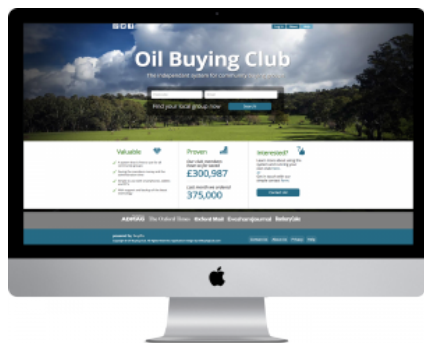


# Running a club

The Oil Buying Club system makes running a club order a simple three step process. Most clubs generate one order per month, with the largest offering members two orders in the winter months. Some opt not to collect an order in either July or August given the warmer weather leads to lower usage..



When members receive an order request they can place their order via PC, tablet or smartphone.

They have the option to place three types of order:

- Standard – a specified quantity delivered in the normal lead time.
- Top -Up – a request to fill up the tank with an estimate of how much this is likely to be.
- Urgent – a request for urgent delivery as the member is at risk of running out with a required quantity.

## A 3 Step process to running an order:.

### Step 1: Request orders from members.



The system will invite all registered members to place their order requirement by a given deadline. Members can place orders via PC's, tablets and smartphones.

For those members without internet access there is an opportunity to add manual orders before send the list to suppliers.

### Step 2: Consolidate and send to potential suppliers.



Members orders are summarised and issued to the local suppliers for pricing and delivery quotes. Suppliers respond by a deadline.

### Step 3: Select a supplier.



Review the supplier responses for price, payment terms and delivery arrangements – choose the supplier that best meets the needs of the club members. Once selected the members are notified of the order arrangements.

We advise that the whole process can be completed in a 10 day period – 7 days for member orders and 3 days to complete the pricing and delivery arrangements.

