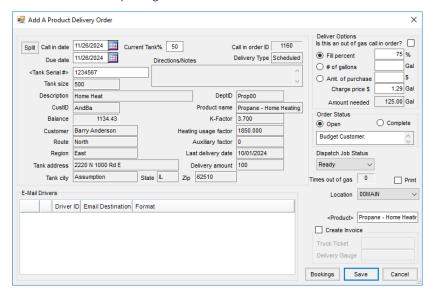
## **Product Delivery Order Invoicing**

Last Modified on 11/26/2024 3:27 pm CST

Product Delivery Orders create a delivery request and an Accounting Invoice. Product Delivery Orders may be marked to invoice directly or can create Energy Tickets which are imported into Invoices. Inventory is affected at invoicing.

- 1. Navigate to Energy / Operations / Product Delivery Order.
- 2. At the Select Product Delivery Order window, choose the Customer and the Tank. Select Add to add a new delivery to the selected tank.
- 3. The Add A Product Delivery Order window opens. The Call in date is the last fill date on the tank history.
- 4. In the *Deliver Options* area, select the requested action (*Fill percent*, # of gallons, or Amt. of purchase requested by the Customer). The *Charge Price* \$ populates with the default price of the Product as determined by the Customer's default pricing level. The Product defaults with the Product entered on the *Profile* tab of the Tank.



5. To instantly create a new Invoice in Accounting, select the *Create Invoice* option, enter the *Truck Ticket* and *Delivery Gauge*, and select **Save**. An *Add Invoice* window displays with the *Product*, *Customer*, and *Price Information* populated. Note the *Call in order ID*, *Tank Serial #*, and *Description* populate in the *Tickets* and *Comments* areas.

