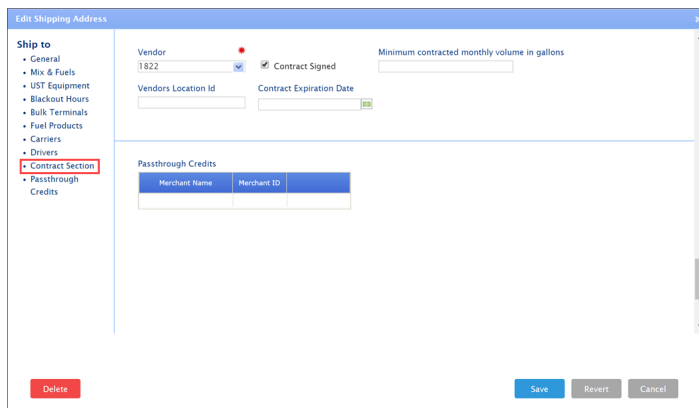
For more information on how to set up carriers, see the Fuel Central Account Setup manual.

- 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.



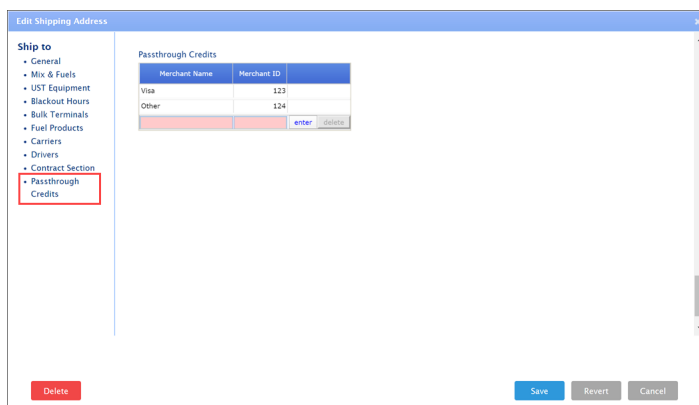
For more information on how to set up drivers, see the Fuel Central Account Setup manual.

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



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.



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