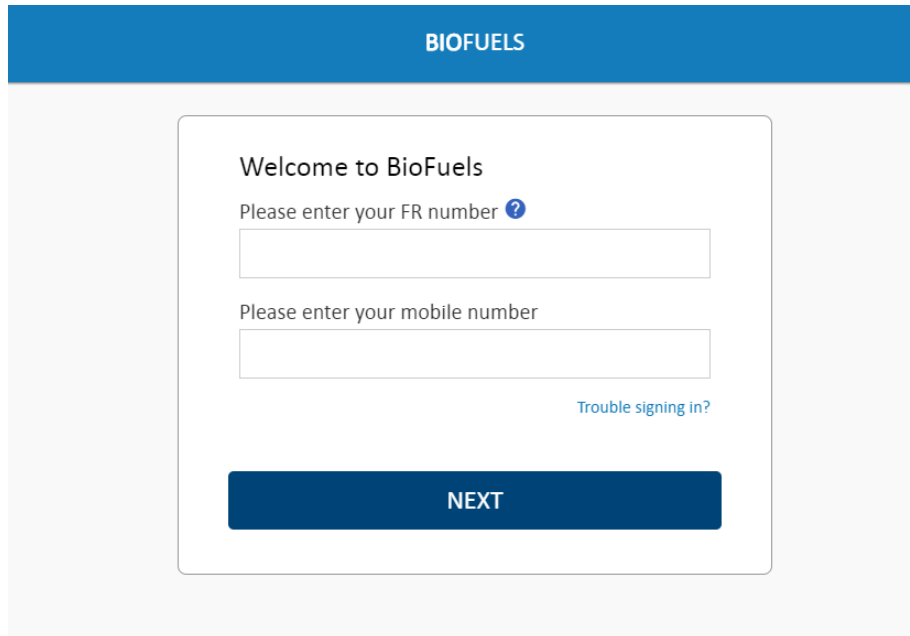


Step 1

Click on the link below:

<https://fuelcheck.nsw.gov.au/Biofuels /Admin/Account/Login>



BIOFUELS

Welcome to BioFuels

Please enter your FR number ?

Please enter your mobile number

[Trouble signing in?](#)

NEXT

Purpose

Use this procedure to enter Half Yearly Biofuels report.

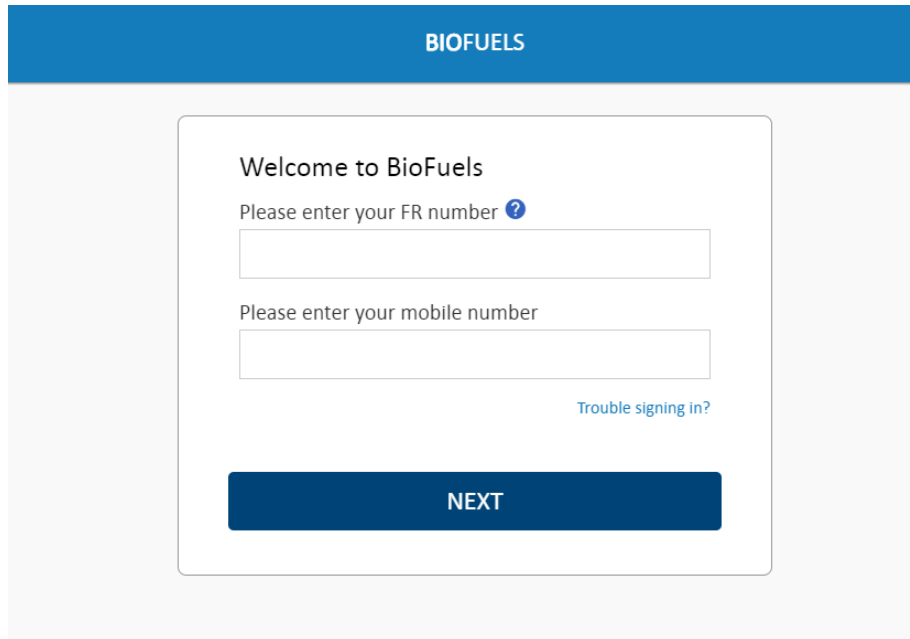
Prerequisites

- You are a registered Biofuels user and have already accessed the Biofuels log in page.

Audience

- All primary contact personnel for volume fuel retailers.

Step 2

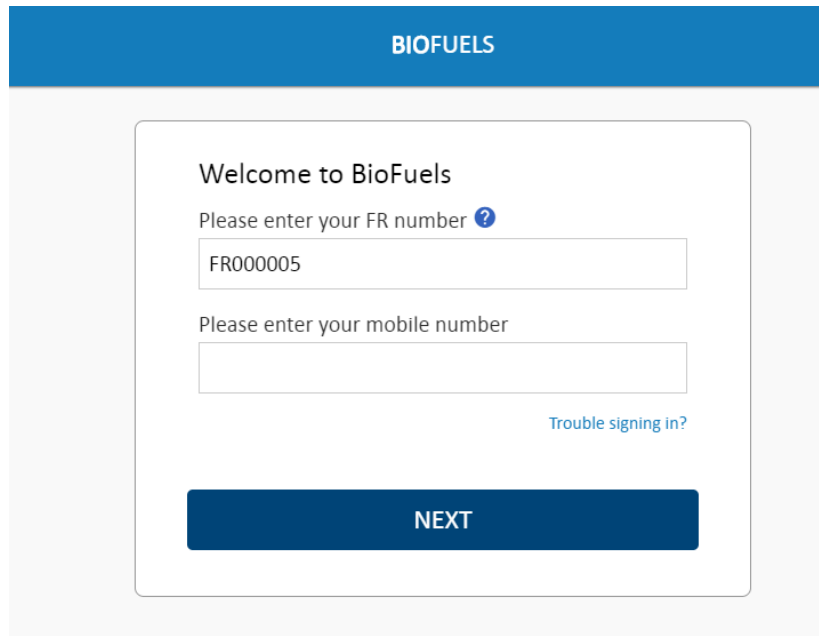


The screenshot shows the BioFuels login interface. At the top is a blue header with the text "BIOFUELS". Below this is a white box with a thin grey border. Inside the box, the text "Welcome to BioFuels" is displayed. Below that is the prompt "Please enter your FR number" followed by a question mark icon. There is an empty text input field. Below that is the prompt "Please enter your mobile number" followed by another empty text input field. To the right of the second input field is a blue link that says "Trouble signing in?". At the bottom of the white box is a dark blue button with the text "NEXT" in white capital letters.

Enter your Biofuels licence number in the **Please enter your FR number** field.

E.G.- Enter **FR000005** and press **<Tab>**.

Step 3

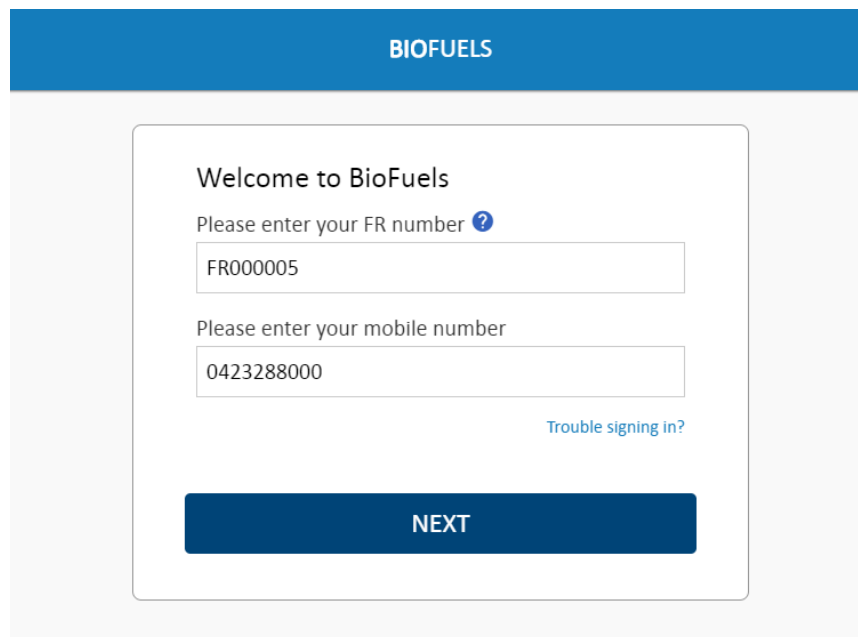


This screenshot shows the same BioFuels login interface as Step 2, but with the first input field now containing the text "FR000005". The rest of the interface, including the header, prompts, second input field, link, and "NEXT" button, remains the same.

Enter your registered mobile number in the **Please enter your mobile number** field.

E.G -Enter **0423288000** and press **<NEXT>**.

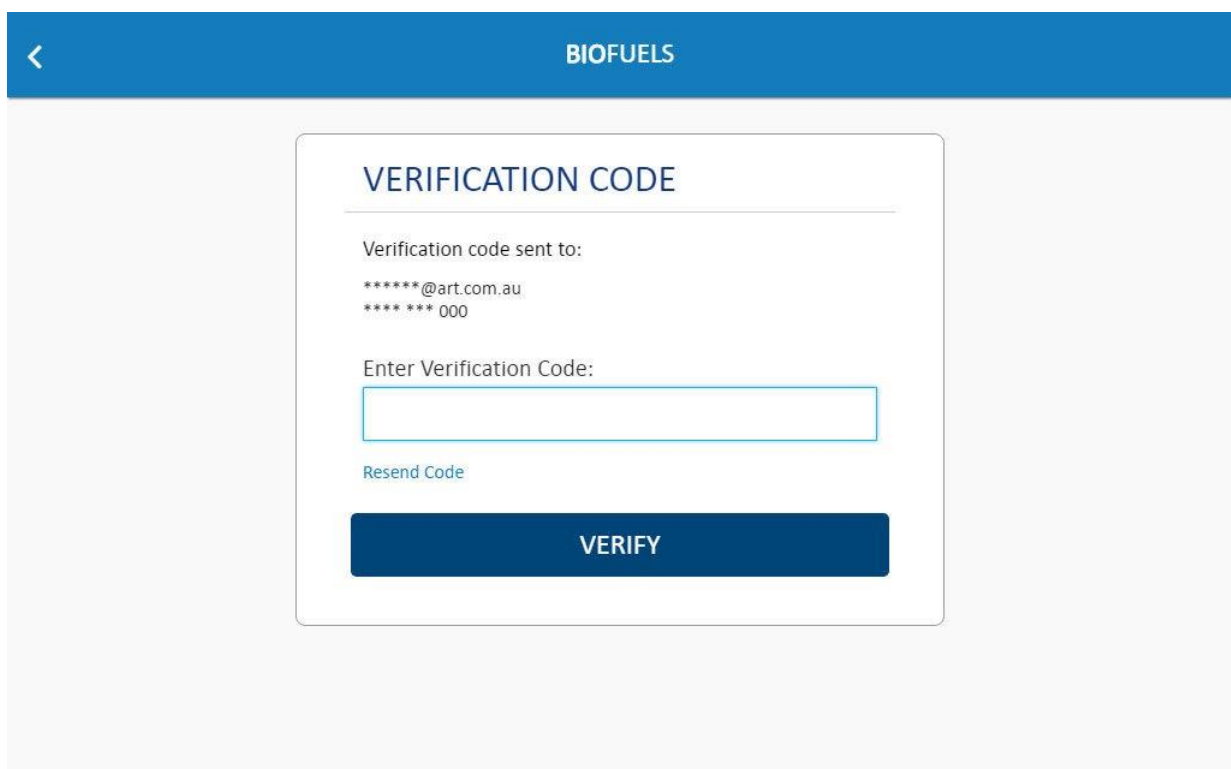
Step 4



The screenshot shows the BioFuels login interface. At the top is a blue header with the text "BIOFUELS". Below the header is a white box containing the login form. The form starts with the heading "Welcome to BioFuels". It then asks the user to "Please enter your FR number" with a question mark icon, followed by a text input field containing "FR000005". Below this, it asks for the "Please enter your mobile number" with a text input field containing "0423288000". To the right of the input fields is a link that says "Trouble signing in?". At the bottom of the white box is a large blue button labeled "NEXT".

Click the **NEXT** button to accept the details entered.

Step 5

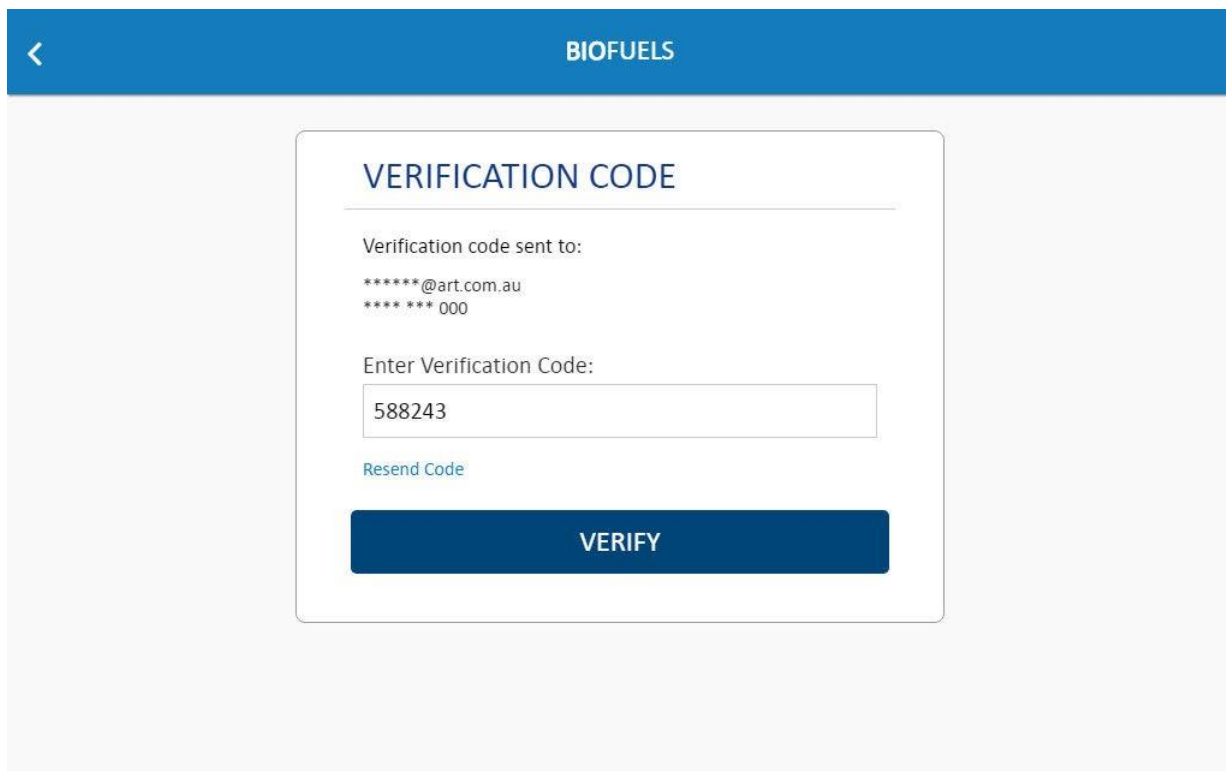


The screenshot shows the BioFuels verification screen. At the top is a blue header with a back arrow icon on the left and the text "BIOFUELS" in the center. Below the header is a white box containing the verification form. The form has the heading "VERIFICATION CODE". It states "Verification code sent to:" followed by two lines of masked text: "*****@art.com.au" and "***** 000". Below this, it says "Enter Verification Code:" followed by a text input field. To the left of the input field is a link that says "Resend Code". At the bottom of the white box is a large blue button labeled "VERIFY".

A verification code will be sent to the registered mobile number. Enter this code in the **Enter Verification Code** field.

Enter **588243** and press **<Verify>**.

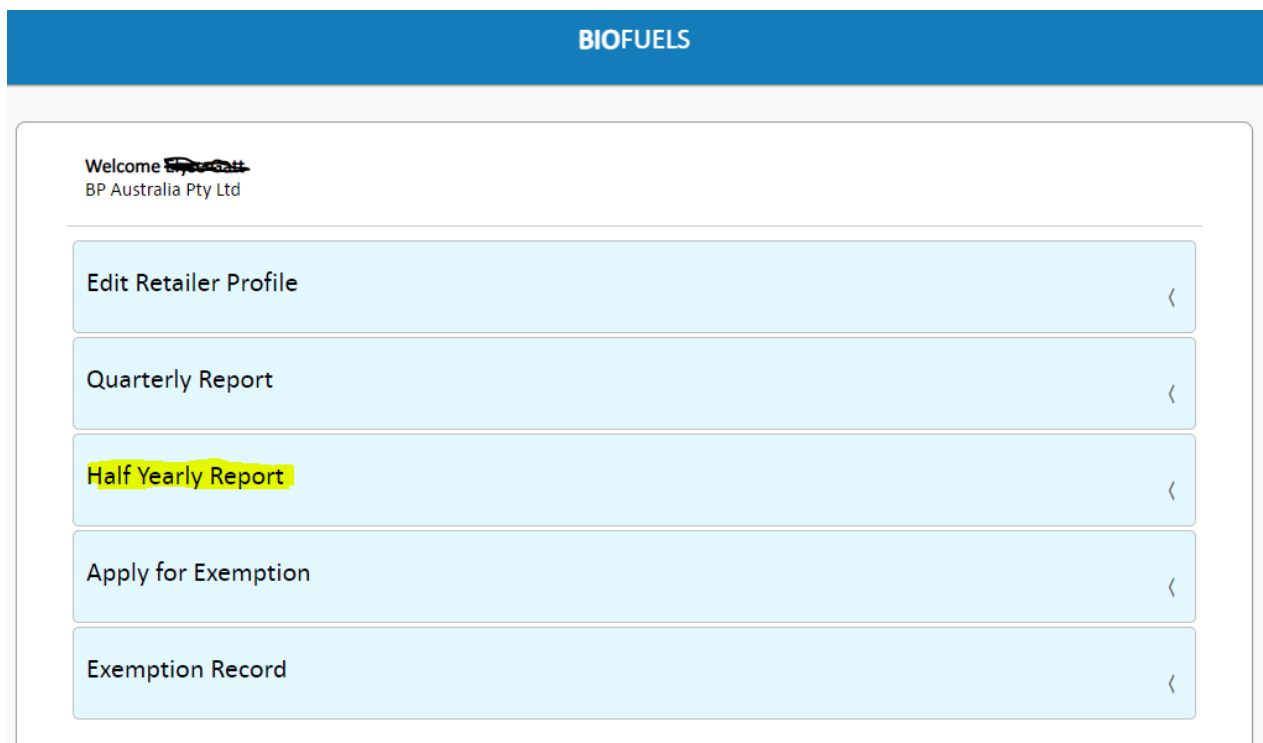
Step 6



The screenshot shows a web interface for BIOFUELS. At the top is a blue header with a back arrow and the text 'BIOFUELS'. Below the header is a light gray box containing a white rounded rectangle. Inside this rectangle, the title 'VERIFICATION CODE' is at the top. Below the title, it says 'Verification code sent to:' followed by two lines of masked text: '*****@art.com.au' and '***** 000'. Then, it says 'Enter Verification Code:' followed by a text input field containing '588243'. Below the input field is a blue link that says 'Resend Code'. At the bottom of the white rectangle is a large blue button with the text 'VERIFY' in white.

Click the **VERIFY** button to verify the code entered.

Step 7



The screenshot shows a web interface for BIOFUELS. At the top is a blue header with the text 'BIOFUELS'. Below the header is a light gray box. Inside this box, at the top left, is a welcome message: 'Welcome ~~BP Australia~~
BP Australia Pty Ltd'. Below the welcome message is a list of five options, each in a light blue box with a right-pointing chevron: 'Edit Retailer Profile', 'Quarterly Report', 'Half Yearly Report' (which is highlighted with a yellow background), 'Apply for Exemption', and 'Exemption Record'.

The Biofuels options for the volume fuel retailer are displayed. Click the

Half Yearly Report button.

Step 8

HALF YEARLY REPORT

SELECT A HALF YEARLY PERIOD

Note: All overdue reports must be lodged before lodging for the current half yearly report.

Jan-Jun/2021

Due



CLOSE

The recently lodged and currently due Half yearly Biofuels reports are displayed. [Click the period Due button.](#)

Step 9

HALF YEARLY REPORT

HALF YEARLY PERIOD JAN-JUN/2021 – ETHANOL

Please enter the total volume of petrol and ethanol sold by your business this period.

Petrol Litres (This includes E10, E85, U91, P95, P98)

E10 Litres

E85 Litres

? Percentage of ethanol sold by your business this period is %

NEXT

Step 10

HALF YEARLY REPORT

HALF YEARLY PERIOD JAN-JUN/2021 – ETHANOL

Please enter the total volume of petrol and ethanol sold by your business this period.

Petrol **Litres** *(This includes E10, E85, U91, P95, P98)*

E10 **Litres**

E85 **Litres**

? Percentage of ethanol sold by your business this period is %

NEXT

Enter the total amount of petrol sold by your business within the specified period.

E.G - Enter **980253** in the **Petrol Litres** field and press **<Tab>**, Enter the amount of E10 and E85 sold.

E.G - Enter **15423** in the **E10 Litres** field and 0 in the **E85 Litres** and press **<Tab>**.

Step 11

HALF YEARLY REPORT

HALF YEARLY PERIOD JAN-JUN/2021 – ETHANOL

Please enter the total volume of petrol and ethanol sold by your business this period.

Petrol **Litres** *(This includes E10, E85, U91, P95, P98)*

E10 **Litres**

E85 **Litres**

? Percentage of ethanol sold by your business this period is %

NEXT

The percentage of ethanol-based petrol sales is automatically calculated. Click the **NEXT** button to accept the entries.

Step 12

HALF YEARLY REPORT

HALF YEARLY PERIOD JAN-JUN/2021 - BIODIESEL

Please enter the total volume of diesel and biodiesel blended fuel sold by your business this period.

Diesel **Litres** *(This includes DL, PDL, B5)*

Biodiesel **Litres** *(This B5 only)*

? Percentage of biodiesel sold by your business this quarter is %

NEXT

HALF YEARLY REPORT

HALF YEARLY PERIOD JAN-JUN/2021 - BIODIESEL

Please enter the total volume of diesel and biodiesel blended fuel sold by your business this period.

Diesel Litres (This includes DL, PDL, B5)

Biodiesel Litres (This B5 only)

? Percentage of biodiesel sold by your business this quarter is %

NEXT

Enter the total amount of diesel sold by your business within the specified period
Enter **720000** in the **Diesel Litres** field and press **<Tab>**.

Step 13

HALF YEARLY REPORT

HALF YEARLY PERIOD JAN-JUN/2021 - BIODIESEL

Please enter the total volume of diesel and biodiesel blended fuel sold by your business this period.

Diesel Litres (This includes DL, PDL, B5)

Biodiesel Litres (This B5 only)

? Percentage of biodiesel sold by your business this quarter is %

NEXT

Enter the amount of biodiesel sold.

Enter **0** in the **Biodiesel Litres** field and press **<Tab>**.

Step 14


HALF YEARLY REPORT

HALF YEARLY PERIOD JAN-JUN/2021 - BIODIESEL

Please enter the total volume of diesel and biodiesel blended fuel sold by your business this period.

Diesel **Litres** *(This includes DL, PDL, B5)*

Biodiesel **Litres** *(This B5 only)*

 Percentage of biodiesel sold by your business this quarter is %

NEXT

The percentage of biodiesel sales is automatically calculated.

Click the **NEXT** button to accept the entries.

Step 15

HALF YEARLY REPORT

HALF YEARLY PERIOD JAN-JUN/2021 - SERVICE STATIONS

For each service station owned by your business, please review whether it is a volume fuel station (VFS) and the number of bowsers and nozzles supplying E10 and U91.

1 2

BP Albion Park				VFS <input checked="" type="checkbox"/>
E10	Bowsers	<input type="text" value="6"/>	Nozzles	<input type="text" value="6"/>
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>

BP Artarmon				VFS <input checked="" type="checkbox"/>
E10	Bowsers	<input type="text" value="8"/>	Nozzles	<input type="text" value="8"/>
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>

BP Ashfield				VFS <input checked="" type="checkbox"/>
E10	Bowsers	<input type="text" value="10"/>	Nozzles	<input type="text" value="10"/>
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>

BP Asquith				VFS <input checked="" type="checkbox"/>
E10	Bowsers	<input type="text" value="12"/>	Nozzles	<input type="text" value="12"/>
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>

Enter the number of bowsers and nozzles supplying ethanol based petrol for each station.

E.G Enter **6** in the **E10 Bowsers** field and press **<Tab>**, then enter 6 in E10 Nozzles field and so on.

Step 16

HALF YEARLY REPORT

HALF YEARLY PERIOD JAN-JUN/2021 - SERVICE STATIONS

For each service station owned by your business, please review whether it is a volume fuel station (VFS) and the number of bowsers and nozzles supplying E10 and U91.

1 2

BP Albion Park				VFS <input checked="" type="checkbox"/>	
E10	Bowsers	<input type="text" value="6"/>	Nozzles	<input type="text" value="6"/>	
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>	

BP Artarmon				VFS <input checked="" type="checkbox"/>	
E10	Bowsers	<input type="text" value="8"/>	Nozzles	<input type="text" value="8"/>	
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>	

BP Ashfield				VFS <input checked="" type="checkbox"/>	
E10	Bowsers	<input type="text" value="10"/>	Nozzles	<input type="text" value="10"/>	
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>	

BP Asquith				VFS <input checked="" type="checkbox"/>	
E10	Bowsers	<input type="text" value="12"/>	Nozzles	<input type="text" value="12"/>	
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>	

Select the **VFS** checkbox for the stations that are now Volume Fuel Stations.

Step 17

<
BIOFUELS
×

1
2

Woolworths Albion Park				VFS <input checked="" type="checkbox"/>
E10	Bowzers	<input type="text" value="8"/>	Nozzles	<input type="text" value="12"/>
U91	Bowzers	<input type="text" value="6"/>	Nozzles	<input type="text" value="12"/>


Woolworths Albury				VFS <input checked="" type="checkbox"/>
E10	Bowzers	<input type="text" value="8"/>	Nozzles	<input type="text" value="16"/>
U91	Bowzers	<input type="text" value="6"/>	Nozzles	<input type="text" value="8"/>

Woolworths Appin				VFS <input type="checkbox"/>
E10	Bowzers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>
U91	Bowzers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>

The details for the number of bowzers and nozzles for the remainder of the stations can now be entered.

Step 18

BP Woollahra				VFS 	
E10	Bowsers	<input type="text" value="8"/>	Nozzles	<input type="text" value="8"/>	
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>	

BP Wyoming				VFS 	
E10	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>	
U91	Bowsers	<input type="text" value="6"/>	Nozzles	<input type="text" value="6"/>	

BP Young				VFS 	
E10	Bowsers	<input type="text" value="8"/>	Nozzles	<input type="text" value="8"/>	
U91	Bowsers	<input type="text" value="0"/>	Nozzles	<input type="text" value="0"/>	

1 **2**

SUBMIT

Click the **SUBMIT** button to submit the details.

Step 19

We have received your Half Yearly Report for Jan-Jun/2021.

A confirmation has been sent to:

-

CLOSE

Confirmation message is displayed.

Click the **CLOSE** button to return to the **Half Yearly REPORT** screen.

Step 20

BIOFUELS

HALF YEARLY REPORT
SELECT A HALF YEARLY PERIOD

Note: All overdue reports must be lodged before lodging for the current half yearly report.

Jan-Jun/2021Lodged <

CLOSE

The Half Yearly Biofuels report has been entered.

You have completed the **Enter Half Yearly Report** transaction.