

Oilbuyingclub.com

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Club Member guide

January 2016

Version 3.0

This guide takes Oil Buying Club members through the key areas of their account:

1. Account setup
2. Placing orders

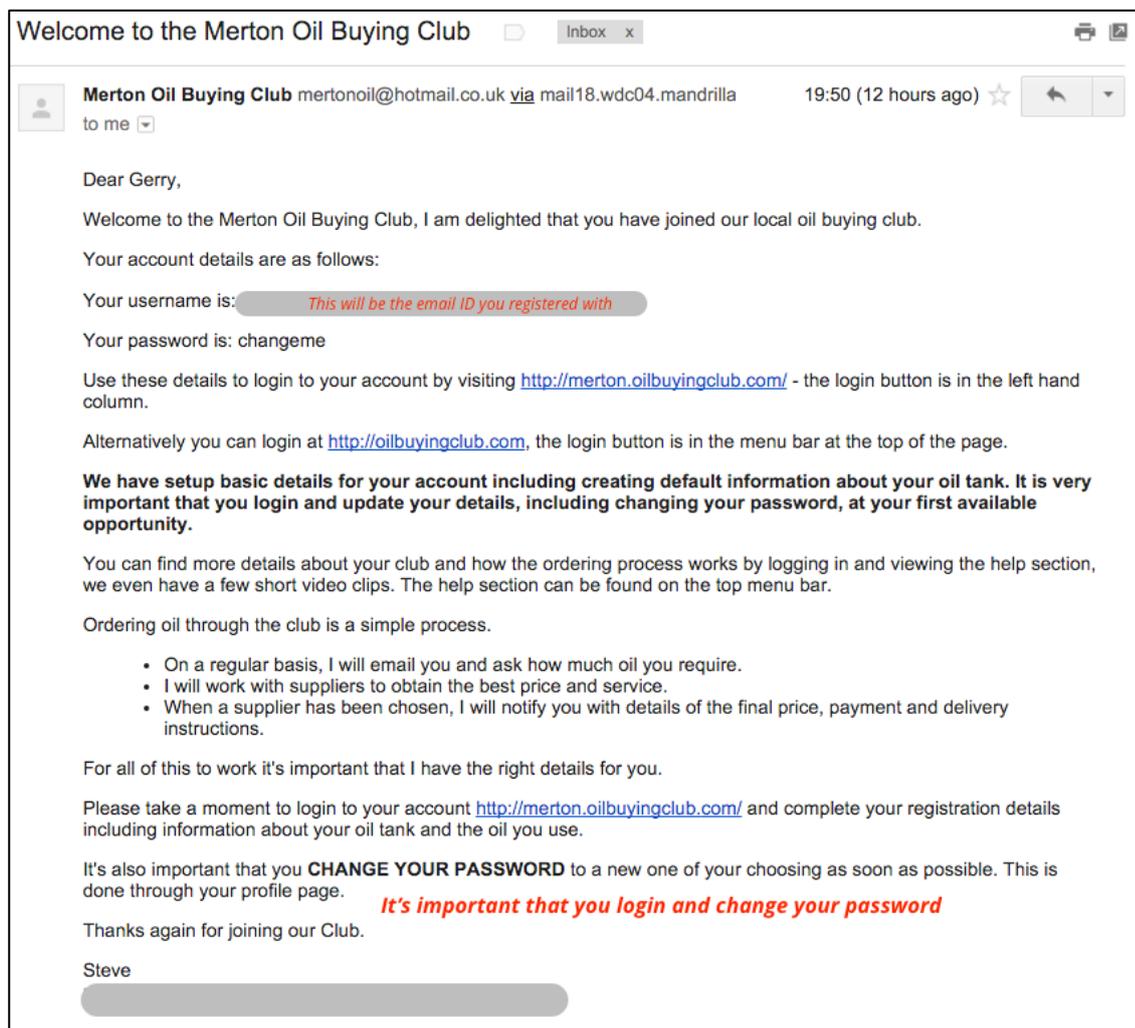
Help and support is available from support@oilbuyingclub.com

1: Registration and Account Set Up.

Setting up your new account is a simple 3 step process.

Step 1 Welcome email from your club manager:

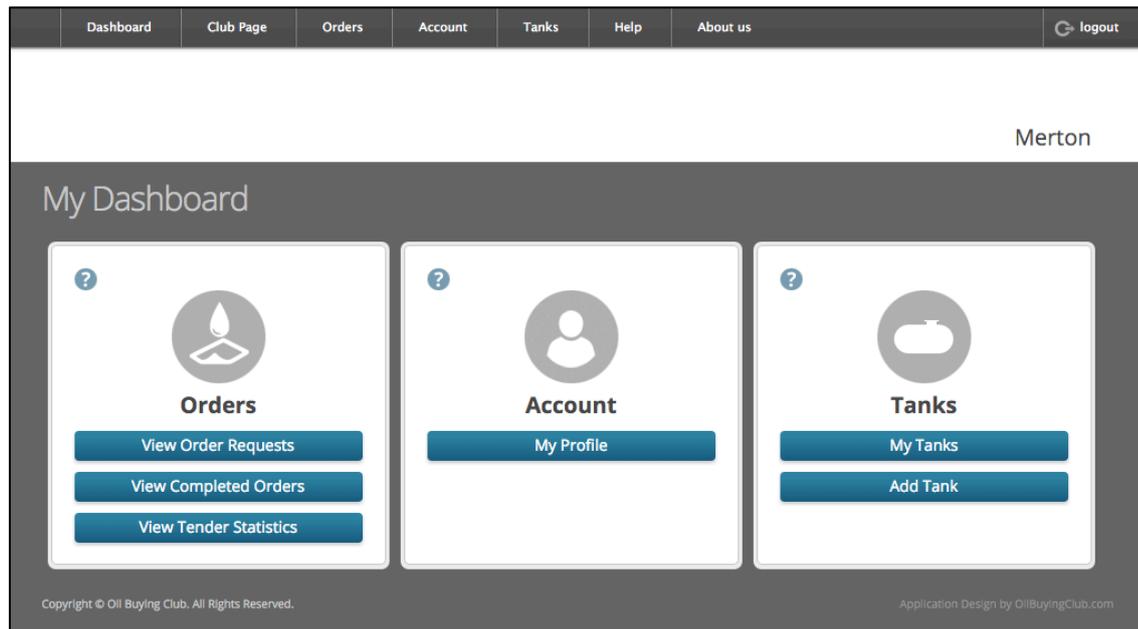
The Manager of the Club you applied to join will send you a 'welcome' email with details of your account.



Everything you need to know to login is included in the email.

Step 2 Set-up the account

Login to the system at oilbuyingclub.com – you will arrive at your member dashboard.



The three areas cover:

- Placing and managing orders
- Managing your personal details including contact information
- Managing the tank(s) that you have.

A note on tanks.

Every member can have multiple tanks linked to their account. So if you have more than one tank at home then you can show them separately. It's also possible to link tanks at other addresses. If you manage tanks on behalf of a relative or neighbor then add their tanks in your account, you can have separate delivery and invoice details for each tank.

>>>> Select account

The screenshot shows a web application interface with a dark navigation bar at the top containing links for Dashboard, Club Page, Orders, Account, Tanks, Help, and About us, along with a logout button. The user's name, Merton, is displayed in the top right corner. The main content area is titled 'Your Details' and contains two columns of form fields. The left column, labeled 'Details', includes a dropdown menu (currently showing 'Select'), text boxes for First Name, Last Name (with a red asterisk indicating it is mandatory), Preferred Name/Title (under the heading 'Known as (optional)'), an email field containing 'gerry@hortafix.com', and Phone Number and Mobile Number fields (both with red asterisks). The right column, labeled 'Address', includes text boxes for Address 1, Address 2, Address 3, Address 4, and Postcode (with a red asterisk). At the bottom right of the form are 'Update' and 'Cancel' buttons. At the bottom left, there is a section for 'Change Password (optional)' with fields for New Password and Confirm New Password.

The fields are straightforward. Everything can be changed except the email ID you registered with. If you need to change this then contact your club manager.

Title (the first select box) is mandatory.

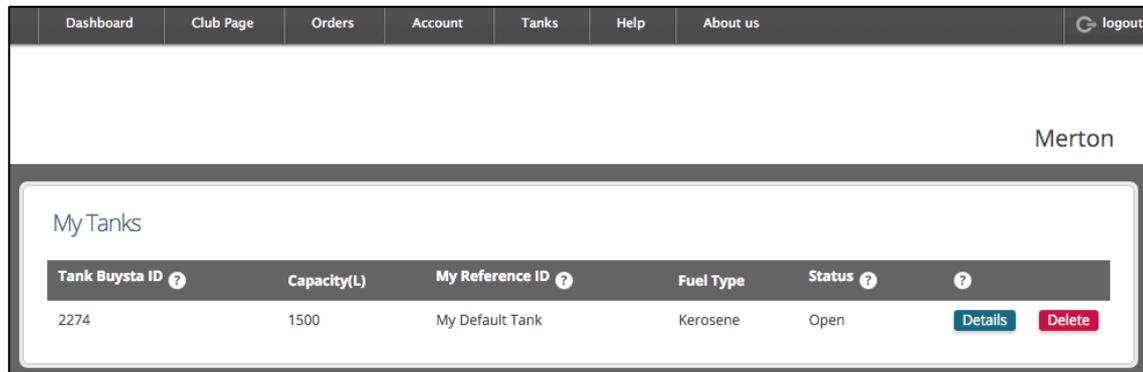
If you prefer to be known differently to your first name then note this in the 'known as' field.

PLEASE REMEMBER to set a new password and then press UPDATE

Step 3: Setup your Tanks.

When your account is first created a 'default' tank is linked to it. The default tank has a size of 1500ltrs and the same address details as you registered with.

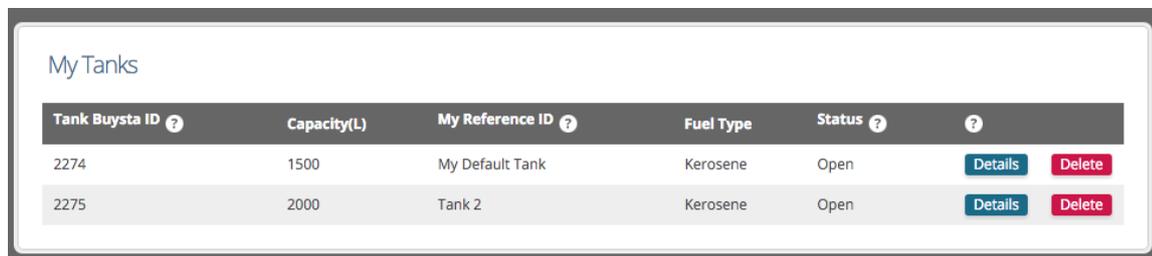
Select 'my tanks' from the dashboard menu and the system will show you the tanks linked to your account.



Tank Buysta ID ?	Capacity(L)	My Reference ID ?	Fuel Type	Status ?	?
2274	1500	My Default Tank	Kerosene	Open	Details Delete

Your tank can be either in 'Open' or 'Closed' Status. A tank is in closed status when orders are being gathered by the Club. You can edit the details of a tank at any time; a tank can't be deleted when it is closed. The fuel Type is always Kerosene (Heating Oil).

If you add a tank then details will show on the next time you go to 'my tanks'



Tank Buysta ID ?	Capacity(L)	My Reference ID ?	Fuel Type	Status ?	?
2274	1500	My Default Tank	Kerosene	Open	Details Delete
2275	2000	Tank 2	Kerosene	Open	Details Delete

Pick the tank you wish to update and select 'Details'.

The next screen shows the tank details.

My Tank

Tank Details

Tank 2

2000

Tank Meter Id

Kerosene

0.000000000000

0.000000000000

No

Steel

No

None

None

0

Delivery

Delivery Address 1

Delivery Address 2

Delivery Address 3

Delivery Address 4

Postcode

Delivery Notes

Please take key from next door. Tank by large tree at end of drive

Invoicing

Invoice Address 1

Invoice Address 2

Invoice Address 3

Invoice Address 4

Postcode

Update!

Back

All of the details can be changed including the tank name. You may wish to identify your tank with a name, particularly if you have more than one.

Please make sure you identify if access means a baby tanker will be required.

Although mandatory if you don't know your meter type or telemetry then please select 'none'.

Delivery and invoice details are defaulted to your main account information, these can be changed for each tank.

Please remember to include any special instructions for the supplier or driver e.g. 'Keys next door' or 'tank behind shed'. It ensures the delivery will go smoothly.

Once complete select 'update' and you will receive an update message.

Add a Tank:

From the dashboard select 'add a tank' the next screen is the same as for existing tanks – just fill in the details and select add.

2: Placing orders

Step 1 – order request.

On a regular basis your Club Manager will invite members (via email) to place an order.

The email will have details of the date by which you need to place your order and any issues your manager wants to draw your attention to. The email has a 'clickable link' that will take you directly to the order page in your account – saving you the effort of logging in.

If you do not place an order then regular reminders are sent until the cut-off. If you have no intention of ordering then you can opt out of these reminders.

You can [place your order by clicking here](#), or by logging in at merton.oilbuyingclub.com, selecting View Order Requests on your dashboard, and entering the quantity you wish to order against your tank.

Then press Submit - that's it, your oil requirement will be added to the Club order.

If you don't wish to place an order this time, you can [opt out by clicking here](#), and you won't be contacted again until the next club order.

If you do choose to login then select 'View Order Requests' from the dashboard menu.

Step 2: Place an order.

Order Requests

Fuel Types

Please enter the order volume for each tank, if any, you wish to add to this order. Remember, if you select Fill Up as your option you will still need to estimate the volume required.

You cannot order less than 500L or more than 5000L. A volume of zero indicates that a tank should be excluded from this order.

	Deadline	My Reference ID	Volume Request (L)	Tank Volume	Fuel Type	Order Request	Additives Required
<input type="checkbox"/>	2016-02-03	My Default Tank	<input type="text" value="0"/>	1500	Kerosene	Standard	<input type="checkbox"/>

Enter the volume required (numbers only) e.g 1500 and the request type standard/urgent/topup. If you require additives then tick the box.

You cannot order less than 500ltrs or more than the volume of the tank (up to a maximum of 5000ltrs).

If you select 'topup' as an order type then an estimated quantity must be included.

Select 'submit' and your order is placed. You can change the quantity, including making it 0, at anytime up to the cut-off.

When an order is placed you will receive a summary of requirement email:

This is confirmation of the requirement you have just placed with the Merton Oil Buying Club:

Fuel Type: Kerosene
Total Volume Requested: 750 litres over 1 tank

Your tank and requirement details are as follows: -

Tank	Capacity	Ordered	Additives	Note
Heating Oil	2500	750	None	By drive entrance - behind stone wall near trees.

Your delivery details are as follows: -

Heating Oil
Delivery Option: Standard
Delivery Address: [REDACTED]
Contact Number: [REDACTED]
Delivery Instructions: By drive entrance - behind stone wall near trees.

You can amend your requirement at anytime up to the cut off, simply login in to your account, select View Order Requests from your dashboard and then re-submit the order you wish to change.

Once all the club members have submitted their requirements, I will issue final confirmation and then approach our Suppliers for pricing. Once this stage is complete and a Supplier selected, I will send you a detailed order confirmation.

Thank you for supporting your Oil Buying Club.

Step 3: Confirmed order arrangements

Once the cut-off have been reached your Club Manager works with suppliers to achieve the best price and delivery arrangements. Once that has been confirmed you will receive a confirmation of delivery email.

I am confirming delivery details for your order of Kerosene.

The winning bid was 21.99 ppl which means your delivery will cost £164.93, any additives that you have requested will appear separately on your invoice.

The VAT inclusive price for your order is £173.17, a rate of 23.09 ppl. The VAT rate for heating oil is 5%.

Tank breakdown is as follows: -

Tank	Capacity	Ordered	Cost	Note
Heating Oil	2500	750	£164.93	By drive entrance - behind stone wall near trees.

Your delivery details are as follows: -

Heating Oil
Delivery Option: Standard
Delivery Address: [REDACTED]
Delivery Instructions: By drive entrance - behind stone wall near trees.

This price represents a saving of £43.94 on your order.

The supplier details for your order are as follows:

Supplier: [REDACTED]
Supplier contact person: [REDACTED]
Supplier contact telephone: [REDACTED]

Payment terms: 14 days

Card Payments will attract the following surcharges:

- Debit Cards: Free
- Credit Cards (ex Amex): 1.50%
- American Express (Amex): Not Accepted

Deliveries will start on: Fri 05/02/2016
Deliveries will complete by: Tue 16/02/2016

Urgent orders will be completed in the first 4 days

We have provided the supplier with all the relevant details from your profile page to ensure the delivery goes smoothly.

The supplier will be in touch regarding payment.

Suppliers will handle the delivery and payment will be made directly to them.