

Pricing Deliveries

Review and Price Deliveries

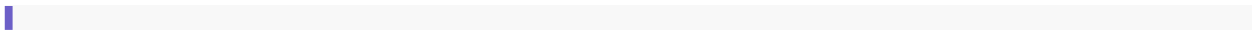
Pricing review normally happens after routing and before the driver leaves. This places the expected price information on the delivery ticket and gives the office a final chance to catch account or quantity issues.

1. Open **Fuel**, then **Deliveries**.
2. Set the correct delivery date or date range.
3. Select the applicable fuel type.
4. Filter by route when it helps isolate the deliveries being reviewed.
5. Select all deliveries for the intended group, or select individual deliveries when only part of the list should be priced.
6. Review customer pricing notes and delivery notes before applying prices.
7. Use **Price Selected** for the selected records.
8. Confirm that the intended deliveries now show the expected pricing status before dispatch.

What to Review on Each Delivery

- Pricing notes, including a quoted price or other customer-specific instruction.
- Fuel assistance, budget, or fuel-contract indicators when present.
- Delivery notes that affect access, safety, placement, or the requested amount.

Quantity Review	Question
Expected gallons	Does the planned amount make sense for the customer and route?
Delivered gallons	After completion, does the entered or metered amount match the delivery record and ticket?
Tank capacity	If delivered gallons exceed capacity, is the tank record wrong or was the delivery amount entered incorrectly?



PRINTABLE RECORDS: Use **Cover Sheets** for available route cover sheets and **Print Tickets** when the company's physical ticket process requires a printable PDF. Confirm the date, route, and deliveries first.

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