

# 11: Fuel Deliveries

Fuel Deliveries are entered into the system from evoPOS, ideally as soon as possible after delivery.

From the front POS screen select Menu -> Fuel -> Tank Delivery

**1** Using the on-screen keyboard, enter Supplier Reference, Driver Name and Delivery Date. (An entry is compulsory in all 3 fields)

To cancel and return to the previous screen, at any stage before step 5, select the red button.

**2**

Tank	Grade	Description	Delivered
Supplier Reference: KT4267			
Driver Name/ID: JO JONES			
Delivery Time: 08/01/19			
1	1	Unleaded	12,500
2	2	Diesel	
3	3		
4	4		

Tap the screen (highlight in blue) to select the tank, to which fuel has been delivered.

**3** Enter the total litres for the selected tank.

**4** Once all the grades delivered have been entered select the green button to accept.

**5** Select **YES** to confirm and update [NO will abort whole process]. A receipt will be automatically produced for your records.

Should any subsequent errors be identified in the entries after they have been accepted; these can be edited once the delivery has been passed to the back office.