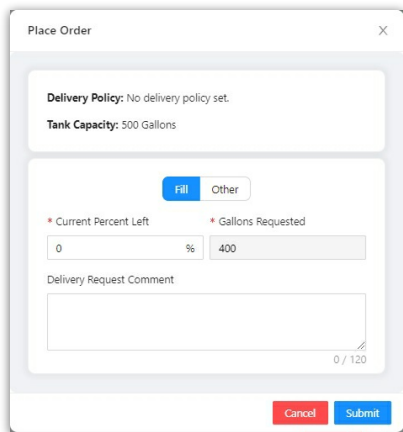


# Placing an Order

Last Modified on 12/29/2025 2:17 pm CST

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.

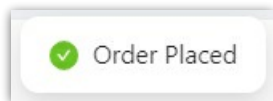


## Place an Order

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 in the *Delivery Request Comment* area.
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.