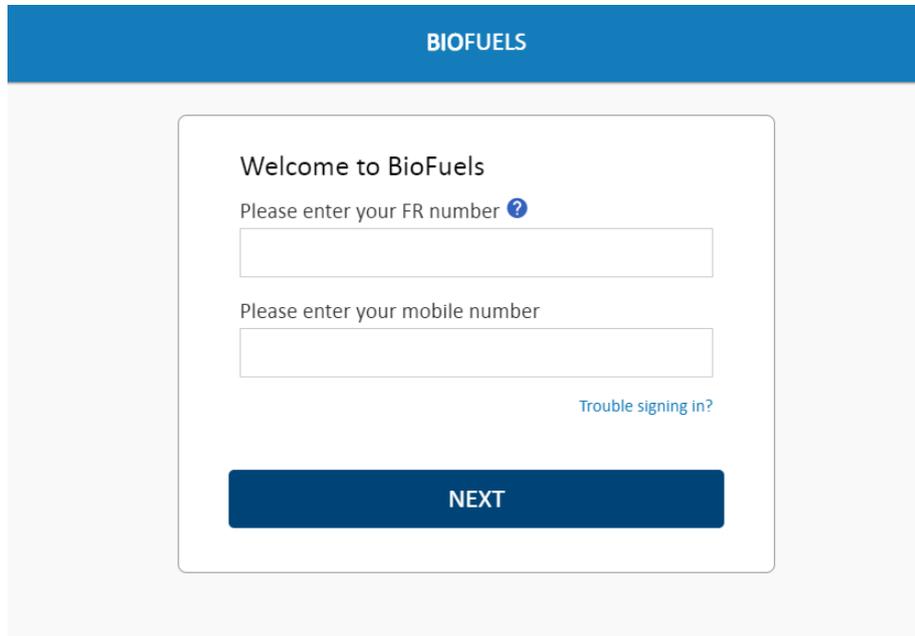


## Step 1

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 a login interface for 'BIOFUELS'. At the top is a blue header with the text 'BIOFUELS'. Below this is a white box containing the text 'Welcome to BioFuels'. Underneath, there are two input fields: 'Please enter your FR number' with a question mark icon, and 'Please enter your mobile number'. A blue link 'Trouble signing in?' is positioned to the right of the second input field. At the bottom of the white box is a dark blue button with the text 'NEXT'.

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

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

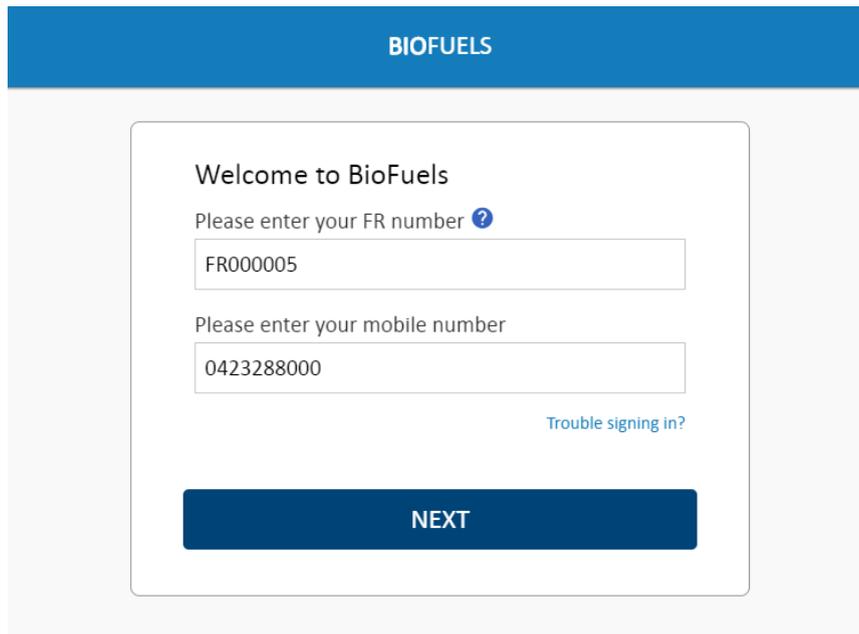
**Step 3**

The screenshot shows the same login interface as Step 2, but now the first input field contains the text 'FR000005'. The second input field remains empty. The 'NEXT' button and 'Trouble signing in?' link are still present.

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

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

**Step 4**



**BIOFUELS**

Welcome to BioFuels

Please enter your FR number [?](#)

FR000005

Please enter your mobile number

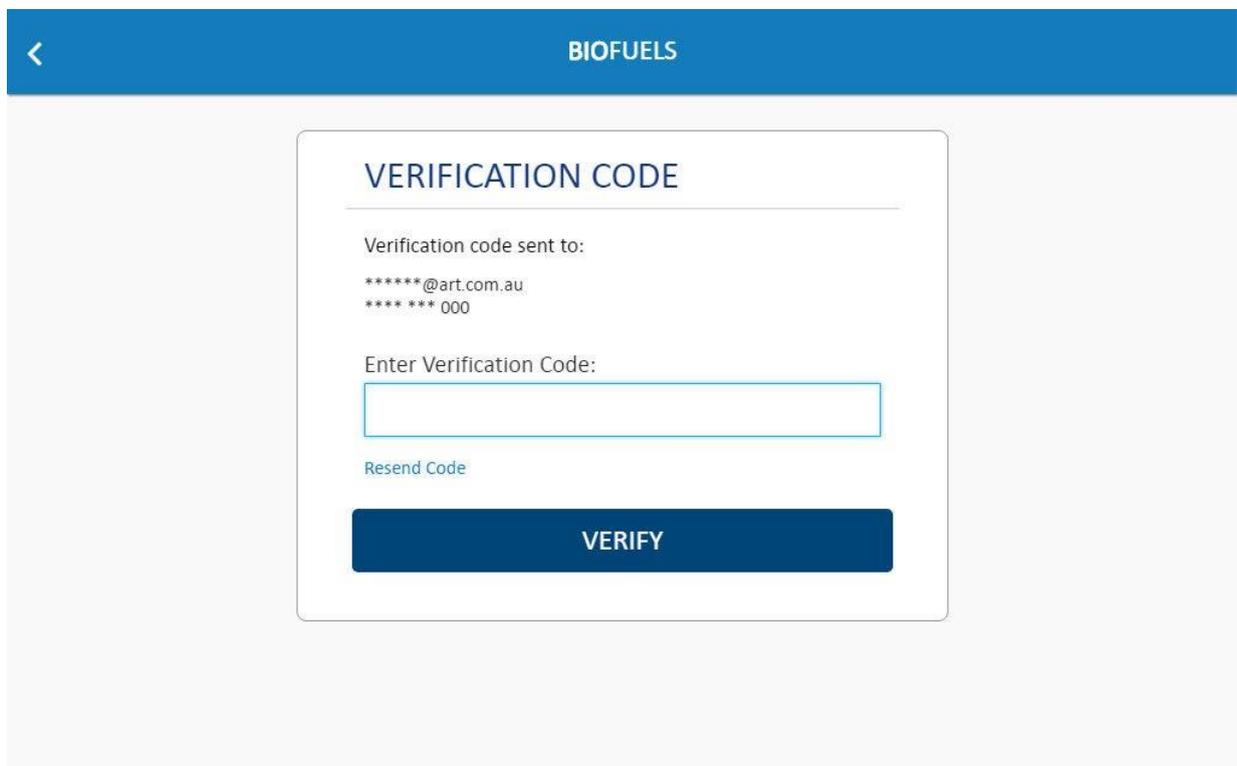
0423288000

[Trouble signing in?](#)

**NEXT**

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

**Step 5**



**BIOFUELS**

**VERIFICATION CODE**

Verification code sent to:

\*\*\*\*\*@art.com.au  
\*\*\*\*\* 000

Enter Verification Code:

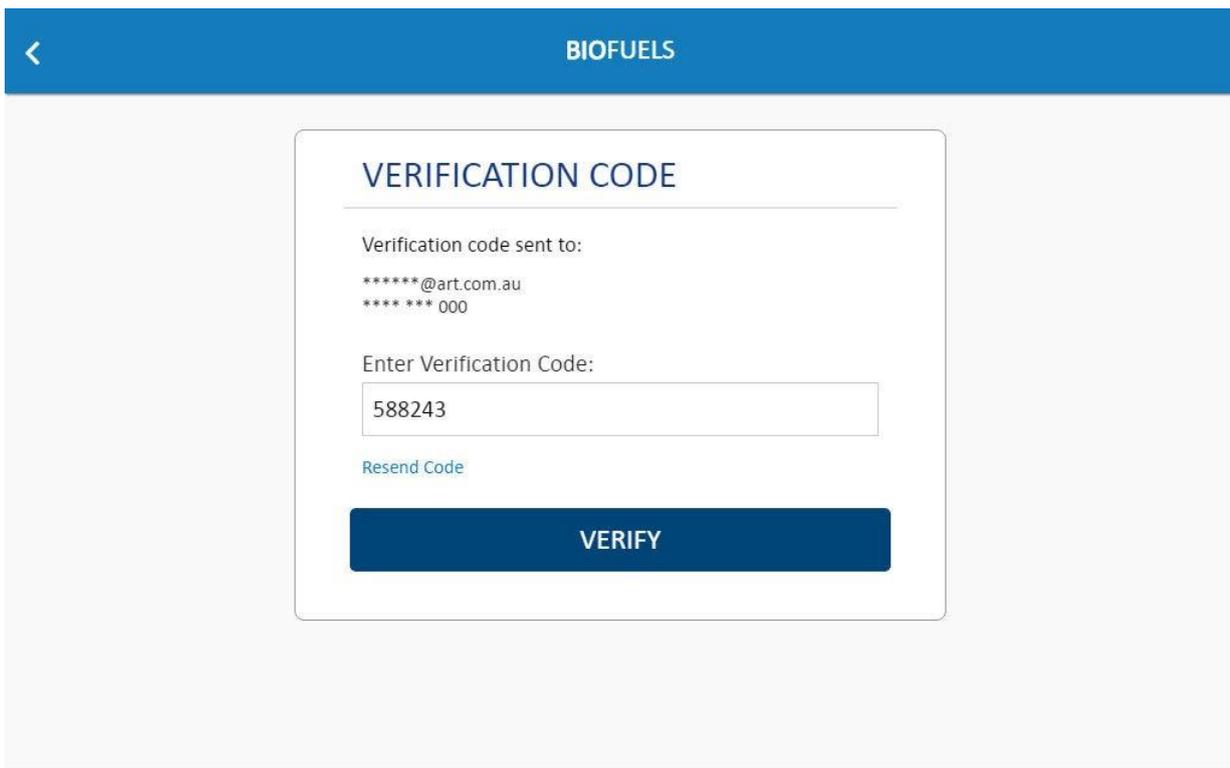
Resend Code

**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**



**BIOFUELS**

**VERIFICATION CODE**

Verification code sent to:  
\*\*\*\*\*@art.com.au  
\*\*\*\*\* 000

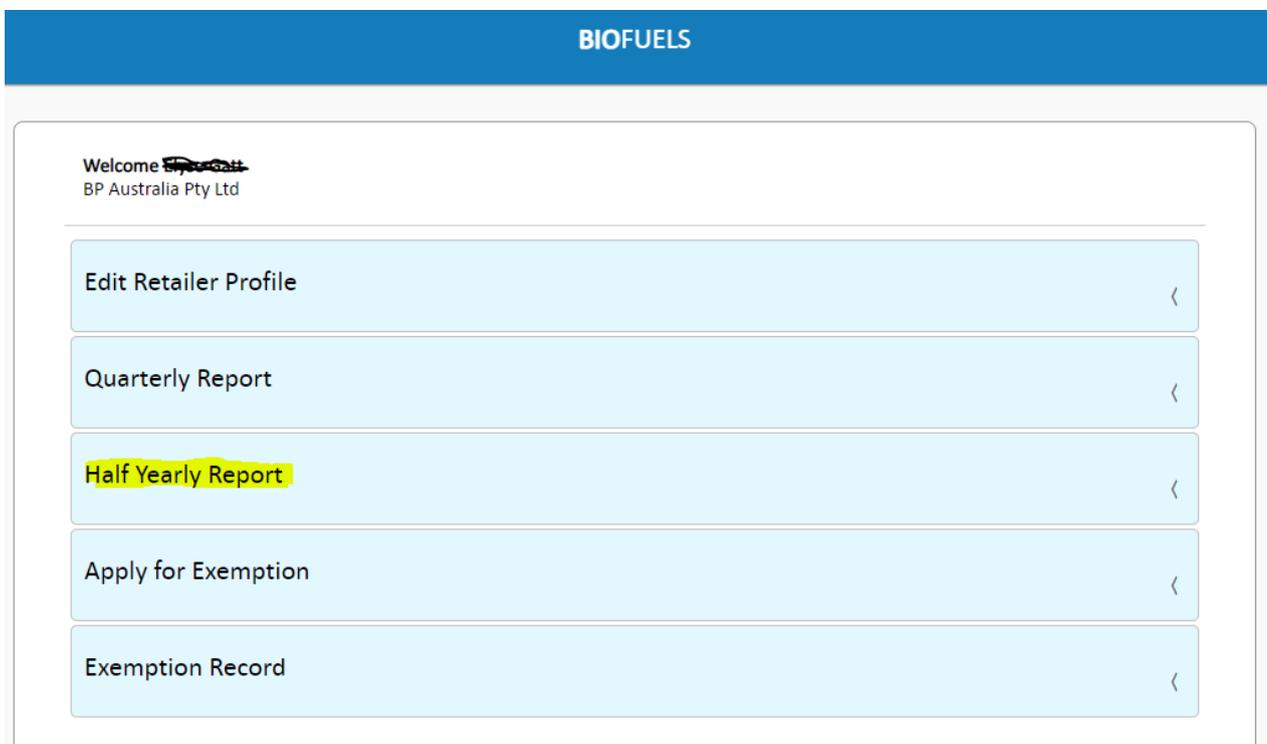
Enter Verification Code:  
588243

[Resend Code](#)

**VERIFY**

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

**Step 7**



**BIOFUELS**

Welcome [redacted]  
BP Australia Pty Ltd

- Edit Retailer Profile <
- Quarterly Report <
- Half Yearly Report** <
- Apply for Exemption <
- 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**

## Enter Half yearly Report

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

<b>BP Albion Park</b>				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"/>

<b>BP Artarmon</b>				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"/>

<b>BP Ashfield</b>				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"/>

<b>BP Asquith</b>				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

<b>BP Albion Park</b>				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"/>
<b>BP Artarmon</b>				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"/>
<b>BP Ashfield</b>				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"/>
<b>BP Asquith</b>				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

The screenshot shows a web interface for entering biofuels data. At the top, there is a blue header with a back arrow, the title 'BIOFUELS', and a close button. Below the header, there are two small red boxes containing the numbers '1' and '2'. The main content area is divided into three sections, one for each station. Each section has a title, a 'VFS' checkbox, and two rows of data for 'E10' and 'U91' categories. Each row contains input fields for 'Bowsers' and 'Nozzles'.

Station	Category	Bowsers	Nozzles	VFS
Woolworths Albion Park	E10	8	12	<input checked="" type="checkbox"/>
	U91	6	12	<input checked="" type="checkbox"/>
Woolworths Albury	E10	8	16	<input checked="" type="checkbox"/>
	U91	6	8	<input checked="" type="checkbox"/>
Woolworths Appin	E10	0	0	<input type="checkbox"/>
	U91	0	0	<input type="checkbox"/>

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

**Step 18**

<b>BP Woollahra</b>				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"/>

<b>BP Wyoming</b>				VFS <input checked="" type="checkbox"/>
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"/>

<b>BP Young</b>				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"/>

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/2021 *Lodged* <

**CLOSE**

The Half Yearly Biofuels report has been entered.

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