

DTN TABS[®] Initial Setup Training Manual

Database

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Setting up Products

Petroleum Industry Data Exchange (PIDX) codes are the industry standard codes that identify products sold at the rack. The PIDX Downstream committee maintains these codes. Available product codes entered in DTN TABS should map back to an internal product code in the ERP or billing system. Once created, products are available to be assigned to Product Groups, Terminals and Product Allocations within the DTN TABS database.

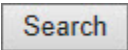
Note: If you have chosen to use our optional Material Code Mapping Feature, please refer to the DTN TABS Material Code Mapping Supplement for more information on this page.

1. From the **DATA MANAGEMENT** menu, select **Products**. The **Product Details** page opens.

Searching for a Product

The **Search Products** panel allows you to search by Proprietary name, PIDX Code or PIDX Master Search using a keyword or searching for all available options by leaving the **Key Word** field blank.

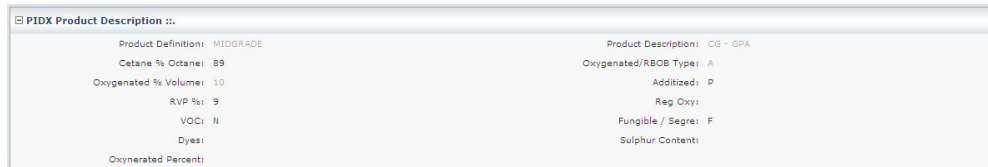
Here's how to search for a product by Proprietary Name or PIDX Code:

1. Enter a proprietary name or PIDX Code in the **Key Word** field.
2. From the **Search By** arrow, select the desired option.
3. Click  The **Your Available Products** list contains the search results.
4. Select a product from the **Your Available Products** arrow. The following panels display based on the product selection:
 - a. Product Details
 - b. PIDX Product Description
 - c. Product Associations
 - d. Assign To Product Group

The **Product Details** panel automatically populates based on the search criteria. This information begins the process of adding new products to the database.

	DESCRIPTION
Proprietary Name	Identifies a product by the name that is commonly used for that product. This name is included on reports.
PIDX Code	Displays the Petroleum Industry Data Exchange (PIDX) Code. This code is a unique, 3-character, alphanumeric identifier for the product. This is a required field.
Product Family	Specifies the product families set up through PIDX. The 1st letter of the PIDX code identifies the family. This field automatically populates with the first character in the PIDX code.

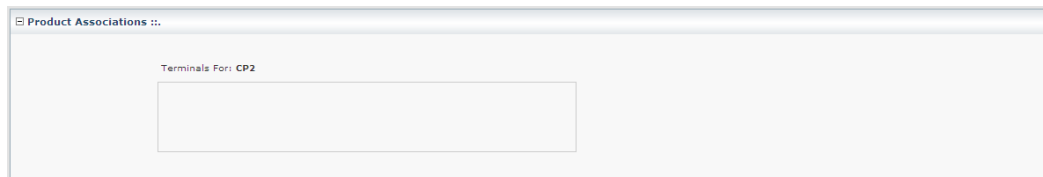
The **PIDX Product Description** panel provides additional product detail. Information auto fills if PIDX Code exists in PIDX Master Search.



PIDX Product Description ::

Product Definition: MIDGRADE	Product Description: CG - GRA
Cetane % Octane: 89	Oxygenated/RBOB Type: A
Oxygenated % Volume: 10	Additized: P
RVP %: 9	Reg Oxy:
VOC: N	Funible / Segre: F
Dyes:	Sulphur Content:
Oxygenated Percent:	

The **Product Associations** panel provides a list of all terminals the product is assigned.



Product Associations ::

Terminals For: CP2

The **Assign to Product Groups** panel provides a list of all product groups in your DTN TABS database and product groups that contain the product. You can also assign the product to a product group from here.

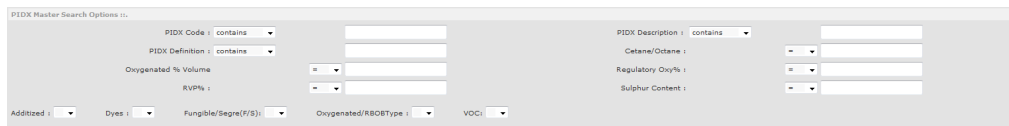


Assign To Product Groups ::

Available Groups		Assigned Groups
<div style="border: 1px solid black; padding: 2px;"> ADDITIVES AND ETHANOL AVGAS BP CUSTOMERS PG BP SPOT PG DISTILLATES JET </div>	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-around;"> ↑ ↓ </div> <div style="display: flex; justify-content: space-around;"> → ← </div> </div>	<div style="border: 1px solid black; padding: 2px;"> CONVENTIONAL GASOLINE GASOLINE </div>


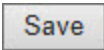
Here's how to search for a product by PIDX Master Search:

1. From the **Search By** arrow, select **PIDX Master Search**. The **PIDX Master Search Options** pane opens.



PIDX Master Search Options ::

PIDX Code : contains	<input type="text"/>	PIDX Description : contains	<input type="text"/>
PIDX Definition : contains	<input type="text"/>	Cetane/Octane :	<input type="text"/>
Oxygenated % Volume	<input type="text"/>	Regulatory Oxy% :	<input type="text"/>
RVP% :	<input type="text"/>	Sulphur Content :	<input type="text"/>
Additized :	<input type="text"/>		
Dyes :	<input type="text"/>		
Funible/Segre(F/S):	<input type="text"/>		
Oxygenated/RBOBType :	<input type="text"/>		
VOC:	<input type="text"/>		

2. Enter the criteria for the product you wish to search.
3. Click 
4. Select the appropriate PIDX codes to add a product through this Master Search and click  to add them to your database.

Setting up Product Groups

Product Groups are used to combine products in a logical manner based on your business needs. Product groups combine products in any way you require.

For example, to control all your gas products regardless of grade, you can create a product group, **Gas**, that contains all the individual product codes used for your gasoline products. This new group allows you to build product allocations on all of your gas products at one time. Product Groups can be created for individual grades as well, so groups could be created that only contain Premium, Regular, and Midgrade products. This allows you to create allocations for those individual grades.

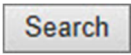
Note: For terminals using the Version 1 protocol (CA/BB/CB), allocations can only return the family (first letter of the PIDX code) in the authorization string. When creating groups, make sure there are no conflicts (i.e. products in family C in two groups for allocation) at a given terminal.

1. From the DATA MANAGEMENT menu, select *Product Groups*. The *Product Groups* page opens.




The **Search Product Groups** panel searches by group name or product family using a keyword or searching for all available options by leaving the **Key Word** field blank. The **Product Groups** arrow browses all product groups in your database.





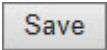
Working with a Product Group

Here's how to search for and add a product group:

1. Enter a group name or product family in the **Key Word** field and click  or select an existing **Product Group** from the **Product Groups** dropdown
2. The **Product Groups** panel displays the information for the group requested and is also, where you begin the process of adding new or editing current products groups to your database. Complete the following fields to add or edit product groups:

	DESCRIPTION
New product group name	Displays the name assigned to group. For example, Gas (all gasoline) or ULSD (Ultra Low Sulfur Diesel)
Available Products	Lists the products available to assign to group.
Products in group	Identifies the products chosen for group.

1. To edit an existing **Product Group**, Select the group in the **Search Product Groups** panel.
 - a. Add or remove products in the **Product Groups** panel products using , , or  between the **Available Products** and **Products in group** columns and click .

2. To create a new Product Group, click  in **Search Product Groups** panel.
 - a. Enter a new product group name, add products using , , or  between the **Available Products** and **Products in group** columns and click .

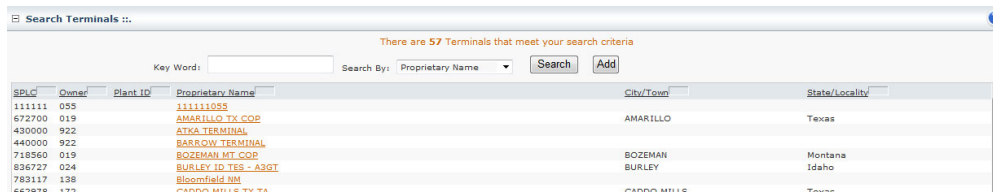
Setting up Terminals

The **Terminals** page identifies the proprietary and 3rd terminals where the marketer or seller supplies product.


Terminals are identified by a Terminal ID, which is made up of the Standard Point Location Code (SPLC) and the Terminal Owner Code.

- **SPLC** - a unique identifier for the geographic location where a terminal is physically located. This number is maintained and distributed by the National Motor Freight Traffic Association.
- **Terminal Owner Code** - the DTN defined TABS Seller ID of the operator or owner of the terminal facility and the “sender” of customer authorizations and bills of lading (BOLs) to DTN TABS.

1. From the **DATA MANAGEMENT** menu, select **Terminals**. The **Search Terminals** page opens.



2. Select the desired terminal to display the setup information:

	DESCRIPTION
Owner Lookup	Displays a list of all authorized senders of DTN TABS transactions, signed by DTN. Selecting from this list while in the Manual Add page and pushing  populates the Owner field with the selection.
SPLC	Contains the Standard Point Location Code (SPLC). This is a required field.
Owner	A unique 3-digit identifier for the terminal owner or operator. This is an authorized sender of TABS transactions, assigned by DTN. It is included as the last 3 digits of the DTN TABS Terminal ID. This is a required field.
TCN	Displays the Terminal Control Number (TCN). This is a unique number assigned by the IRS. The Sync Data icon next to this field automatically populates the terminal's address. Note: 4.01 protocol requires this information. DTN TABS recommends entering this information for all terminals.
Proprietary Name	The name used to identify the terminal. Use the name your ERP/billing system uses or use the DTN TABS Best Practice Naming Convention formula: CITY STATE - TERMINAL OWNER - PLANT NUMBER (OR OTHER INTERNAL CODE) For example: DALLAS TX – SHELL - B345
Process BOL	Indicates how BOLs process for download for this terminal. Options are:

	<ul style="list-style-type: none"> • Applied at Terminal Consignee Level: Indicates that BOL processing is defined on a consignee-by-consignee basis. If selected, go to the Consignee Setup page and turn BOL processing on or off for each consignee. • ProcessBOL: Indicates that all BOLs from this terminal will be downloaded and sent to your ERP or billing system. • Do Not ProcessBOL: Indicates that BOLs won't be downloaded and sent to your ERP or billing system. These BOLs still appear in reports and in the BOL viewer.
Terminal Timezone	<p>Sets the time zone that the Terminal. BOLs display.</p> <p>This time zone appears on all reports and is downloaded in this time zone if the marketer or seller has Receive BOL in Terminal Time Zone option selected on the Defaults page.</p>
Daylight Savings/Summer Time	Applies Daylight Savings Time (DST) automatically in DTN TABS, if selected.
Plant ID	Specifies the unique ID configured within your ERP or billing system that can be added into DTN TABS.
Supply Point	Contains the supply point group code for reporting.
Pricing Region	Provides the Spot Market that the terminal is in for Enhanced Credit calculations.
Is Master Data Active	If Master Data is being used, indicates that Master Data can make updates to this location, if selected.
Accepts Material Code	Specifies that the terminal can send proprietary product material codes matching the seller's products such as an equity terminal sending the seller codes.
Total Allocations	Displays the total number of current allocations at this terminal.

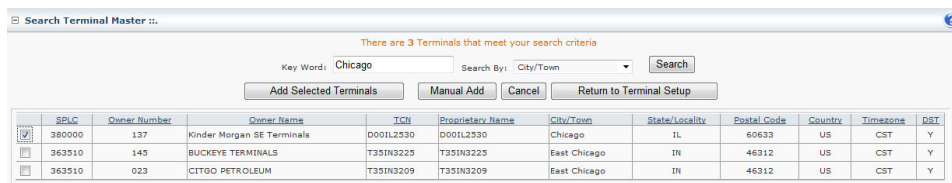
There are two ways to search for terminals:

1. Search for existing terminals setup within the database using the **Search Terminals** panel and selecting one of the options:
 - a. Proprietary Name
 - b. SPLC
 - c. City/Town
 - d. State/Locality
 - e. DTN Terminal Master
 - f. Supply Point
2. Search for terminals not setup within the database using the DTN Terminal Master by either entering a keyword in the **Key Word** field or searching for all available options by leaving the **Key Word** field blank.

Working with Terminals


Here's how to search for and add a terminal:

1. From the Search Terminals page, click **Add** The Search Terminal Master page opens.
2. Select an option from the **Search By** arrow.
3. Enter a keyword in the **Key Word** field.
4. Click **Search** The **Search Terminals Master** panel displays the information for the terminal requested.
5. Select the desired terminal to add to your DTN TABS database and click **Add Selected Terminals**



SPLC	Owner Number	Owner Name	TCN	Proprietary Name	City/Town	State/Locality	Postal Code	Country	Timezone	DST
360000	137	Kinder Morgan SE Terminals	0001L2530	0001L2530	Chicago	IL	60633	US	CST	Y
363510	145	BUCKEYE TERMINALS	T351N3225	T351N3225	East Chicago	IN	46312	US	CST	Y
363510	023	CITGO PETROLEUM	T351N3209	T351N3209	East Chicago	IN	46312	US	CST	Y

6. If the terminal is not shown, click **Manual Add** and complete the following fields:

	DESCRIPTION
Owner Lookup	Displays a list of all authorized senders of DTN TABS transactions, signed by DTN. Selecting from this list while in the Manual Add page and pushing  populates the Owner field with the selection.
SPLC	Contains the Standard Point Location Code (SPLC). This is a required field.
Owner	A unique 3-digit identifier for the terminal owner or operator. This is an authorized sender of TABS transactions, assigned by DTN. It is included as the last 3 digits of the DTN TABS Terminal ID. This is a required field.
TCN	Displays the Terminal Control Number (TCN). This is a unique number assigned by the IRS. The Sync Data icon next to this field automatically populates the terminal's address. Note: 4.01 protocol requires this information. DTN TABS recommends entering this information for all terminals.
Proprietary Name	The name used to identify the terminal. Use the name your ERP/billing system uses or use the DTN TABS Best Practice Naming Convention formula: CITY STATE - TERMINAL OWNER - PLANT NUMBER (OR OTHER INTERNAL CODE) For example: DALLAS TX – SHELL - B345
Process BOL	Indicates how BOLs process for download for this terminal. Options are:

	<ul style="list-style-type: none"> • Applied at Terminal Consignee Level: Indicates that BOL processing is defined on a consignee-by-consignee basis. If selected, go to the Consignee Setup page and turn BOL processing on or off for each consignee. • ProcessBOL: Indicates that all BOLs from this terminal will be downloaded and sent to your ERP or billing system. • Do Not ProcessBOL: Indicates that BOLs won't be downloaded and sent to your ERP or billing system. These BOLs still appear in reports and in the BOL viewer.
Terminal Timezone	<p>Sets the time zone that the Terminal. BOLs display.</p> <p>This time zone appears on all reports and is downloaded in this time zone if the marketer or seller has Receive BOL in Terminal Time Zone option selected on the Defaults page.</p>
Daylight Savings/Summer Time	Applies Daylight Savings Time (DST) automatically in DTN TABS, if selected.
Plant ID	Specifies the unique ID configured within your ERP or billing system that can be added into DTN TABS.
Supply Point	Contains the supply point group code for reporting.
Pricing Region	Provides the Spot Market that the terminal is in for Enhanced Credit calculations.
Is Master Data Active	If Master Data is being used, indicates that Master Data can make updates to this location, if selected.
Accepts Material Code	Specifies that the terminal can send proprietary product material codes matching the seller's products such as an equity terminal sending the seller codes.
Total Allocations	Displays the total number of current allocations at this terminal.

7. Click  to add the terminal that was manually entered.

The **Assign Products** panel provides a list of all available products in your DTN TABS database and a list of all products assigned to this terminal. This is also where you assign products to the terminal.

Assign Products ::

Available Products:

OCE - 89 OCT NVCBG 3.5%O2 ETOH
ODE - 87 OCT NVCBG 3.5%O2 ETOH
OPE - 91 OCT NVCBG 3.5%O2 ETOH
S3 -
SCE -
SDE -
SPE -

Assigned Products:

CB9 - 89 OCT CONV SUB 9.0 RVP
CA1 - 89 OCT CONVENTIONAL
D - 87 OCT CONVENTIONAL
D3A - 87 OCT CONVENTIONAL
P - 93 OCT CONVENTIONAL
P94 - 93 OCT CONVENTIONAL
V95 - S15 MV NO 2 DSL ADD

Assign ProductFamilies ::

Available ProductFamilies:

A
B
C
D
E
F
G

Assigned ProductFamilies:

Products can be assigned by moving them from the **Available Products** on the left side of the **Assign Products** panel to the right - **Assigned Products**. These include the products that have been previously set up in the **Products** menu.

The **Assign Product Families** panel provides a list of all product families available in your DTN TABS database and a list of all product families assigned to this terminal. This is also where product families can be assigned to the terminal.

Note: If you have chosen to use our optional Material Code Mapping Feature, please refer to the DTN TABS Material Code Mapping Supplement for more information on this page.

Product Families can be assigned by moving them from the **Available Product Families** on the left side of the **Assign Product Families** panel to the right - **Assigned Product Families**. These include the products that have been previously set up.

The **Assigned Consignees** panel shows a list of all consignees assigned to this terminal.

Assigned Consignees ::		
Consignees for: BOZEMAN MT COP		
Consignee Name	Consignee Number	
ABC Oil - WY - 888888-875676	875676	View

Consignees are assigned to the terminal through the **Seller Consignee** page, a Master Data process or ADMLOD submission. Consignees not assigned to the terminal are denied at the rack.

The **Assign to Terminal Groups** panel provides a list of all terminal groups in your DTN TABS database and a list of all terminal groups currently attached to the terminal. This is also where the terminal can be assigned to a terminal group.

Assign To Terminal Groups ::	
Available Groups:	Assigned Groups:
<div> <div>(SAP)KTKA</div> <div>(SAP)BASROW</div> <div>(SAP)DUBBO</div> <div>(SAP)LEWIS</div> <div>(SAP)LTHGOW</div> <div>(SAP)ORANGE</div> </div>	<div> <div>All Term Group</div> </div>

Terminal groups can be assigned by moving from the **Available Groups** column on the left side of the **Assign To Terminal Groups** panel to the **Assigned Groups** column on the right side.

Setting up Terminal Groups

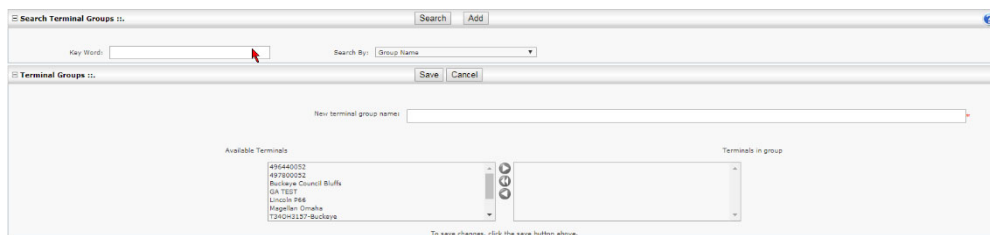
Terminal groups combine multiple terminal locations in to a single entity and are most commonly used for reporting purposes. Terminal groups can also be used for allocation controls and other business needs. The terminal group name should identify the intended purpose of the group. For example:

- Gulf Coast Regional Allocation
- Gulf Coast Regional Reporting
- Explorer Pipeline Reporting
- Selma NC Terminals Allocation
- NuStar Supply Partner Reporting

One reason to use a terminal group for allocations is a city where there are multiple facilities owned by the same company. For example, New Haven Connecticut has three unique Magellan facilities, and you want to control liftings at all locations as one unit.

Terminal groups allow for quick scaling of all allocations on a geographic region such as Gulf Coast Region in the case of hurricane season.


1. From the DATA MANAGEMENT menu, select *Terminal Groups*. The Search Terminal Groups page opens.



The **Search Terminal Groups** panel allows you to search by **Group Name** either using a **Key Word** or searching for all available options by leaving the **Key Word** field blank.

Working with Terminal Groups

Here's how to search for and add a terminal group:

1. Enter a group name in the **Key Word** field.
2. Click  The **Terminal Groups** panel provides the information for the group requested.
3. To add a terminal group, enter the following information:

	DESCRIPTION
New terminal group name	<p>Specifies the proprietary name of the terminal group. The proprietary name should be a description of the purpose of the group. For example:</p> <ul style="list-style-type: none"> • Gulf Coast Regional Allocation • Gulf Coast Regional Reporting • Explorer Pipeline Reporting • Selma NC Terminals Allocation

	<ul style="list-style-type: none">• NuStar Supply Partner Reporting•
Available Terminals	Lists the terminals setup in your DTN TABS database. You can add terminals to the group by selecting and using the arrows to move to the terminals in group box.
Terminals in group	Displays the terminals that belong to the selected terminal group.

4. Click

Save

Setting up Channels

Channel setup adds customer channels to your pre-populated list allowing for greater data integrity.

Customer channels are important for clients who are using the optional DTN TABS add-ons of the Allocation Viewer, Forecast module and Master Data module or the DTN Fuel Seller service. Channels identify a specific class of trade such as:

- BRANDED
- AVIATION
- I&W
- COMMERCIAL
- RACK
- EXCHANGE
- CONTRACT
- UNBRANDED
- UNBRANDED CONTRACT

Searching for Channels

1. From the **DATA MANAGEMENT** menu, select **Channels**. The **Channel Search** page opens. You can search by either entering text or by leaving the **Channel** field blank.

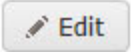
Note: Leaving the Channel field blank allows for searching all available options.

Channel Id	Channel Name	Channel Abbreviation
No records found		



























2. Click **Save**

Working with Channels

The **Channel Setup** panel provides the information for the Channel requested and is also where you begin the process of adding new Channels to your database.

1. From the search results, click  **Edit** to allow changes to the desired channel.

+ Add
Export to Excel

Channel Id	Channel Name	Channel Abbreviation		
91823	Automation Channel 91823	SOH		
BIT	Bitumen	BIT		
F4	BRANDED DISTRIBUTORS			
652000	Branded Jobber Channel	BJC		
BW	BRANDED WHOLESALE	BW		
BWIIW	Branded Wholesale Industrial			
800007	CHANNEL07	C07		
F1	CODO			
752000	Contract Channel	CC		
F2	CORS-ATTENDED			
DD	dd			
F3	DOSS/DOOO			
S1	EXCHANGES			

2. To add a channel, click

+ Add

Enter the following information in the blank fields and click

✓ Save

	DESCRIPTION
Channel ID	Specifies the ID code (assigned by your company) that maps to your ERP or billing system. Corresponds with Channel Name.
Channel Name	Displays the name assigned by your company (ex. Branded Distributors, Wholesale, etc.)
Channel Abbreviation	Contains a short abbreviation for the Channel name.

Setting up SoldTos

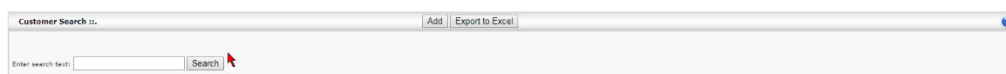
This page allows you to add SoldTos to your pre-populated list allowing for increased data integrity.

SoldTos are important for clients who are using the optional DTN TABS add-ons of the Allocation Viewer, Forecast, Enhanced Credit and Master Data modules.

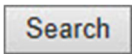
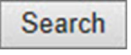
SoldTos provide electronic bills of lading (BOLs) to your customers that utilize the DTN Fuel Admin™ application. A SoldTo can be assigned to a Seller Consignee, Marketer Consignee, Consignee group and/or Product and Credit Allocation alerts. A SoldTo identifies the customer that purchased the product.

Note: If you have chosen to use our optional Material Code Mapping Feature, please refer to the DTN TABS Material Code Mapping Supplement for more information on this page.

1. From the DATA MANAGEMENT menu, select *SoldTos/ShipTos*. The Customer Search page opens.



Searching for SoldTos

The **Customer Search** panel searches by either text and then clicking  or by leaving the **Search** field blank to search for all available options and clicking .

You **Add** a new SoldTo from here and export your existing SoldTos/ShipTos to Excel.

Editing and Adding SoldTos

The **SoldTo Setup** panel provides the information for the SoldTo requested.

SoldTo Id	SoldTo Name	Sales/Territory Manager	Tax Exempt	
100	100 test	None	<input type="checkbox"/>	Save Cancel
111988	111988			Edit Delete Add ShipTo
2128201	2128201			Edit Delete Add ShipTo
787878	787878			Edit Delete Add ShipTo
8964721	8964721 AV TEST		<input checked="" type="checkbox"/>	Edit Delete Add ShipTo
207185	ABC OIL 10001000BR		<input checked="" type="checkbox"/>	Edit Delete Add ShipTo
10001000	ABC OIL 10001000BR		<input checked="" type="checkbox"/>	Edit Delete Add ShipTo
435867	ACTION FUELS LLC-435867		<input checked="" type="checkbox"/>	Edit Delete Add ShipTo
1027625	ALLEN PETROLEUM COMPANY OF 1027625		<input checked="" type="checkbox"/>	Edit Delete Add ShipTo

Here's how to edit SoldTos:

1. Once the search results display, select the desired SoldTo and click the **Edit** link to edit the information in the following fields.

	DESCRIPTION
SoldTo Id	Identifies the customer to whom the product is sold. The SoldTo ID maps to your ERP or billing system.
SoldTo Name	Displays the name of the page and report name for the customer purchasing product.
Sales/Territory Manager	Identifies the Sales/Territory Manager for the SoldTo provided by your ERP or billing system.

Tax Exempt	Indicates whether the customer is exempt from federal taxes.

2. Click the **Save** link.

Use the SoldTo **Setup** panel to add new SoldTos to your database.

Here's how to add a SoldTo:

1. Click  Enter the following information in the blank fields:

	DESCRIPTION
SoldTo Id	Identifies the customer to whom the product is sold. The SoldTo ID maps to your ERP or billing system.
SoldTo Name	Displays the name of the page and report name for the customer purchasing product.
Sales/Territory Manager	Identifies the Sales/Territory Manager for the SoldTo provided by your ERP or billing system.
Tax Exempt	Indicates whether the customer is exempt from federal taxes.

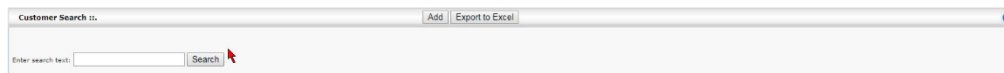
2. Click the **Save** link.

Setting up ShipTos


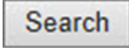
The **Customer Search** page allows you to add ShipTos to your pre-populated list of SoldTos allowing for increased data integrity.

A ShipTo can be assigned to a Seller Consignee or Marketer Consignee. ShipTo identifies the destination for fuel orders. A ShipTo can identify either the customer and state of delivery, or the customer and the destination. ShipTo records also download the ShipTo number to your ERP or billing system instead of the consignee number utilized by the terminal or supply partner.

1. From the DATA MANAGEMENT menu, select *SoldTos/ShipTos*. The Customer Search page opens.



Searching for ShipTos

The Customer Search panel searches by either text and then clicking  or by leaving the Search field blank to search for all available options and clicking .

Working with ShipTos

The **SoldTo Setup** panel provides the information for the ShipTo requested.

Here's how to edit ShipTos:

1. Once the search results display, select the desired SoldTo and click the  icon

SoldTo Id	SoldTo Name	Sales/Territory Manager	Tax Exempt
100	100 test	None	<input type="checkbox"/> Basic Cancell
111988	111988		Edit Delete Add ShipTo
2128201	2128201		Edit Delete Add ShipTo
787878	787878		Edit Delete Add ShipTo
8964721	8964721 AV TEST		Edit Delete Add ShipTo
1007185	ABC OIL 10001000BR		Edit Delete Add ShipTo
10001000	ABC OIL 10001000BR		Edit Delete Add ShipTo
435867	ACTION FUELS LLC-435867		Edit Delete Add ShipTo
1027625	ALLAN PETROLEUM COMPANY OF 1027625		Edit Delete Add ShipTo
1007185	ABC OIL 10001000BR		Edit Delete Add ShipTo
ShipTo Id	ShipTo Name		
7854	ABC OIL 7854	Edit Delete Reassociate	
8947	ABC OIL 8947	Edit Delete Reassociate	
0827	ABC OIL 0827	Edit Delete Reassociate	

2. Click the **Edit** link to edit the information in the following fields.

	DESCRIPTION
ShipTo Id	Identifies the customer to whom the product is sold. The ShipTo ID maps to your ERP or billing system.
ShipTo Name	Displays the name of the page and report display name for the customer to whom the product is sold.

3. Click the **Save** link.

The **SoldTo Setup** panel is also where you add new ShipTos to your database.

Here's how to add a ShipTo:

1. Select the desired SoldTo and click the **Add ShipTo** link.
2. Enter the following information in the boxes:

	DESCRIPTION
ShipTo ID	Identifies the customer to whom the product is sold. The ShipTo ID maps to your ERP or billing system.
ShipTo Name	Displays the name of the page and report display name for the to whom the product is sold.

3. Click the **Save** link.

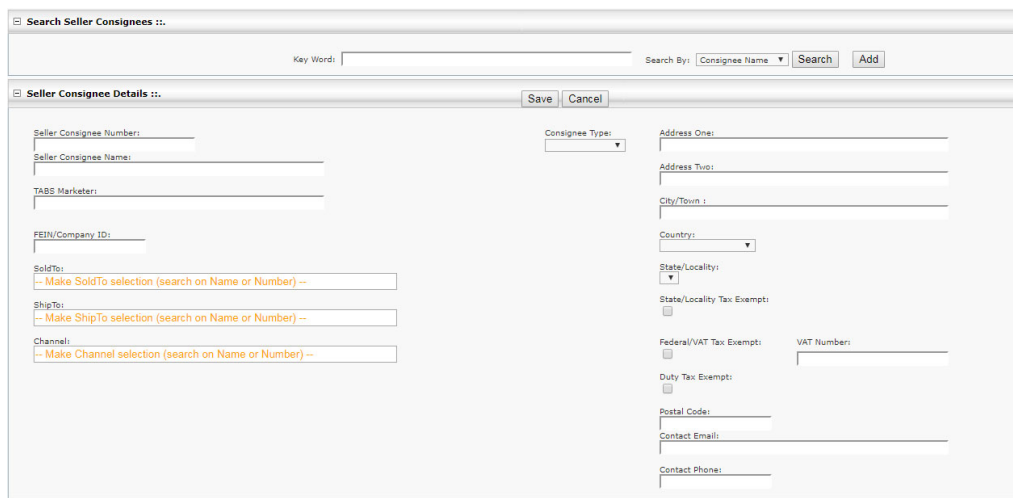
Setting up Seller Consignees

DTN TABS defines a consignee as the customer or the buyer of the product, a ShipTo location, or the bill to location of the customer.

The number could match your ERP or billing system where you are able to manage their creation or it could be a consignee number assigned by your supply partner. In the latter case, the usage of our ShipTo feature is recommended for ease of integration with your systems.

The assignment of Channel and SoldTo attributes are also recommended as they enable you to more efficiently group and manage consignees in your DTN TABS system.

1. From the DATA MANAGEMENT menu, select *Seller Consignees*. The Search Seller Consignees page opens.



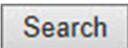
Searching for a Seller Consignee

The **Search Seller Consignees** panel allows you to retrieve information based on a keyword search

If you have over 1,000 consignees in the database, you must enter an option in the **Key Word** field.


Here's how to search for a consignee:

1. Select the **Search By** arrow by selecting one of the below options:
 - Consignee Name
 - Consignee Id
 - FEIN/Company ID
 - Address1
 - Email
 - Phone
 - City/Town
 - State/Locality
 - Postal Code

2. Enter a keyword in the **Key Word** field based on the criteria selected in the **Search By** field.
3. Click  The **Search Seller Consignee** panel displays consignees based on the criteria.

Adding a Seller Consignee

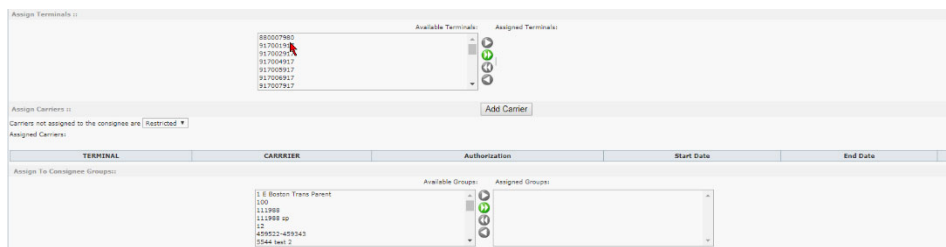
Here's how to add a consignee:

1. Click  The **Seller Consignee Details** panel displays.
2. Enter the following information:

	DESCRIPTION
Seller Consignee Number	<p>Displays a unique, 1-14 character, alphanumeric identifier for the "ship to location" buyer or "bill to location" buyer of the product. Assigned by your company and must match what is in the terminal database.</p> <p>Note: The Consignee Number must match the set up for the terminal and the Seller, character for character.</p>
Seller Consignee Name	<p>Specifies the Consignee's proprietary name. If not entered, defaults to the Consignee Number.</p> <p>Note: The Seller Consignee Name field in DTN TABS has a 50-character limit and the usage of commas is prohibited.</p> <p>Best Practice Naming Convention includes:</p> <p>CUSTOMER NAME - DESTINATION STATE - SHIP TO - SOLD TO.</p> <p>For example: MABLE GAS – TX – 12294 - 123968</p>
TABS Marketer	Provides the DTN TABS Marketer authorized for this consignee, if any. This is a system-generated field.
FEIN/Company ID	Contains the Federal Employer Identification Number (FEIN) for the consignee.
SoldTo	Identifies the customer that purchased the product. This field is pre-populated from the SoldTos/ShipTos page.
ShipTo	<p>Indicates the specific ShipTo for the customer in question. This field is populated from the SoldTos/ShipTos page.</p> <p>Note: ShipTo should be equal to the Consignee number being entered except in the case of a customer's client.</p>
Channel	Defines a specific channel of trade. This field is added in the Channels page.
Address One, Address Two, City/Town,	Displays the address of the consignee, if entered.

State/Locality, Postal Code	
Contact Email and Phone	Describes the contact information for the consignee, if entered.
State/Locality Tax Exempt	Indicates whether the consignee is exempt from state/locality taxes.
Federal/VAT Tax Exempt	Specifies whether the consignee is exempt from federal/VAT taxes.
VAT Number	Displays the VAT number assigned to the customer.
Duty Tax Exempt	Defines whether the customer is exempt from duty taxes.

3. Select the terminals to assign to the seller consignee from the **Assign Terminals** panel. The **Assign Terminals** panel provides a list of all terminals you have set up in your DTN TABS database and a list of all terminals currently assigned to the seller consignee. Terminals can be assigned to a seller consignee from this panel or assignments can be done via ADMLOD or our Master Data module.



4. Select the carriers to assign to the seller consignee from the **Assign Carriers** panel. The **Assign Carriers** panel provides a list of all carriers you have set up in your DTN TABS database and a list of all carriers currently assigned to the seller consignee.

Note: This information is only necessary if the system default to perform a Carrier Authorization Check has been selected.

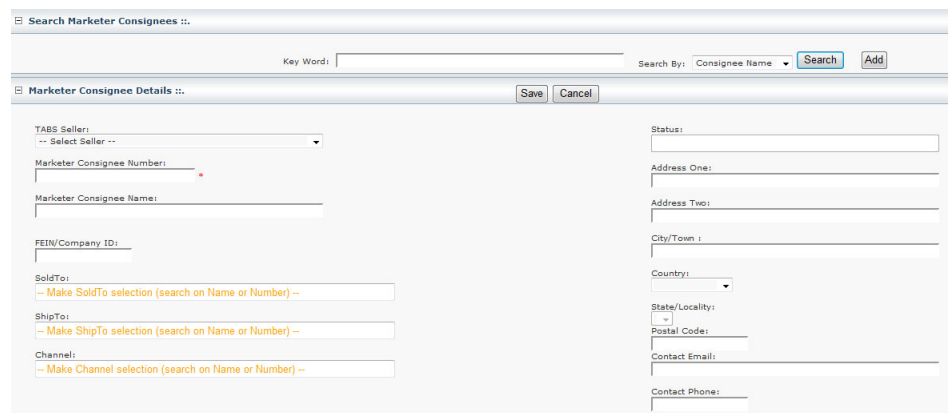
5. Select the groups to assign to the seller consignee from the **Assign To Consignee Groups** panel. The **Assign To Consignee Groups** panel provides a list of all consignee groups you have set up in your DTN TABS database and a list of all groups to which the Seller Consignee is currently assigned. Seller consignees can be assigned to a group from this panel. Assignments can also be done via the **Consignee Groups** page, ADMLOD or our Master Data module.

6. Click 

Setting up Marketer Consignees

DTN TABS Marketer enables rack marketers to receive BOLs and use allocations to control purchases made on their accounts by their customers. DTN TABS Marketers can be associated with multiple sellers at a terminal. The TABS Seller must first approve the rack marketer as a DTN TABS Marketer. Once approved by a TABS Seller, the TABS Marketer can use the Marketer Consignees page to manage consignees.

1. From the DATA MANAGEMENT menu, select Marketer Consignees. The Search Marketer Consignees page opens.



Searching for Marketer Consignees

The **Search Marketer Consignees** panel retrieves information based on consignee name, consignee ID, FEIN, address, email, phone, city, state or zip using a keyword search and clicking **Search**

Not entering an option in the **Key Word** field, and clicking **Search** displays all marketer consignees in the database

Working with Marketer Consignees

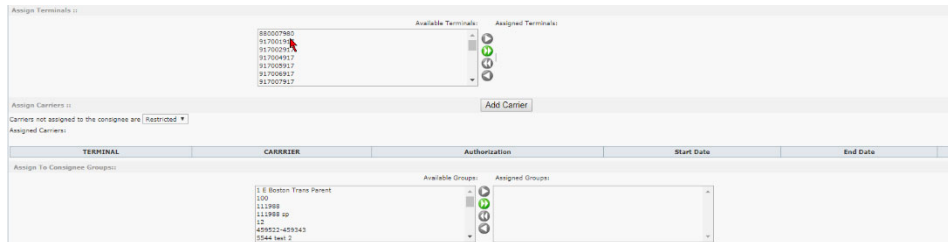
The **Marketer Consignee Details** panel displays the information for the consignee requested and begins the process of adding new Marketer Consignees to your database.

1. Enter the following information and then click **Save**

	DESCRIPTION
TABS Seller	Provides the DTN TABS Seller associated with the Marketer Consignee.
Marketer Consignee Number	Identifies the marketer consignee. This should be the same number as provided by the DTN TABS Seller for this consignee. Once saved, DTN TABS adds the Marketer's 3-digit DTN TABS identifier to the end of the consignee number.
Marketer Consignee Name	Displays the Consignee's proprietary name. If not entered, defaults to the Consignee Number. Best Practice Naming Convention includes:

	<p>CUSTOMER NAME - DESTINATION STATE - SHIP TO - SOLD TO</p> <p>For example: MABLE GAS – TX – 12294 - 123968</p>
FEIN/Company ID	Contains the Federal Employer Identification Number (FEIN) for the consignee.
Status	<p>Indicates the DTN TABS marketers' status with the DTN TABS seller in regard to the marketer's ability to view allocations. Options are:</p> <ul style="list-style-type: none"> • Approved with View: The Seller has approved the Marketer to view the Seller's allocations. • Approved No View: The Seller has approved the Marketer for TABS but has chosen not to allow the Marketer to view the Seller's allocations. • Not Approved: The Seller has deleted the Marketer from the TABS Marketers page. The Marketer is no longer approved to use DTN TABS for BOLs and allocations associated with the Seller. • Disabled: The Seller has approved the Marketer, but the matching Seller's consignee has been deleted. <p>This is a read-only field.</p>
SoldTo	Displays the customer. This field is added in the SoldTos/ShipTos page and adds to the drop down.
ShipTo	<p>Indicates the specific ShipTo for the customer in question. This field is populated from the SoldTos/ShipTos page.</p> <p>Note: ShipTo should be equal to the Consignee number being entered except in the case of a customer's client.</p>
Channel:	Identifies a specific channel of trade. This field is added in the Channels page.
Address One, Address Two, City/Town, State/Locality, Postal Code	Displays the address of the consignee.
Contact Email and Phone	Displays the contact information for the consignee.
State/Locality Tax Exempt	Indicates whether the consignee is exempt from state/locality taxes.
Federal/VAT Tax Exempt	Specifies whether the consignee is exempt from federal/VAT taxes.
VAT Number	Displays the VAT number assigned to the customer.
Duty Tax Exempt	Defines whether the customer is exempt from duty taxes.

- Assign the terminals at which your TABS Seller has approved the marketer consignee to load from the **Assign Terminals** panel. The **Assign Terminals** panel provides a list of all terminals you have set up in your DTN TABS database and a list of all terminals currently assigned to the marketer consignee. Marketer consignees can be assigned to a terminal from this panel or assignments can be done via ADMLOD or our Master Data module.



- Select the carriers to assign to the seller consignee from the **Assign Carriers** panel. The **Assign Carriers** panel provides a list of all carriers you have set up in your DTN TABS database and a list of all carriers currently assigned to the seller consignee.

Note: This information is only necessary if the system default to perform a Carrier Authorization Check has been selected.

- Select the groups to assign to the seller consignee from the **Assign To Consignee Groups** panel. The **Assign To Consignee Groups** panel provides a list of all consignee groups you have set up in your DTN TABS database and a list of all groups to which the Seller Consignee is currently assigned. Seller consignees can be assigned to a group from this panel. Assignments can also be done via the **Consignee Groups** page, ADMLOD or our Master Data module.

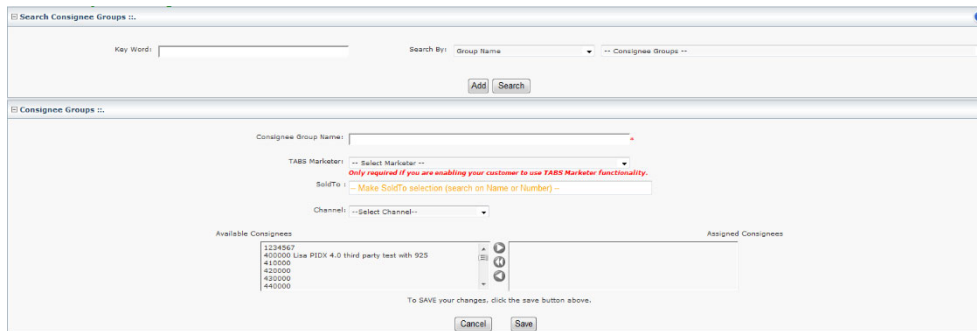
- Click 

Setting up Consignee Groups

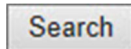
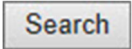
Consignee groups arrange consignees (customers) for a specific business purpose such as reporting, mass edit allocations, and/or creation of credit and product allocations. Below are examples of frequently used groupings:

	DESCRIPTION
SoldTo Customer Name - SoldTo	Reporting purposes
SoldTo Customer Name - SoldTo – Channel (Class of Trade)	Product Allocations at a Customer level
SoldTo Customer Name - SoldTo – Credit	Credit Allocations and Reporting
Channel (Class of Trade)	Reporting and Product Allocations at a Class of Trade level

1. From the DATA MANAGEMENT menu, select *Consignee Groups*. The Search Consignee Groups page opens.



Searching for Consignee Groups

The Search Consignee Groups allows you to search by Group Name and clicking  or by leaving the Key Word field blank and clicking  to search for all available options.

Working with Consignee Groups

The **Consignee Groups** panel provides the information for the group requested and is also where you begin the process of adding new consignee groups to your database.

1. Click 
2. To add a Consignee Group, enter the following information:

	DESCRIPTION
Consignee Group Name	Displays a user-defined name for the consignee group.
Consignee Group Status	Indicates the DTN TABS marketers' status with the DTN TABS seller in regard to the marketer's ability to view allocations. Options are:

	<ul style="list-style-type: none"> • Approved with View: The Seller has approved the Marketer to view the Seller's allocations. • Approved No View: The Seller has approved the Marketer for DTN TABS but has chosen not to allow the Marketer to view the Seller's allocations. • Not Approved: The Seller has deleted the Marketer from the TABS Marketer page. The Marketer is no longer approved to use DTN TABS for BOLs and allocations associated with the Seller. • Disabled: The Seller has approved the Marketer, but the matching Seller's consignee has been deleted. <p>This is a read-only field. Note: This field is displays when Marketer Consignees are active.</p>
TABS Marketer	Associates with a DTN TABS Marketer, if the group should be linked with the DTN TABS Marketer.
SoldTo	Identifies the customer who purchased the product. This field is added in the SoldTos/ShipTos page and adds to the drop down.
Channel	Identifies a specific channel of trade. This field is added in the Channels page.
Available Consignees	Lists the consignees available in your DTN TABS database. To add a consignee to a group move it from the Available Consignee column by highlighting and then clicking Move Right to move it to the Assigned Consignees column.
Assigned Consignees	Specifies the consignees in the selected group.

3. Click

Save

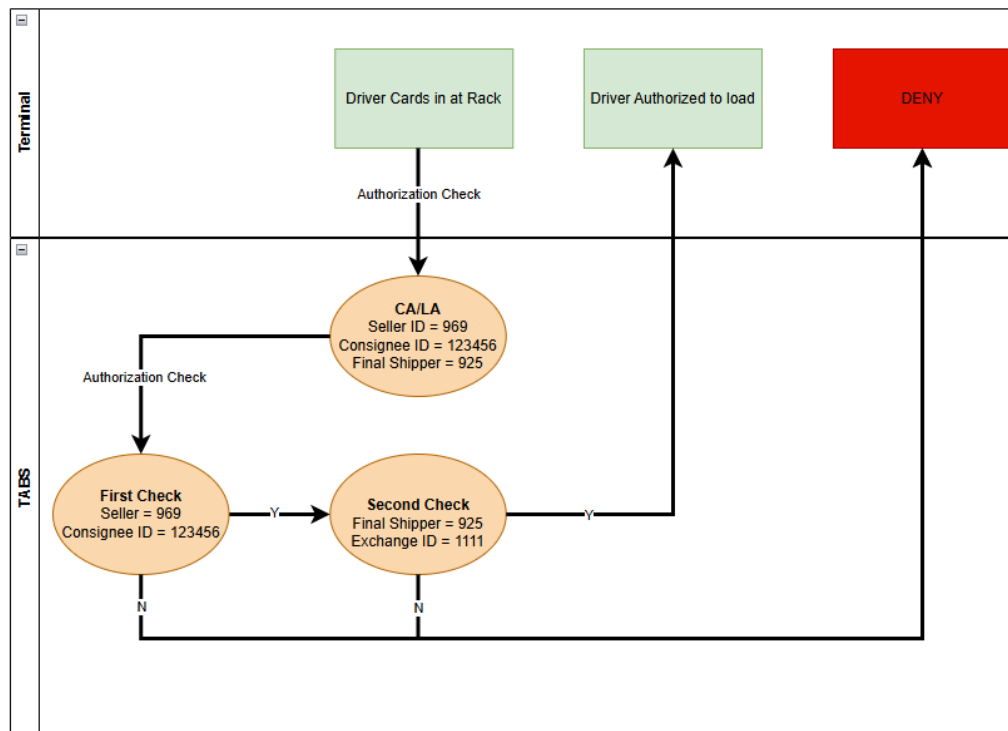
Setting up Third Parties

A 3rd party exchange exists when the ownership of product passes through more than one partner before reaching the ultimate buyer. Within DTN TABS, several layers of customer authorizations may be performed, producing multiple BOL records. Although there may be many partners involved, there is only one basic relationship - that of the seller to the customer.

If it has been indicated that a third party, such as a shipper, must also have a customer authorization performed, the shipper becomes the seller and the seller becomes the customer. The new seller to customer relationship is validated.

The final shipper ID is the last seller requiring a customer authorization. If only one check is performed, the final shipper ID will be the same as the seller ID. If the two fields are different, DTN TABS continues to chain through seller to customer relationships until the seller ID and final shipper ID are the same. This produces multiple credit authorizations and capture BOLs as needed.

Example:



1. From the DATA MANAGEMENT menu, select *Third Parties*. The 3rd Party Chaining page opens.

Terminal	Shipper	Exchange ID	Override Exchange ID
ALBANY NY - CITGO-0085	023 - CITGO PETROLEUM	1015440105	N
ALBUQUERQUE NM - PHILLIPS-008A	019 - PHILLIPS 66 COMPANY	10047846	Y
ALBUQUERQUE NM - UDS-008C	051 - VALERO ENERGY	520029	Y
AMARILLO TX- UDS-008F	051 - VALERO ENERGY	520029	Y
ANCHORAGE AK - VALERO EXCHANGE 008R	051 - VALERO ENERGY	520029	Y
AUSTIN TX - KOCH-008Y	077 - FLINT HILLS RESOURCES	EX28300	N
BAINBRIDGE GA - TRANSMONT. EX-00CS	084 - BP AMOCO	E216293	N
BALTIMORE MD - BP EXCHANGE 00CB	084 - BP AMOCO	E216293	N
BELTON SC BUCKEYE (BP EXCH)-00HV	084 - BP AMOCO	E216293	N
BILLINGS MT - CONOCO-00HZ	019 - PHILLIPS 66 COMPANY	10047846	Y
BOZEMAN MT - CONOCO - 00JK	019 - PHILLIPS 66 COMPANY	10047846	Y
BROOKLYN NY BP - 00JL	084 - BP AMOCO	E272909	N
BROWNVILLE TX - CITGO-00JZ	023 - CITGO PETROLEUM	1015270090	N
CARTERSVILLE GA - BP EXCHANGE-00KB	084 - BP AMOCO	E272909	N
CASPER WY - SINCLAIR-00D2	022 - SINCLAIR OIL	EX992343005	N
CHATTANOOGA TN - CHEVRON-00D3	055 - CHEVRON PRODUCTS CO	8263870	N
COLUMBUS GA - CHEVRON-00D2	055 - CHEVRON PRODUCTS CO	8263866	N
CORPUS CHRISTI TX - CITGO 00E9	023 - CITGO PETROLEUM	1015270090	N

Adding Third Parties

The **3rd Party Chaining** panel is where you begin the process of adding a 3rd party chain by selecting a terminal and shipper combination from the fields.

The **3rd Party Details** panel displays the details of the 3rd Party chains already configured in your database. You can edit or delete chains from this page.

	DESCRIPTION
Terminal	Displays the proprietary name of the terminal.
Shipper	Defines the Seller ID for the shipper requiring a customer authorization and BOL.
Exchange ID	Identifies the Exchange ID for the shipper. This serves as the consignee number on the 3 rd party transaction. Note: Use upper case letters and whole numbers only.
Override Exchange ID	Sends the actual consignee number instead of the Exchange ID on the resulting BOLS, if checked.

Setting up Carriers

The **Carriers** page adds the transport company that owns the trucks and hires drivers. The transporter of the product is the individual responsible for requesting authorization from the seller on behalf of the customer. The carrier may also be the customer. The Carrier panel allows a user to add a carrier to TABS.

Searching for Carriers

1. To view carriers added to TABS, enter Key Word information and select an option from the Search By dropdown menu.

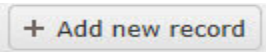
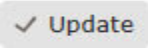
Working with Carriers

1. To add a carrier, select Add and enter the required information.
2. Alternately, select SCAC Master from the Search By dropdown menu.
3. Enter your search criteria and click Search.
 - a. If the carrier exists within DTN's database, it will display.
4. Select the carrier and click Save.

Setting up Customer Attributes

The **Customer Attributes** page allows for the setup of Credit Analyst, Credit Risk Category, Sales/Territory Manager, Pre-Payment Reason Code, and Credit Deny Reason Code. These optional data attributes can be utilized for data integrity between DTN TABS and an SAP system. These data attributes are displayed on the Dashboard as well as the **Enhanced Credit Allocation** Report.

Here's how to add a Customer Attribute:

1. Select from the drop down menu which Customer Attribute to setup. DTN TABS displays existing attributes that have already been setup.
2. Click  and add the attribute.
3. Click  to save the attribute to the system .

Setting up GPO Reason Codes

The GPO Reason Codes page allows for configuration of reasons to assign to a GPO. GPO Reason Codes may be configured to identify reasons a GPO was requested or to display who approved a GPO. GPO Reason Codes should be tailored to your specific needs.

Here's how to add a GPO Reason Code:

1. Enter a GPO Reason Code in the text box.
2. Click Add GPO Reason Code.

Setting up Prices

The DTN FastRacks system calculates an average gas and diesel price for each Spot Market. This calculation is based on all gross supplier prices that are posted through DTN and currently in effect.

Prices are updated daily based on the DTN FastRacks published schedule approximately 06:00 Central Time (CT).

If the average prices have not been updated in more than a day, DTN Operations receives an alert to correct the problem.

A product's class is determined by mapping each PIDX family to either gas or diesel. This mapping is maintained by DTN.

This function is only available if you use Enhanced Credit.



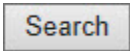
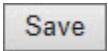
The Spot Market calculates the average gas and diesel price based on the terminal assigned TCN (Terminal Control Number). The DTN Fast Racks Pricing Region displays on the Terminal Details page (Data Management > Terminals > Terminal Details) . If no Fast Rack Region is set, an average from all Regions is used.

The DTN FastRacks Spot Price can be overridden by the Seller by editing the **Price** field.

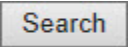
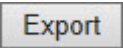
Here's how to change a price:



Start and End dates default to the current day.

1. Click 
2. Enter a new price in the **Price** field.
3. Enter a comment regarding the modified price in the **Comments** field.
4. Click  The new price, modified by, and modified date appear above the old price.

Here's how to export several days of prices:

1. Either modify the start and end dates or leave the end date at the current day default.
2. Click 
3. Click  Prices display for the current day.

Setting up Local Tax

The **Local Tax Setup** page defines a tax rate percentage per state/locality. This is an optional feature, maintained by the Seller, used in the calculation of the Credit Hold and estimated BOL cost. This feature is only available through Enhanced Credit. Please see the DTN TABS Enhanced Credit manual for more information.

Setting up Federal/VAT Tax

The **Federal/VAT Tax Setup** page specifies a federal tax amount in cents per gallon (value) or a percentage. This is an optional feature, maintained by the Seller, and used in the calculation of the Credit Hold and estimated BOL cost. This feature is only available through Enhanced Credit. Please see the DTN TABS Enhanced Credit manual for more information.

Setting up Duty Tax

The **Duty Tax Setup** page specifies a federal tax amount by country and by product in cents per desired unit of measure for weight and volume (value) or a percentage. This is an optional feature, maintained by the Seller, and used in the calculation of the Credit Hold and estimated BOL cost.



Duty Tax is currently only available for suppliers with Master Data Material Master and Enhanced Credit enabled.

Setting up Supply Events

Within DTN TABS, terminal specific supply event messages can be created, edited, and managed. The Supply Events data management page allows users to view, edit, delete and create new messages. Sending a new message, updating an existing event with additional information or notifying customers that an event has been resolved is easy and efficient. Please see the DTN TABS Supply Event training manual for more information. Setting up Truck Sizes

The **Truck Size Setup** page ensures that a customer can't over lift his contract by a specified tolerance. DTN TABS checks that an entire truck can be loaded within the remaining allocation. If the remaining amount is less than the truck size and the **Enforce full truck** field (**Allocations > Product > Manage**) is selected, then the product is not approved for loading.

Truck Sizes field definitions

The following fields are available on the **Truck Size Setup** page.

	DESCRIPTION
Country	Specifies the country matching the terminal for determining the truck size. The default is All Countries .
Channel	Describes the channel matching the ShipTo for determining the truck size used for Authorization Holds when Enforce Full Truck is selected.
Sold To	Identifies the SoldTo associated to the consignee for determining the truck size used for Authorization Holds when Enforce Full Truck is selected. This field is optional.
Ship To	Defines the ShipTo associated to the consignee for determining the truck size used for Authorization Holds when Enforce Full Truck is selected. This field is optional.
Truck Size	Provides the unit of measure quantity for authorization when Enforce Full Truck is selected.
Unit of Measure	Indicates the unit of measurement being used for the quantity loaded. Options are: <ul style="list-style-type: none"> • Cubic Meters • Gallons • Imperial Gallons • Imperial Ton • Kilo Barrels • Kilograms • Liters • Metric Ton • Pounds • Ton


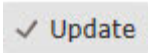
Working with Truck Size

Location: [Data Management](#) > [Truck Sizes](#)

The **Truck Size Setup** search panel searches by either text or searching for all available options by leaving the search text field blank.

The **Truck Size Setup** panel provides the information for the truck size requested.

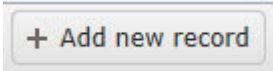
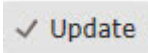
Here's how to edit truck size:

1. Once the search results display, select the desired truck size and click  to edit the information in the fields.
2. Click  to save changes.

Adding trucks

Location: [Data Management](#) > [Truck Sizes](#)

Here's how to add truck size:

1. Click  and add the information in the fields.
2. Click  to add the new truck size.

Master Data ShipTO

The Master Data Module allows your ERP system to communicate with TABS to add, update and delete ShipTo, SoldTo and Credit account information. Master Data ShipTos submitted through the Master Data module will display here if you are using this module. See the DTN TABS MasterData manual for more information.

The ShipTo in the ShipTo data feed creates a ShipTo Consignee Group to “lockout” a ShipTo customer from lifting product, to identify state taxability, to state whether the ShipTo is active or inactive and to assign the terminals and products that can be lifted. Specifics around the products contract are also provided. The ShipTo Consignee Group is created by assigning consignees to the ShipTo Consignee Group. The required data elements for ShipTo are:

- ShipTo Name
- ShipTo Number
- Sales Area – Sales Org
- Sales Area – Distribution Channel
- Sales Area - Division
- Channel
- Locked Out
- Lockout Reason
- Active

- Tax Exempt State
- Address 1
- Address 2
- City/Town
- State/Locality
- Postal Code
- FEIN
- List of authorized terminals
- Authorized PIDX Codes per terminal
- Credit Terms
- Country

Setting up Mapping

Mapping within DTN TABS allows for customization of functions and meets locality specific requirements for loading. For more information, please see the DTN TABS® Mapping Supplement.

Contact Us

We hope you enjoy the new look and we welcome your comments and suggestions.

As always, please contact the DTN PetroDex support team at 1-800-982-1583 or by email at petrodexsupport@dtn.com for US support and 1-855-493-0260 or by email to TABSGlobalsupport@dtn.com for international