



Introduction to using BP Fuelcard Online

bp **BP Fuelcard Online**

Hello, Robert Langtree [Logout](#) | [Help](#)

R B Langtree Admin (0111002233)

Current balance \$23,457 [Account Details](#)

Home Cards Transactions Reports Support

Welcome Robert Langtree

BP Fuelcard Online is here to help you with the day to day management of your BP Fuelcard accounts.

BP Fuelcard Online User Help Guide
This guide provides easily accessible information and resources to assist you with managing your fleet with BP Fuelcard Online. [Find out more](#)

Manage Your Cards
Review all your cards and update their details, or order some more.
[Find and Update Cards](#)
[Order a Card](#)
[Bulk Order and Update Cards](#)

Run Reports
Keep track of your fuel spend, economy, mileage and more.
[Run a Report](#)
[Manage Recurring Reports](#)
[Past Reports](#)

Account Summary

R B Langtree Admin (0111002233)	
Current Balance	\$23,457
Last Bill Amount	\$78,415
Last Payment Received	30/09/13

The BP Fuelcard Online portal is a reporting and management tool that helps you manage your fleet’s fuel and vehicle expenses online - saving you time and effort in your busy day. It’s easy – go on, have a go!

Video Tutorials & PDF Guides

These ‘How to’ video tutorials and PDFs are available at bpfuelcard.co.nz



Get started

- + Go to bpfuelcard.co.nz
- + Login by entering your username and password
- + Get started on BP Fuelcard Online!

bp **BP Fuelcard Online**

bp.co.nz | Contact us | Find a BP Call: 0800 800 027

News, Offers & Alerts BP Fuelcard Online Resources

We'll stay put so you can keep moving

At BP we're committed to leading the way and providing a strong, efficient network from Northland to Invercargill. Our site locator is an online tool which helps you find your nearest BP Station.

[Check locations](#)

Login to BP Fuelcard

Username

Password

[Forgotten Password?](#) [Login](#)

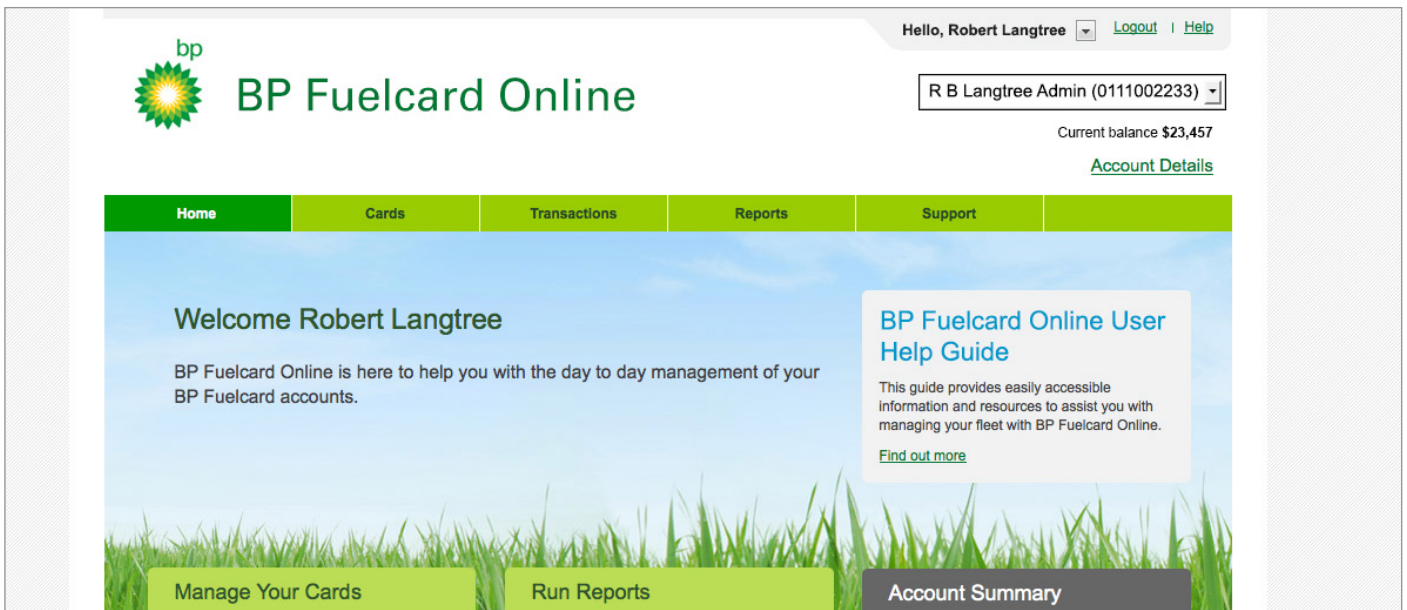
[Obtain a BP Fuelcard Online login](#)

Apply for a BP Fuelcard today

[Apply Now](#)



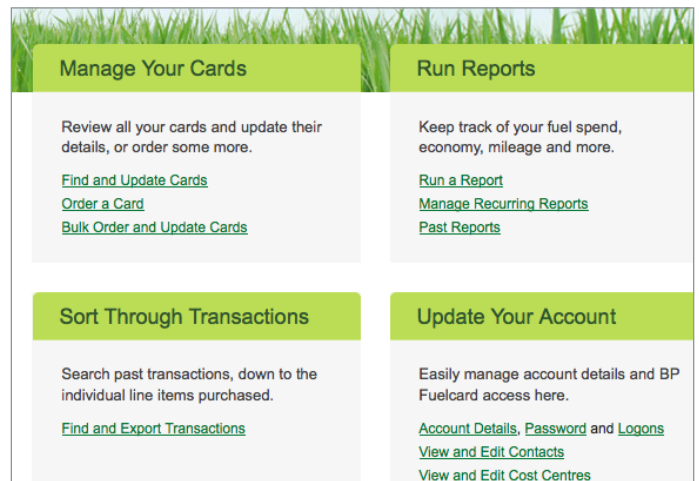
➤ Easy to navigate



Wherever you are on the portal, accessing what you need to do is quick and easy!

Access the most frequently used functions easily from the main menu or from the panels on the homepage:

- + Managing your cards
- + Running reports
- + Sorting through transactions
- + Updating your account
- + Getting support

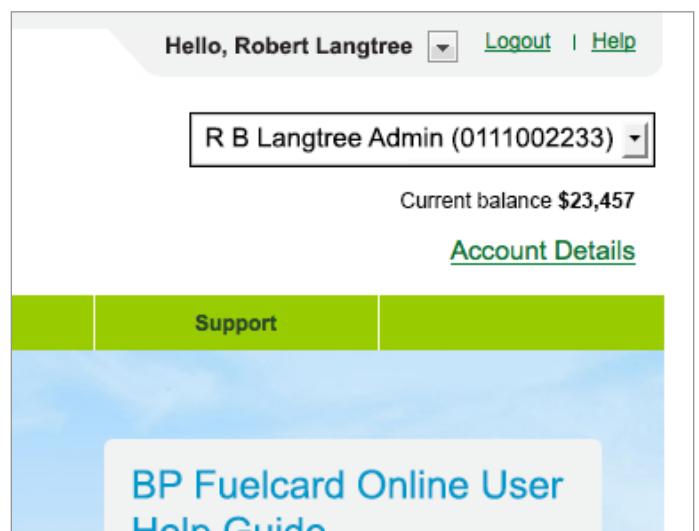


➤ Your accounts are just a click away!

Select the account you want from the dropdown in the top right hand corner of the screen, which displays all the accounts you have been given access to in alphabetical order.

All information on the portal now relates to this account, including:

- + Current balance, displayed under the account selection dropdown
- + Summary of the account on the right of the homepage
- + Access to full account details by clicking the **Account Details** link. This opens a page that gives access to all account-related tasks such as editing contacts, cost centres and vehicles.

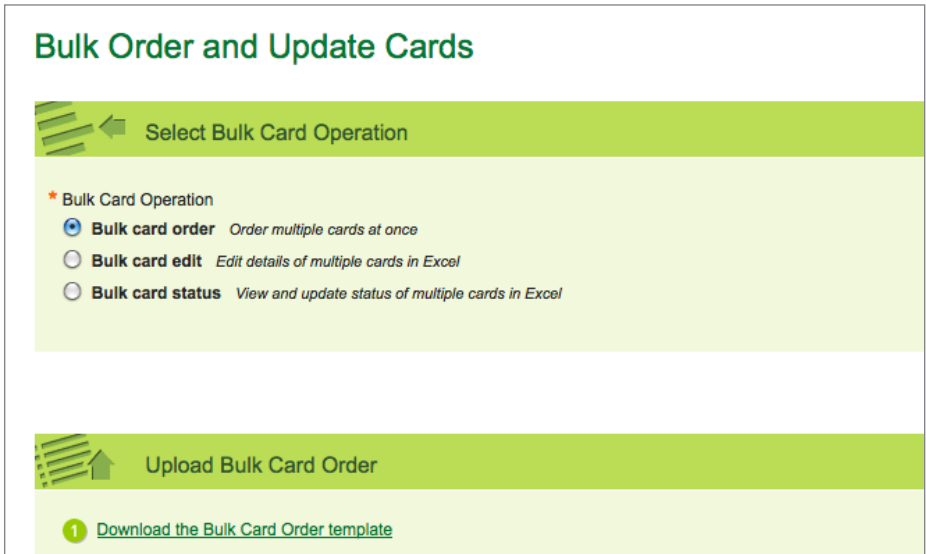


> Key features

Simple card management:

- + Ease of ordering and updating cards – which can be done either one at a time or in bulk.
- + Ability to restrict purchases on cards by setting purchase limits for product type or dollar value.

Bulk Order and Update Cards



Select Bulk Card Operation

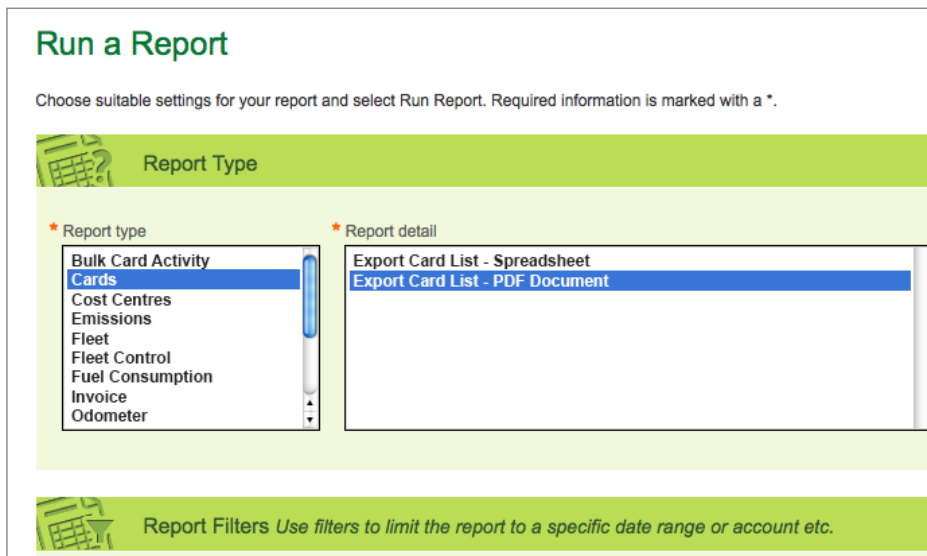
- * Bulk Card Operation
 - Bulk card order** *Order multiple cards at once*
 - Bulk card edit** *Edit details of multiple cards in Excel*
 - Bulk card status** *View and update status of multiple cards in Excel*

Upload Bulk Card Order

1 [Download the Bulk Card Order template](#)

Run a Report

Choose suitable settings for your report and select Run Report. Required information is marked with a *.



Report Type

- * Report type
 - Bulk Card Activity
 - Cards**
 - Cost Centres
 - Emissions
 - Fleet
 - Fleet Control
 - Fuel Consumption
 - Invoice
 - Odometer
- * Report detail
 - Export Card List - Spreadsheet
 - Export Card List - PDF Document**

Report Filters Use filters to limit the report to a specific date range or account etc.

A powerful range of free reporting options to help you with:

- + Monitoring unusual activity across your fleet
- + Viewing transaction and card details
- + Managing your cost centres
- + and much much more



Learn more

To learn more about the individual functions available on BP Fuelcard Online, we recommend you view our suite of video and PDF tutorials, available on bpfuelcard.co.nz

- + Introduction to using BP Fuelcard Online
- + Manage your Account
- + Run a Report
- + Manage Recurring Reports
- + Order and Update a Card
- + Order and Update Cards in Bulk
- + Find and Export Transactions



For more information contact BP

BP Fuelcard Customer Service

0800 800 027



Email your enquiry to

BPFuelcard@bp.co.nz



Or contact your

Sales Manager

