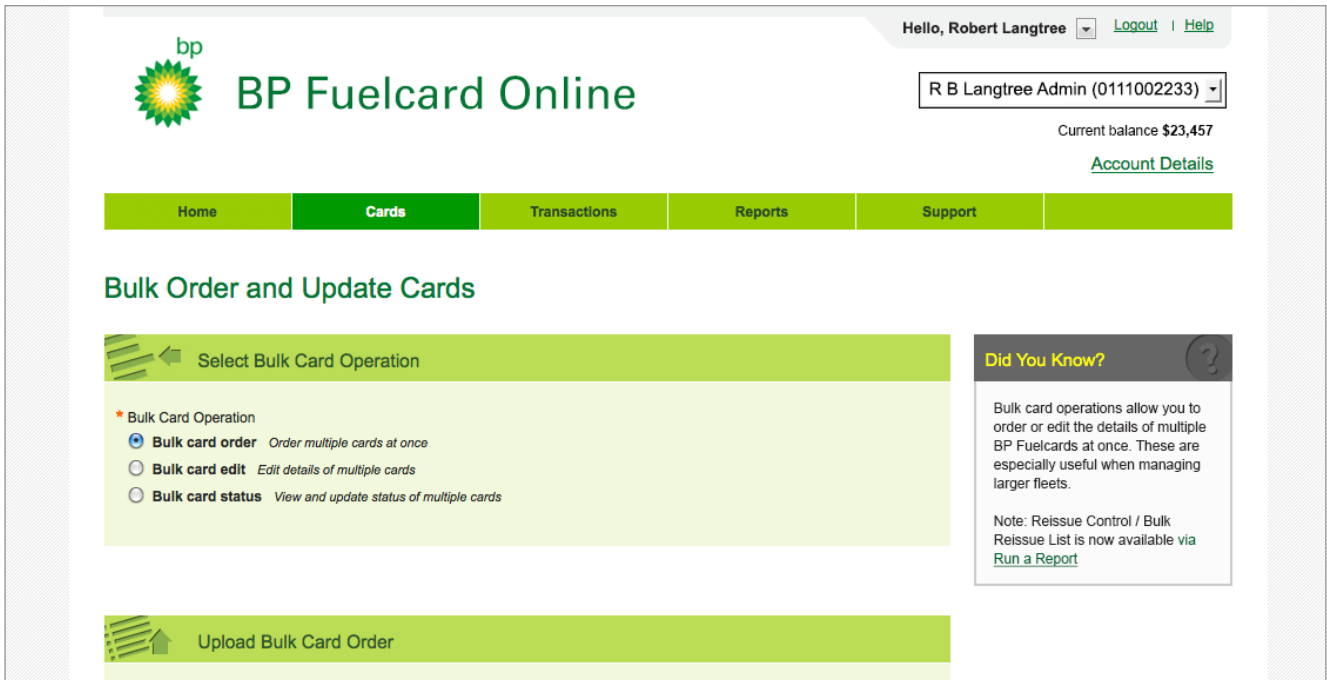




# Changes are being made to the 'Bulk Cards' functions on the BP Fuelcard Online portal



This is a guide to help you understand how to Order and Update Cards in Bulk on BP Fuelcard Online

[View the video tutorial](#)

These 'How to' video tutorials and PDFs are available at [bpfuelcard.co.nz](http://bpfuelcard.co.nz)



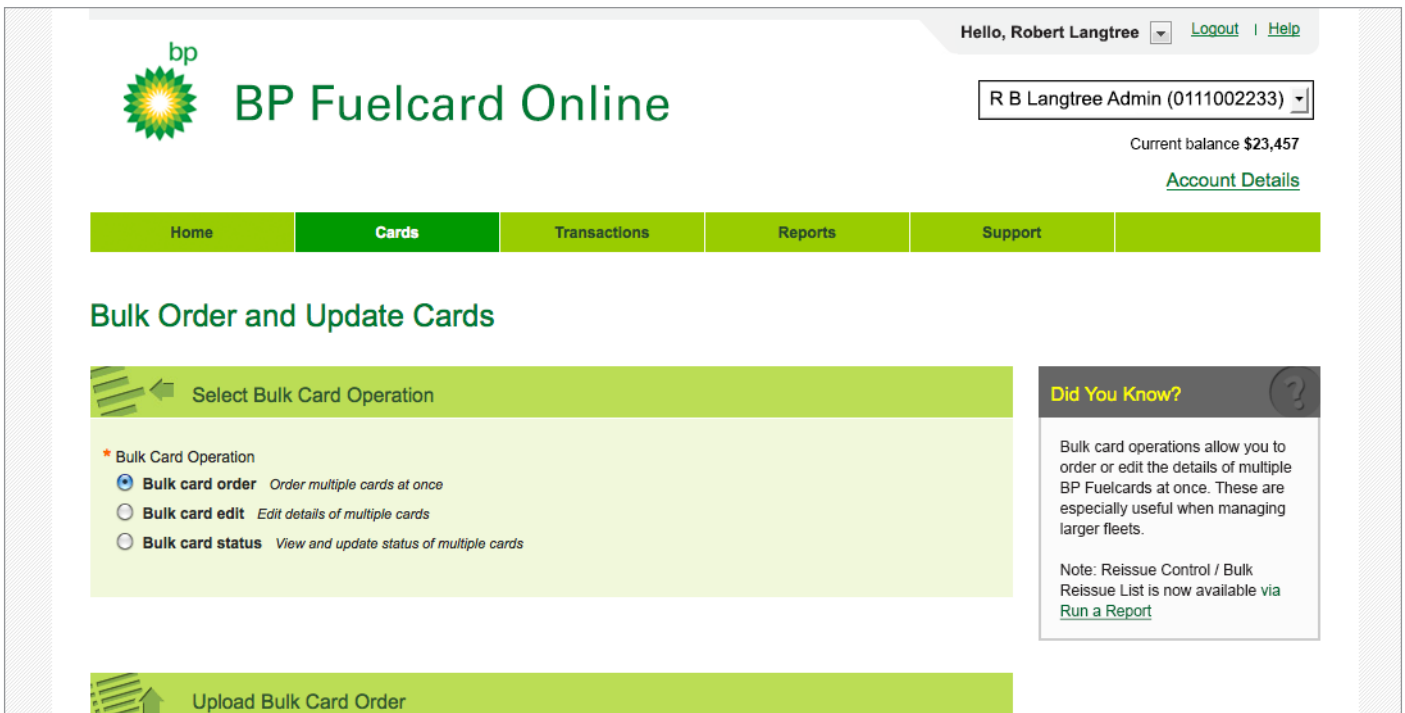
## The three bulk card functions are:

- + Ordering cards in bulk
- + Editing cards in bulk
- + Changing the status of cards in bulk

The bulk card functions are accessible from the **Bulk Order and Update Cards** option in the main menu, under Cards, or from the Manage Your Cards panel on the homepage.

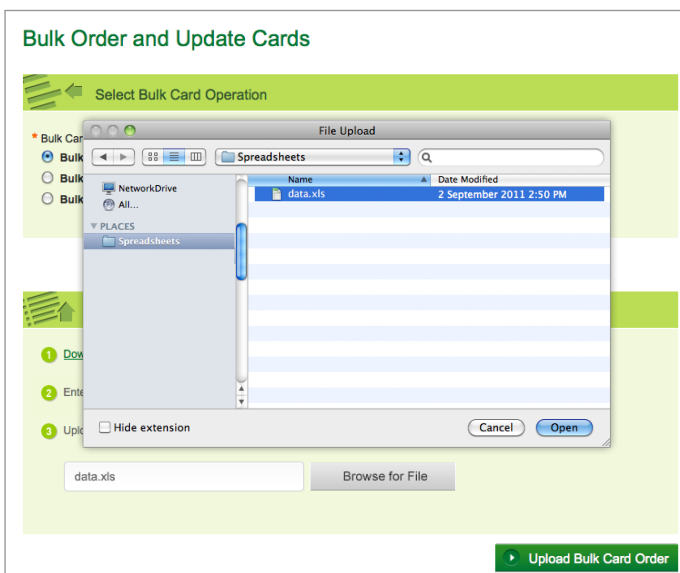
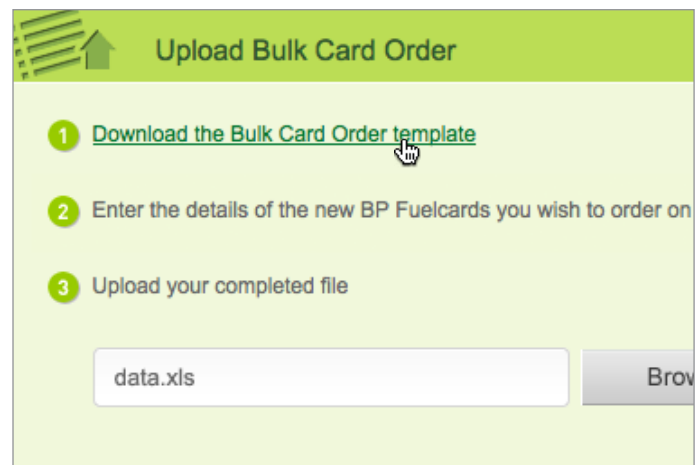


**> Bulk card order**



Select the **Bulk card order** option, then:

1. Click on **Download the Bulk Card Order template**, which will download an Excel spreadsheet to your computer, with the appropriate columns that you need to complete.
2. Open this spreadsheet and enter the information required, which is the same information as that for ordering a single card. (If you need assistance completing this spreadsheet, refer to the BP Fuelcard Online User Help Guide on [bpfuelcard.co.nz](http://bpfuelcard.co.nz).)



3. Once you've entered all the information, save the spreadsheet to your computer.
4. Return to the BP Fuelcard portal and **upload your completed file** using the **Browse for File** function.
5. Select the **Upload Bulk Card Order** button to complete your order.



➤ Bulk card edit

The screenshot shows the BP Fuelcard Online interface. At the top, there's a navigation bar with 'Home', 'Cards', 'Transactions', 'Reports', and 'Support'. The 'Cards' tab is active. Below the navigation, the main heading is 'Bulk Order and Update Cards'. On the left, there's a 'Select Bulk Card Operation' section with three radio button options: 'Bulk card order' (disabled), 'Bulk card edit' (selected), and 'Bulk card status' (disabled). In the center, there's a question: 'Have you performed a Bulk Card Update recently? Already have an Excel file prepared?' with an 'Upload Excel File' button. On the right, there's a 'Did You Know?' box with a question mark icon and text explaining bulk card operations and a link to 'Run a Report'. The top right of the dashboard shows the user's name 'Hello, Robert Langtree', a 'Logout | Help' link, and a dropdown menu for the user's name 'R B Langtree Admin (0111002233)'. Below the name, it shows 'Current balance \$23,457' and a link to 'Account Details'.

Select the **Bulk card edit** option, then:

1. **Search for the cards you want** to edit by entering a keyword (full or partial with a minimum of four characters) to be matched against Card number, Driver name or Vehicle registration.  
  
Or use the Advanced Search Options panel to refine the search criteria.
2. View the first five pages of the results on screen first to make sure they are the ones you want.
3. Then download to an Excel spread sheet straight away.
4. Make your card amendments in the Excel spread sheet.
5. Return to the BP Fuelcard portal and upload the file using the **Upload Excel File** button at the top of the screen.

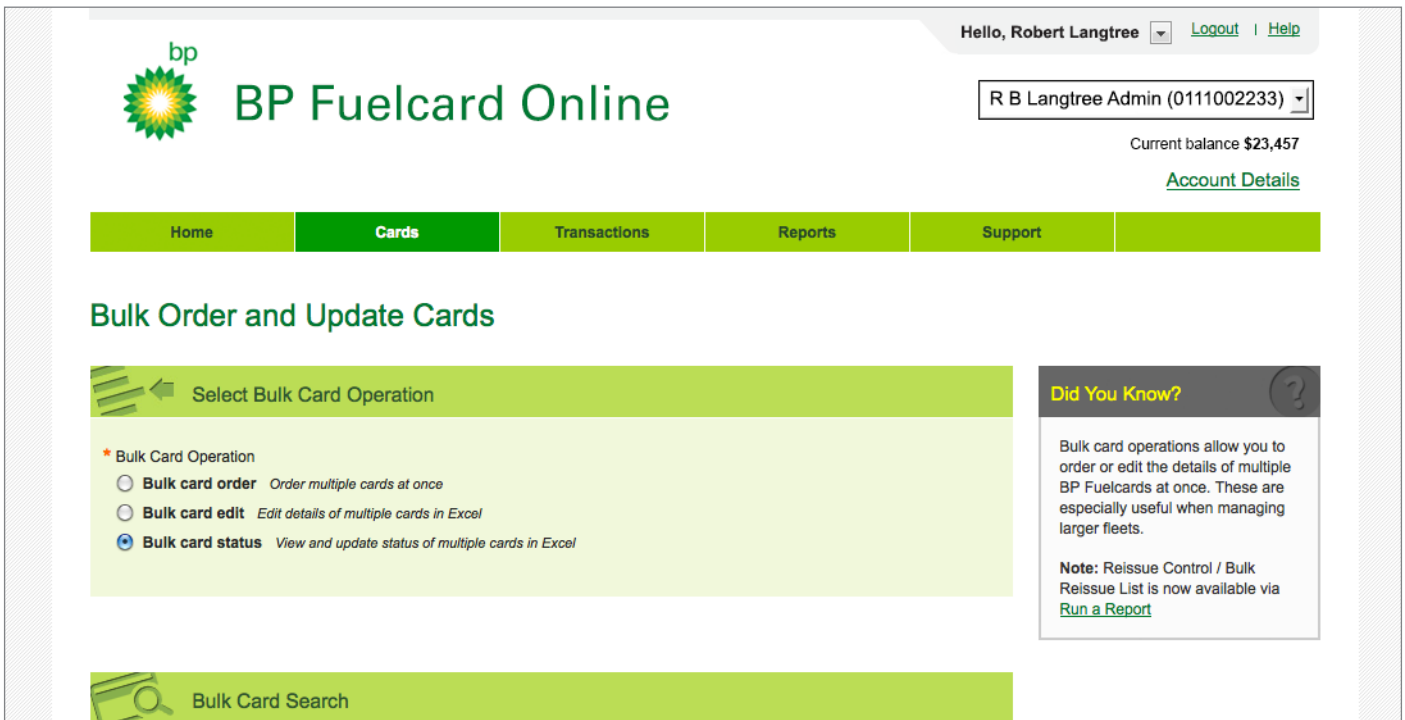
The screenshot shows the 'Bulk Card Search' interface. It has a search bar for 'Card number, driver name or vehicle registration' with the text 'ABC123' entered. To the right is an 'Account' dropdown menu showing 'R B Lang'. Below the search bar is a 'Card status' dropdown menu with 'All' selected. At the bottom, there is a link for 'Advanced Search Options'.

**Did you know?**

If you're familiar with the process and have recently prepared a spread sheet with necessary changes, you can upload it straight away.

The screenshot shows the 'Bulk Cards Found' results page. It features a green header with a magnifying glass icon and the text 'Bulk Cards Found'. Below the header, it says '23 Cards found' and provides instructions: 'Download these cards in a file and then update their details in Excel as needed. You will be asked to upload your edited file in the next step.' To the right of the instructions is a button that says 'View First 5 Pages of Results'. At the bottom right, there is a large green button with a play icon and the text 'Download Cards to Excel'.

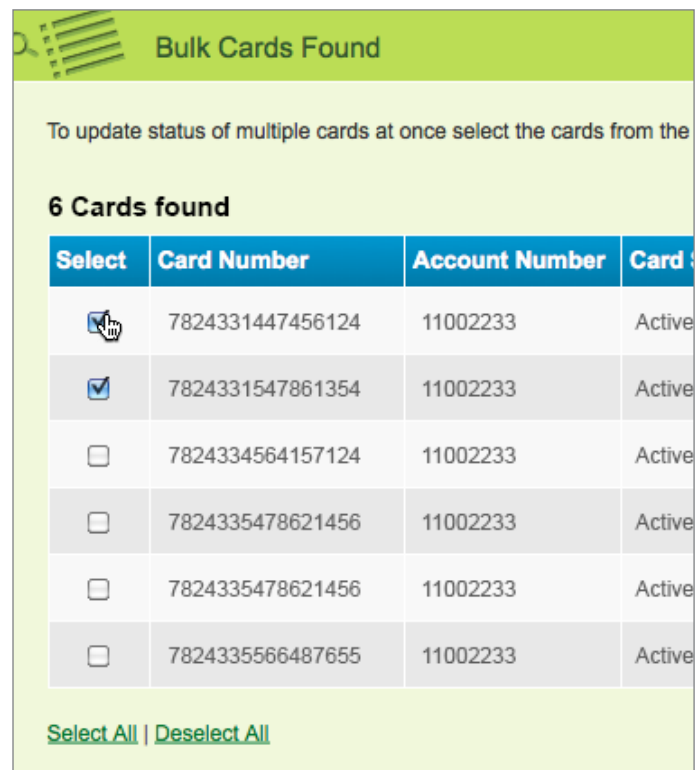
> Bulk card status



The screenshot shows the BP Fuelcard Online interface. At the top, there is a navigation bar with 'Home', 'Cards', 'Transactions', 'Reports', and 'Support'. The 'Cards' tab is active. Below the navigation bar, the main heading is 'Bulk Order and Update Cards'. Under this heading, there is a section titled 'Select Bulk Card Operation' with three radio button options: 'Bulk card order', 'Bulk card edit', and 'Bulk card status'. The 'Bulk card status' option is selected. To the right of this section is a 'Did You Know?' box with a question mark icon and text explaining bulk card operations. Below the 'Select Bulk Card Operation' section is a 'Bulk Card Search' input field.

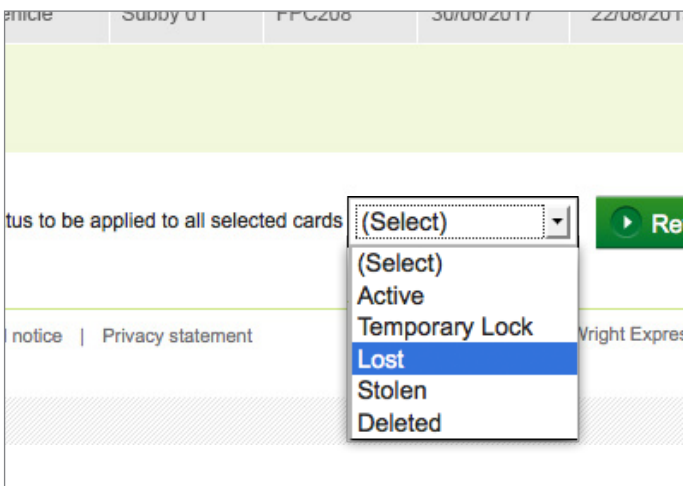
Select the **Bulk card status** option, then:

1. **Search for the cards** you want – using the same process as explained on the previous page.
2. **Select the cards** whose status you want to change from the list shown on screen.
3. **Choose the appropriate New Card Status**, noting that you can only change your selected cards to one new card status at a time.
4. Check the correct status has been applied, using the **Review** button.
5. Click **Save Changes**.



The screenshot shows a table titled 'Bulk Cards Found'. The table has four columns: 'Select', 'Card Number', 'Account Number', and 'Card Status'. There are six rows of data. The first row has a mouse cursor over the 'Select' checkbox. Below the table, there are links for 'Select All' and 'Deselect All'.

Select	Card Number	Account Number	Card Status
<input checked="" type="checkbox"/>	7824331447456124	11002233	Active
<input checked="" type="checkbox"/>	7824331547861354	11002233	Active
<input type="checkbox"/>	7824334564157124	11002233	Active
<input type="checkbox"/>	7824335478621456	11002233	Active
<input type="checkbox"/>	7824335478621456	11002233	Active
<input type="checkbox"/>	7824335566487655	11002233	Active



The screenshot shows a dropdown menu for selecting a new card status. The menu is open, showing options: '(Select)', 'Active', 'Temporary Lock', 'Lost', 'Stolen', and 'Deleted'. The 'Lost' option is highlighted in blue. The dropdown is positioned over a form field that says 'Status to be applied to all selected cards'.

**Did you know?**

Depending on the new status chosen, some of your cards may need to be re-issued - you will be notified on screen if this needs to occur.



## Video Tutorials & PDF Guides

A suite of instructional video tutorials and PDFs are available on [bpfuelcard.co.nz](http://bpfuelcard.co.nz) and in the BP Fuelcard Online User Help Guide.

- + 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

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**Or contact your**

**Sales Manager**

