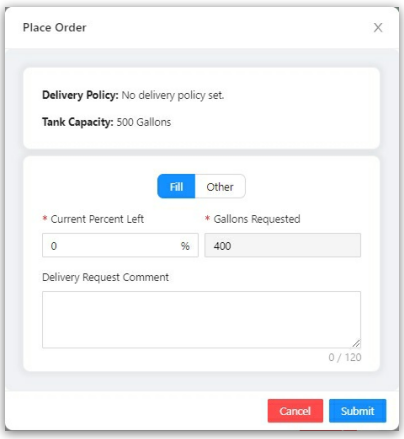
# Placing an Order

Last Modified on 10/14/2024 11:01 am CDT

The **Order** button gives the ability to request a delivery for the selected tank. The company's *Delivery Policy* and *Tank Capacity* are shown at the top. Many companies have a minimum gallon policy and charge a fee if the minimum is not met. If there is no set policy, then a message stating *No delivery policy set* displays at the top of the Order screen.

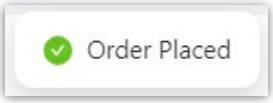



## Place an Order

1. Enter the *Current Percent Left* in the tank.
2. Choose *Fill* or *Other*.
    - **Fill** – Automatically calculates the *Gallons Requested* to fill the tank to 80%.
    - **Other** – Enter a specific number in the *Gallons Requested* field.

      **Note**: Gallons requested will not auto-populate, but will require the consumer add gallons requested.

      The error message remains if the requested amount puts the tank over 80%.
3. Enter the *Gallons Requested* only if using the *Other* option above.
4. Enter any comments to attach to the delivery request.
5. Select **Submit**.
6. A message will appear at the top of the screen indicating the request has been submitted successfully.




**Note**: If a tank is on hold or a pending order exists in Energy Force, the**Order** option will be disabled.