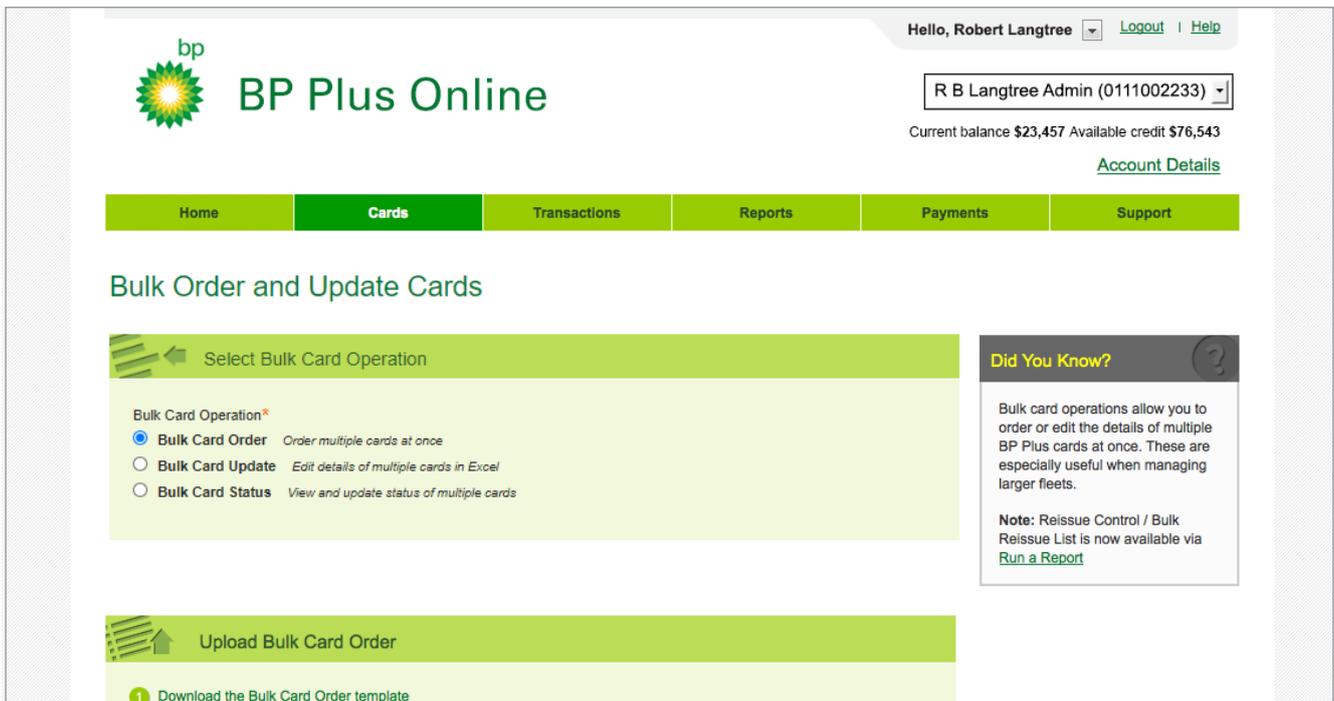




## Changes are being made to the 'Bulk Cards' functions on the BP Plus Online portal



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

[View the video tutorial](#)

These 'How to' video tutorials and PDFs are available at [bpplus.com.au](http://bpplus.com.au)



### 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 Plus Online User Help Guide on [bpplus.com.au](http://bpplus.com.au).)

3. Once you've entered all the information, save the spreadsheet to your computer.
4. Return to the BP Plus 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 Plus Online dashboard. At the top left is the BP logo and 'BP Plus Online' text. On the right, it says 'Hello, Robert Langtree' with 'Logout' and 'Help' links. Below this is a dropdown menu for 'R B Langtree Admin (0111002233)' and 'Current balance \$23,457 Available credit \$76,543' with a link to 'Account Details'. A navigation bar contains 'Home', 'Cards', 'Transactions', 'Reports', 'Payments', and 'Support'. The main heading is 'Bulk Order and Update Cards'. Below this is a 'Select Bulk Card Operation' section with three radio button options: 'Bulk Card Order' (Order multiple cards at once), 'Bulk Card Update' (selected, Edit details of multiple cards in Excel), and 'Bulk Card Status' (View and update status of multiple cards). To the right of these options is a question: 'Have you performed a Bulk Card Update recently? Already have an Excel file prepared?' with an 'Upload Excel File' button. On the far right is a 'Did You Know?' box with a question mark icon, containing text about bulk card operations and a link to 'Run a Report'.

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 Plus 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 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 search icon and the heading 'Bulk Cards Found'. Below this, 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 is a button 'View First 5 Pages of Results'. At the bottom right is a large green button 'Download Cards to Excel'.



➤ Bulk card status

The screenshot shows the BP Plus Online dashboard. At the top right, it says 'Hello, Robert Langtree' with a dropdown menu showing 'R B Langtree Admin (0111002233)'. Below this, it displays 'Current balance \$23,457 Available credit \$76,543' and a link for 'Account Details'. A navigation bar contains 'Home', 'Cards', 'Transactions', 'Reports', 'Payments', and 'Support'. The main heading is 'Bulk Order and Update Cards'. Underneath, there's a section 'Select Bulk Card Operation' with three radio button options: 'Bulk Card Order' (Order multiple cards at once), 'Bulk Card Update' (Edit details of multiple cards in Excel), and 'Bulk Card Status' (View and update status of multiple cards), which is currently selected. To the right, a 'Did You Know?' box explains that bulk card operations allow ordering or editing multiple cards at once, especially useful for large fleets. A 'Note' mentions that Reissue Control / Bulk Reissue List is now available via a 'Run a Report' link. At the bottom, there's a 'Bulk Card Search' button.

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 the 'Bulk Cards Found' interface. It has a heading 'Bulk Cards Found' and a sub-heading '6 Cards found'. Below this is a table with columns: 'Select', 'Card Number', 'Account Number', and 'Card Status'. The first row has a checked checkbox, while the others are unchecked. Below the table are links for 'Select All' and 'Deselect All'. The text above the table says 'To update status of multiple cards at once select the cards from the'.

Select	Card Number	Account Number	Card Status
<input checked="" type="checkbox"/>	7052 11002233 65479	11002233	Active
<input type="checkbox"/>	7052 11002233 65495	11002233	Active
<input type="checkbox"/>	7052 11002233 67871	11002233	Active
<input type="checkbox"/>	7052 11002233 68800	11002233	Active
<input type="checkbox"/>	7052 11002233 68801	11002233	Active
<input type="checkbox"/>	7052 11002233 68905	11002233	Active

This screenshot shows a dropdown menu for selecting a new status for the cards. The menu is open, showing options: '(Select)', 'Active', 'Temporary Lock', 'Lost', 'Stolen', and 'Deleted'. The 'Lost' option is currently highlighted. Above the dropdown, it says 'Status to be applied to all selected cards'. To the right of the dropdown is a green 'Review' button.

**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 **bpplus.com.au** and in the BP Plus Online User Help Guide.

- + Introduction to using BP Plus 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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