



30 June 2017

## Viewing your June and EOFY statement

Dear Valued Customer,

The end of financial year is fast approaching and we understand this is an important time for your business. In addition to receiving them from BP via email, here are some helpful ways you can view your invoices and end-of-financial-year (EOFY) statements:

### 1. BP Plus Online

As always, you can view and download your invoices and statements via [BP Plus Online](#) using your login details.

#### To view your EOFY Statement:

**Step 1.** Log in to your [BP Plus Online Account](#)

**Step 2.** Select "Reports" and then "Run a Report"

**Step 3.** Under Report Type select "Transactions" and Report Detail select "Customised Fleet Control Report"

**Step 4.** Enter the financial year date range (i.e. 1/07/16 to 30/06/17)

**Step 5.** Under Report Delivery, select one of the email options. Note: you are unable to "Download and display" 12-month reports, if you do this you will receive an error message

**Step 6.** Click "**Run Report**"

#### To view invoices:

**Step 1.** Log in to your [BP Plus Online Account](#)

**Step 2.** Select "Reports" and then "Past Reports"

**Step 3.** You will then see all BP Plus Generated Reports. Select "View All" and then you will be able to view all your reports, including the latest one

If you have not registered for a BP Plus Online Account or have misplaced your login details please contact us on **1300 1300 27** or via [AUcustcare@bp.com](mailto:AUcustcare@bp.com), available **Monday to Friday between 8 am to 6 pm (AEST)**.

### 2. If you receive a .dat file and experience issues viewing your statement and invoices via email

#### Convert .dat file to a .pdf or required file type

**Step 1.** Right click on the .dat file (in the email) and click "Save As" (ensure you have selected the folder you would like the file to be saved in) and in the "Save as type" drop down menu select PDF (\*.pdf) or the file format you require

**Step 2.** You should now be able to open and view the file in the required file format

We apologise for any inconvenience caused if you are experiencing issues viewing your statement and invoices and be assured that our team is continuing to look into the issue further. If you require further assistance please contact our Customer Support Team on 1300 1300 27, Monday to Friday between 8 am to 6 pm (AEST).

Regards,

**The BP Plus Team**

