

Bulk Fuel PO Creation Instructions for LaGov State Agencies

- 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.

[Back to Application](#)
Procurement Catalog
[Home](#) [Search Criteria](#) [Shopping Lists](#)

Keyword: [Advanced Search](#)

Supplier:

Supplier Part Number:

EMR:

Regions:

Contract ID:

TNumber:

Items in Cart: 0
Subtotal: 0.00

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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.

Back to Application
Procurement Catalog
Home Search Criteria Shopping Lists

Keyword: Search Advanced Search Browse By: Hierarchy TNumber Items in Cart 0 Subtotal: 0.00

Supplier: Contains Supplier Part Number: Contains
EMR: Regions: Contains TNumber: Contains
Contract ID: 4400017427

Found 9 item(s) of 39142 and showing 1 to 9

Quantity	Action	Catalog It...	Short Description	Price Information	Price Base Qua...	Supplier	Supplier Part Number	Product Group	Delivery TL...	LAPS
1		1101476	E-10 Mid-Grade, Gasoline	0.00 USD	10,000 US gallon	310013042, LAMGNE OIL CO OF BR LLC		15101500, PETROLEUM AND DISTILLATES	2	FALSE
1		1101477	E-10 Premium, Gasoline	0.00 USD	10,000 US gallon	310013042, LAMGNE OIL CO OF BR LLC		15101500, PETROLEUM AND DISTILLATES	2	FALSE
1		1101475	E-10 Regular, Gasoline	0.00 USD	10,000 US gallon	310013042, LAMGNE OIL CO OF BR LLC		15101500, PETROLEUM AND DISTILLATES	2	FALSE
1		1101473	Mid-Grade Unleaded Conv. Gasoline	0.00 USD	10,000 US gallon	310013042, LAMGNE OIL CO OF BR LLC	Regions: All	15101500, PETROLEUM AND DISTILLATES	2	FALSE
1		1101480	Minimum Order Fee	150.00 USD	1 Each	310013042, LAMGNE OIL CO OF BR LLC		15101500, PETROLEUM AND DISTILLATES	2	FALSE
1		1101479	Off Road Diesel Fuel	0.00 USD	10,000 US gallon	310013042, LAMGNE OIL CO OF BR LLC		15101500, PETROLEUM AND DISTILLATES	2	FALSE
1		1101478	On Road Diesel Fuel	0.00 USD	10,000 US gallon	310013042, LAMGNE OIL CO OF BR LLC		15101500, PETROLEUM AND DISTILLATES	2	FALSE
1		1101474	Premium Unleaded Conv. Gasoline	0.00 USD	10,000 US gallon	310013042, LAMGNE OIL CO OF BR LLC		15101500, PETROLEUM AND DISTILLATES	2	FALSE
1		1101472	Regular Unleaded Conv. Gasoline	0.00 USD	10,000 US gallon	310013042, LAMGNE OIL CO OF BR LLC	Ferries & Vessels	15101500, PETROLEUM AND DISTILLATES	2	FALSE

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

$$\begin{array}{r} 2.313176 \\ \times 10000 \\ \hline 23,131.76 \end{array}$$

Details for Item 0001 E-10 Regular, Gasoline

General Data	Prices and Conditions	Account Assignment	Notes and Attachments	Approval Preview	Related Documents	Extended PO History	User-Specified Status	Payment
Order as Direct Material								
<div> <div>Basic</div> <div> <div>Identification</div> <div> Item Number: 1 </div> <div> Configurable Item Number: 0001 </div> <div> Configurable Item Number is External: <input type="checkbox"/> </div> <div> Higher-Level Item: </div> </div> <div> <div>Currency, Values and Pricing</div> <div> Quantity/Unit: 5,000 GAL <input type="checkbox"/> 0 GAL is equivalent to: 0) </div> <div> Gross Price / Per: 23,131.76 USD 10,000 GAL </div> <div> Net Value: 11,565.88 USD </div> <div> Net Price: 23,131.76 USD </div> </div> </div>								

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Total Amount of PO: \$11,565.88

LINE	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED AMOUNT
1	Part Number: Gasoline 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	5,000	GAL	2.31318	11,565.88

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.

Further Properties

Supplier Product Number:

Option Type:

LAGov Process Type:

ProductId:

LAGov Special Funding:

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

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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.

IMPORTANT: 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.