

How To Order Bulk Fuel In AssetWorks

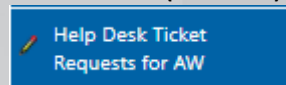
15June21

5 Steps

1. **Create Purchase Order**- In AssetWorks, Storekeeper Portal, create a Purchase Order.
2. **Call your Fuel Contractor and order your fuel.**
3. **Add Attributes (Fuel Types and Additives)** - In AssetWorks, once you confirm fuel types and quantity, add Attributes to your Purchase Order update Purchase Order status to Open.
4. **Receipt in Fuel**- In AssetWorks, receipt in your fuel from your Purchase Order. Once you receipt in your fuel, PO will automatically close for ordered same or overage quantity. Shortage quantity, you will need to close both purchase order line and purchase order.
5. **Paying for fuel**- Integration from AssetWorks to Workday, will send total cost and supplier invoice #. Pay invoice in WD. No integration will send back costs to AssetWorks.

AW Support

If you need to submit a Service Now (SNOW) ticket, on the AW home page, go to the Quick links section located in the left margin,



or click this <https://iowadot.service-now.com/itsm>



Order Fuel and Select your Attributes- Fuel Types & Additives

Step 2 - Contact your Fuel Contractor and order your fuel. You can provide them your PO#, 556602-MG-00027. Recommend eliminating 0's and tell them, 586602-27. Then when you receipt in your fuel, you will use this as your invoice # which will be sent to WD to pay the invoice.

Step 3 – Add your Attributes (Fuel Types and Additives). You can do this step next or wait until your Fuel is delivered.

Purchase Order Detail

Vendor: 00003165107 - KECK ENERGY
Purchase order ID: 556602-MG-00027
Purchase type: FUEL ORDERS
Description: WINTER BLEND
Date ordered: []
Status: PENDING
Expected Delivery: []
Needed By: []
Lead Days: N/A
Replenishment batch ID: []

8. Click Attributes button

New Line Item | Files
Edit PO Header | **Attributes**
New Note | Comments

Line Items: 1

PENDING | OPEN | CLOSED | ALL

Work Orders	Line #	Part or Comment	Vendor Part No	Manuf Part No	Manufacturer	Qty Ordered	Qty not yet Received	Unit price	Status	Location	Line Item Type	Date Ordered	Expected Delivery	Lead Days	Required
<input type="checkbox"/>	1	JUNE 2021				100.00	100.00	\$ 2.64	PENDING	556602-MG - URBANA GARAGE	FUEL			N/A	

Receive All | Receive Checked | Review and Receive
Back | Delete Checked | Manage Receipts | Print All Lines

9. Click New Attribute button to select the fuel types you want to order.

Attributes

Line: ALL

New Attribute

Search: []

Line Number	Attribute ID	Attribute Name	Text Value	Numeric Value	Date
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10. Click search button on Attribute ID field.

Attributes

New

Line Number: 1 | Date Value: [] | Attribute ID: []
Numeric Value: [] | Text Value: [] | Comments: []
Path and File name: []

Save | Cancel

Line: ALL

Search: []

Line Number	Attribute ID	Attribute Name	Text Value	Numeric Value	Date
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Selecting your Attributes – Fuel Types and Additives

Select Purchase Order Attributes 7 item(s) found

Attribute ID Starts with:

E S U W

And Attribute ID contains:

Attribute ID	Attribute name
E-85	85% ETHANOL
S100WR	BIODIESEL SOY W & W/O RINS
SUMMER ADDITIVE	SUMMER ADDITIVE
U87E10	CLEAR 10% ETHANOL OXY GAS
ULS #1	ULTRA LOW SULFUR DIESEL #1
ULS #2	ULTRA LOW SULFUR DIESEL #2
WINTER ADDITIVE	COLD FLOW IMPROVER

11. Select the Attribute ID's (Fuel Types & Additives) you are ordering.

How to determine your Numeric Value for Fuel Blends

- Biodiesel Summer Blends-20%
- Biodiesel Winter Blends- 10%

Winter Blend Ex.- Ordering 1,000 gallons

- 90 gallons ULS#2
- 10 gallons S100WR
- 100 winter additive

Note: Keep all Attribute entries in **Line Number 1**.

12. Fill in the Numeric Value (gallons) for each Attribute selected.

Attributes X

New

Line Number: Date Value:

Numeric Value: Text Value:

Attribute ID: ... COLD FLOW IMPROVER

Comments:

Path and File name:

13. Click **Save after adding each Attribute.**

The Attribute you added will appear in the line below.

Attributes X

Line:

Search:

		Line Number	Attribute ID	Attribute Name	Text Value	Numeric Value
Edit	Delete	1	WINTER ADDITIVE	COLD FLOW IMPROVER		100

14. If you need to add more Attributes, click on the **New Attribute button and repeat Steps 10 -12. Once you have added all attributes, to close the Attributes screen, click on **X** in upper right corner.**

Attributes X

Line:

Search:

		Line Number	Attribute ID	Attribute Name	Text Value	Numeric Value
Edit	Delete	1	WINTER ADDITIVE	COLD FLOW IMPROVER		100
Edit	Delete	1	ULS #2	ULTRA LOW SULFUR DIESEL #2		90
Edit	Delete	1	S100WR	BIODIESEL SOY W & W/O RINS		10

Note: These are all on **Line Number 1** of the PO.

You have the option to edit, add or delete any of these Attribute lines. It is recommended that you proof the Attributes types and quantity.

Note:

- It is very important to make sure the Quantities MUST match from PO line Qty and Attributes lines or the total cost calculations sent to WD for payment will not be correct.
- Diesel Commodities for ULS #1 And #2 need to add up to the line item total. The additives should be the same as the sum of the Fuel Attribute types.
- This example, the PO Quantity and Attribute quantity is 100:
- Winter additive is 100 and ULS#2 is 90 + SW100WR (Bio) is 10 = 100.

Purchase Order Statuses – Change to Open - Validate Text Value Field(s)

After adding and saving your Attributes, you will be directed back to the Purchase Order Detail screen.

15. Click on **Edit PO Header** to change the PO Status to **Open**.

Purchase Order Detail

Vendor: 00001985107 - KECK ENERGY
 Purchase order ID: 556602.MG.000027
 Purchase type: FUEL ORDERS
 Description: WINTER BLEND
 Date ordered: []
 Status: PENDING
 Expected Delivery: []
 Revised By: []
 Lead Days: N/A
 Repurchase batch ID: []

New Line Item | Files
 Edit PO Header | Attributes
 New Note | Comments

Line Items: 1

PENDING | OPEN | CLOSED | ALL

Work Orders	Line #	Part or Comment	Vendor Part No	Manual Part No	Manufacturer	Qty Ordered	Qty mt Ytd Received	Unit price	Status	Location	Line Item Type	Date Ordered	Expected Delivery	Lead Days	Requires
<input type="checkbox"/>	1	JUNE 2021				100.00	100.00	\$ 2.64	PENDING	33602-MG - URBANA GARAGE	FUEL			N/A	

Note: This field came from the Line Item Details, Description field.

16. Click on the **Attributes** button and look at your Attributes to make sure the cost are added in the **Text Value** column.

This Text Value field should update within **2 minutes** after you change your Status from Pending to Open. You may need to close the Attribute screen and reopen for the **Text Value** costs to appear.

Attributes

Line: ALL

New Attribute

Search: []

	Line Number	Attribute ID	Attribute Name	Text Value	Numeric Value
Edit Delete	1	WINTER ADDITIVE	COLD FLOW IMPROVER	0.0390	00
Edit Delete	1	ULS #2	ULTRA LOW SULFUR DEISEL #2	2.1828	00
Edit Delete	1	S100WR	BIODIESEL SOY W & W/O RINS	6.0910	00

Note:

If you did not add your **Vendor ID**, at Step 4, you will need to do this prior to changing the Status of your PO to Open. If you try to save it, you will receive this error.

Purchase Order Detail

Value is required for Vendor ID - PR-ERR: 3

How to add your Vendor ID

1. Click the Edit PO Header button.
2. Add the Vendor ID.
3. Save.

Note: If your Vendor ID cannot be found, please submit a Service Now (SNOW) ticket. Provide the Vendor ID name you are looking for.

If these costs do not fill in each line, please submit a Service Now (SNOW) ticket. **Do Not** proceed to the next step until all **Text Values** appear. **If you proceed on without these Text Value costs, these costs will not calculate correctly and the invoice cost will not match.**

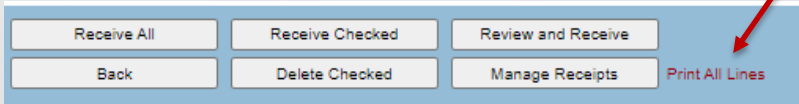
Once these costs appear in the Text Value, your PO is completed. Close the Attributes screen, by clicking on the 'X'.

If you need immediate help:

1. How to AW Fuel functions contact Todd Cogdill.
2. Once you receipt the invoice, if your costs do not match, contact Jean Gustafson in Purchasing.

Print Out Your Purchase Order - Print All Lines

If you want to print out your fuel Purchase Order, click on the **Print All Lines** red text located at the bottom of your Purchase Order.

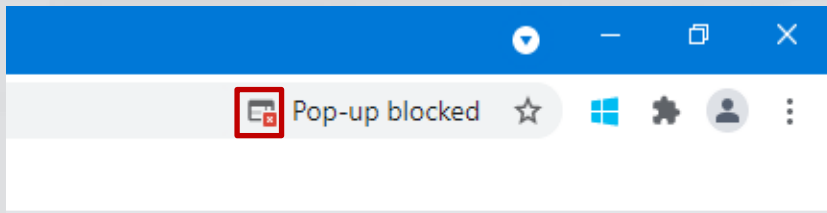


Note:

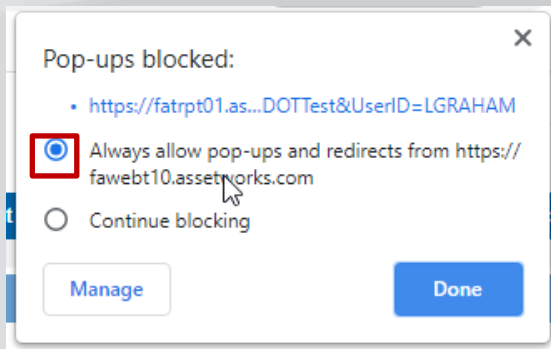
If you are unable to print this out, check your Pop Up Blocker settings.


If you want to print this PO, you must be able to allow Pop Up Blocker.

To allow pop-ups. After clicking print all lines click the pop-blocked icon in the right of the web address bar.



Then click Always allow pop-ups and redirects and click done.



Enterprise Purchase Order 

PO #: 556602-MG-000027
Vendor: (00003165107) Keck Energy

Vendor: Keck Energy 501 Sw 7Th St Ste D Des Moines DES MOINES IA 50309	Contact: Phone: Fax: Email:
From: URBANA GARAGE 5397 31St Ave Urbana, IA 52345 United States	Ship To: URBANA GARAGE 5397 31St Ave. Urbana, IA 52345 Us

Ordered: 06/15/2021 10:06 **Expected:** **Total Cost:** \$261.26

Line	Fuel / Fluid	Quantity	Unit Price	Tax	Est Total
1	<FUEL> DSL - DIESEL FUEL	100.00	2.61	0.00	\$261.26

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Report Date: 6/15/2021

2 Error Examples – Quantity Not Equal or Text Value Missing

1. Quantity Not Equal - Because of blends being different quantities, there is no validation between the quantity on purchase order line and Attribute Id's line. This was built the same way you do it currently on DOT Purchase Orders.

As shown in this [example below](#), it will allow you to put in different quantities. The PO quantity was 500, the Attribute quantity was 600. This will not calculate the correct costs that will be sent from the PO to Workday.

Purchase Order Detail

Vendor: 00003186107 - KECK ENERGY
 Purchase order ID: 552822-MG-000011
 Purchase type: FUEL ORDERS
 Description: TEST CLOSE SHORT #2
 Date ordered: 04/05/2021 12:58 PM
 Status: OPEN
 Expected Delivery Needed By:
 Lead Days: N/A
 Replenishment batch ID:

Line Items: 1

Work Orders	Line #	Part or Comment	Qty Ordered	Qty not yet Received	Unit price	Status	Location
	1	CLOSE TEST SHORT #2 APRIL	500.00	500.00	\$ 2.02	OPEN	552822-MG - ELKADER GARAGE

Line Items: 1

Work Orders	Line #	Part or Comment	Qty Ordered	Qty not yet Received	Unit price	Status	Location	Line Item Type	Date Ordered
	1	CLOSE TEST SHORT #2 APRIL	500.00	500.00	\$ 2.02	OPEN	552822-MG - ELKADER GARAGE	FUEL	04/05/2021 12:56 PM

Attributes

Line: ALL

Line Number	Attribute ID	Attribute Name	Text Value	Numeric Value
1	ULS #1	ULTRA LOW SULFUR DIESEL #1		600

2. Text Value Missing – As shown in the example below, the Winter Additive Attribute ID **Text Value is blank**. This will not calculate correctly. If this happens, you can submit a SNOW ticket, do not proceed on until this cost gets fixed. Create a SNOW ticket.

Attributes

Line: ALL

Line Number	Attribute ID	Attribute Name	Text Value	Numeric Value
1	WINTER ADDITIVE	COLD FLOW IMPROVER		1000
1	ULS #2	ULTRA LOW SULFUR DEISEL #2	1.9250	900
1	S100WR	BIODIESEL SOY W & W/O RINS	5.2410	100

Attributes - Edit

Line Number: 1
 Date Value: / /
 Numeric Value: 1000
 Text Value: .019
 Attribute ID: WINTER ADDITIVE
 Attribute Name: COLD FLOW IMPROVER
 Comments: COST WAS NOT LOADED

Attributes

Line: ALL

Line Number	Attribute ID	Attribute Name	Text Value	Numeric Value
1	WINTER ADDITIVE	COLD FLOW IMPROVER	.019	1000
1	ULS #2	ULTRA LOW SULFUR DEISEL #2	1.9250	900
1	S100WR	BIODIESEL SOY W & W/O RINS	5.2410	100



Error Examples – What If Can't See All Your PO's?

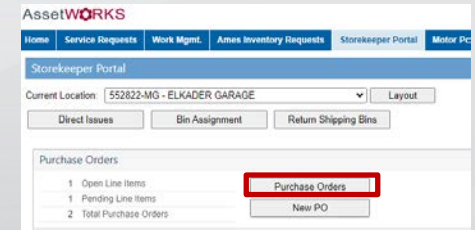
When you are searching for PO's in the Storekeeper Portal Location and not showing up but they are seen in the Enterprise Purchasing – Purchase Orders screen.

Enterprise Purchasing - Purchase Orders

Search, Reload, Sort, Select Filter, Select Sort

Row #	Purchase order ID	Location ID	Status	Description	Vendor ID
1	553609-MG-000002	553609-MG	OPEN	SPRING BLEND-2	00003165107
2	553609-MG-000001	553609-MG	PENDING	SPRING BLEND	233035

In this example, you see PO #1 is Open status and PO #2 is at a Pending Status in the Enterprise Purchasing screen. If you look in the Storekeeper Portal, click the **Purchase Orders** button, it only shows PO #2 in the Storekeeper portal.



Basic Info

Purchase order ID: 553609-MG-000001, SPRING BLEND

Location ID: 553609-MG, ONAWA GARAGE

Purchase type: FUEL ORDERS, FUEL ORDERS INITIATED IN AW

Description: SPRING BLEND

Vendor ID: 00003165107, KECK ENERGY; 501 SW 7TH ST STE D;

Store ID: [blank]

Currency ID: USD, U S DOLLARS

Object code: [blank]

Date and time: Created 04/14/2021 09:29

Status: PENDING

AssetWORKS

Purchase Order Management

Current Location: 553609-MG - ONAWA GARAGE

Purchase Orders: 1

Purchase Order ID	Description	Status	Ordered	Days Open	Expected	Lead Days	Need by	Vendor
553609-MG-000002	SPRING BLEND-2	OPEN	04/14/2021	0	N/A			00003165107-KECK ENERGY

1. To see all PO's, click **Define Filter** button

2. This Filter Default View appears.

Define Purchase Order Filter

Purchase order ID: [blank]

Status: [blank]

Date ordered range: From [blank] To [blank]

Date expected range: From [blank] To [blank]

Vendor ID: [blank]

Vendor Store ID: [blank]

Vendor Contract ID: [blank]

Purchase type: [blank]

Approval: [blank]

Replenishment batch ID: [blank]

Part ID - Suffix: [blank] [blank] [blank] Lookup

WO Loc/Yr/Number: [blank] [blank] [blank]

Has unprinted lines: [blank]

Has open or pending lines: NO (highlighted)

Equipment ID: [blank]

Reset Filter

Define Purchase Order Filter

Purchase order ID: [blank]

Status: [blank]

Date ordered range: From [blank] To [blank]

Date expected range: From [blank] To [blank]

Vendor ID: [blank]

Vendor Store ID: [blank]

Vendor Contract ID: [blank]

Purchase type: [blank]

Approval: [blank]

Replenishment batch ID: [blank]

Part ID - Suffix: [blank] [blank] [blank] Lookup

WO Loc/Yr/Number: [blank] [blank] [blank]

Has unprinted lines: [blank]

Has open or pending lines: [blank] (highlighted)

Equipment ID: [blank]

Note: You can see purchase orders by searching by **Status**.

3. At the **Has Open or Pending lines** field, Remove **No**, leave it blank.

4. Click **Apply Filter**, located at the bottom of the screen.

Then all PO statuses Pending and Open will appear in the Storekeeper Portal, Purchase Orders screen.