A. Agency generates a Bulk Fuel Pricing Report for the date of the fuel delivery using the application found at http://fuel.la.gov. Instructions for using the Bulk Fuel Calculator can be found here.

State of Louisiana - Office of State Procurement Bulk Fuel Price

Delivery Date:	8/28/2019	Fuel Type:	E/10 Regular
Parish:	Plaquemines	Quantity:	5,000 GALS
Tank Disposition:	Ferry or Vessel	Fuel Terminal:	New Orleans
Contractor:	Lavigne Oil Company	Contract Number:	4400017427

Cost per Gallon			
Fuel Cost	2.101000		
Louisiana Excise Tax	0.200000		
State Inspection Fee	0.001250		
Federal Oil Spill Liability Fund	0.001926		
Federal Leaking Underground Fee	0.001000		
Louisiana Underground Storage Fee	0.008000		
Total Price per Gallon	2.313176		

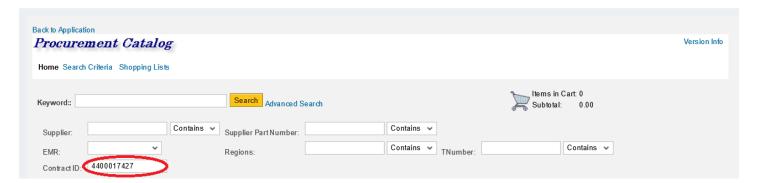
Projected Invoice Cost: \$11,565.88

Vendor Contact Information Lavigne Oil Company Supplier No. 310013042

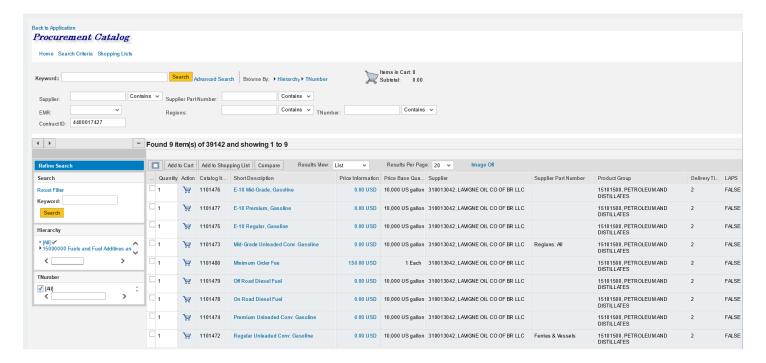
To place orders: dispatch@lavigneoil.com

Phone: 225-952-7900 ext 17 Remittance: karen@lavigneoilbr.com

- **B.** Agency receives invoicing from Contractor and creates a Confirming PO. Base instructions for creating a Confirming Purchase Order can be found here.
- C. Agency will add a line to the PO for the fuel delivered by clicking the Add Line button > selecting the SRM MDM Internal Catalog option > clicking the Advance Search button > Entering the contract number provided by the Bulk Fuel Calculator in the Contract ID field > clicking Search.



D. Agency will select the appropriate line for the fuel type for the order as well as any applicable allowable fees > click add to cart > click check out.



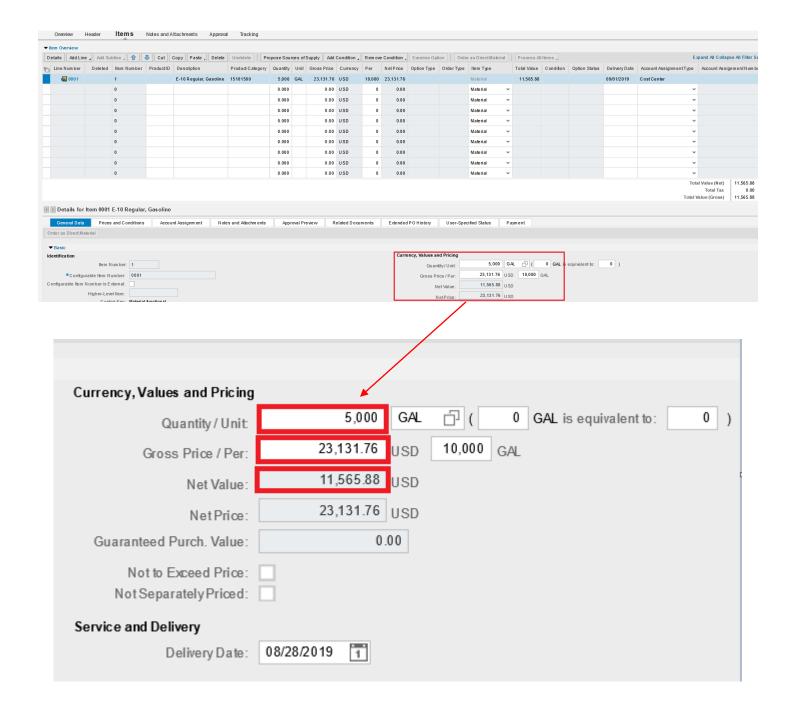
E. Agency will enter the total number of gallons and gross price into the fuel line.

IMPORTANT: In order to calculate the correct Gross Price to enter on the PO you must take the total price per gallon that was generated for the order on the Bulk Fuel Price Report and multiply that number by 10,000 (move the decimal 4 places to the right). This is necessary due to SRM preventing the entry of a price beyond two decimal places. There is a condition that is pre entered on the MDM line that will revert the pricing back to the correct amount. Please see the following example:

Cost per Gallon			
Fuel Cost	2.101000		
Louisiana Excise Tax	0.200000		
State Inspection Fee	0.001250		
Federal Oil Spill Liability Fund	0.001926		
Federal Leaking Underground Fee	0.001000		
Louisiana Underground Storage Fee	0.008000		
Total Price per Gallon	2.313176		

Projected Invoice Cost: \$11,565.88

2.313176 X 10000 23,131.76

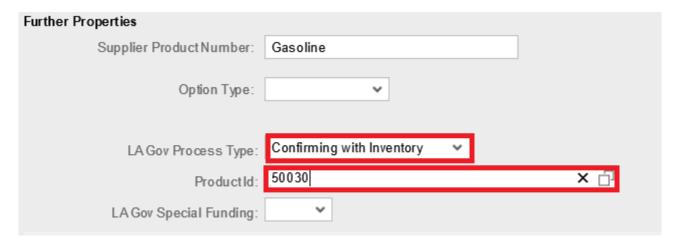


Total Amount of PO: \$11,565.88

LINE	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED AMOUNT
1	Part Number: Gasoline	5,000	GAL	2.31318	11,565.88
	Product Category: 15101500				
	CONTRACT #.: 4400017427 LN: 4				
	DESCRIPTION: E-10 Regular, Gasoline				
E-10 Regular, Gasoline (Ethanol). ENTER ORDER INFORMATION IN THE BLANK FIELDS. PARISH: DELIVERY DATE: AGENCY CONTACT EMAIL:					
	Required: 2 Days After Receipt of order				

As you can see in the above example when the pricing is entered the correct unit price will be shown on the PO (rounded to the 5th decimal) and the total PO amount will match the Projected Invoice Costs found on the Bulk Fuel Pricing Report.

F. If Agency needs to receive fuel into inventory then the Agency will need to manually enter the correct Product ID for the fuel type.



49900	FUEL, REGULAR, UNLEADED, ETHANOL FREE
49901	FUEL, DIESEL, NRLM LOW SULPHUR
49902	FUEL, DIESEL, ULTRALOW SULPHUR
49904	FUEL,PREMIUM, UNLEADED
49905	FUEL, PREMUNLEADED, 10 %, ETHANOL
49906	FUEL,MID-GRADE UNLEADED,10 %, ETHANOL
49907	FUEL, MID-GRADE UNLEADED
50030	FUEL, UNLEADED, 10% ETHANOL

G. Agency completes all other required Confirming PO information (e.g. accounting, requestor information) and orders the PO. OSP strongly recommends attaching a copy of the Bulk Fuel Pricing Report for the order to the PO.

<u>IMPORTANT:</u> The pricing provided by the Bulk Fuel Calculator is the maximum allowable amount the Contractor is allowed to charge for an order. There may be small deviations in pricing that cause the Contractor to invoice for less than the amount provided by the Bulk Fuel Calculator. This is acceptable. When this occurs Agencies should remember when paying against the PO that they must select the final invoice option in order to ensure that the leftover PO amount is liquidated. This will prevent a change order from having to be done.

If there are any questions regarding the use of the Bulk Fuel Calculator and/or the use of the fuel contracts please contact Tuan Nguyen Phone: 225-219-0245 / Email: tuan.nguyen@la.gov.