Introduction to using BP Plus Online

The BP Plus 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

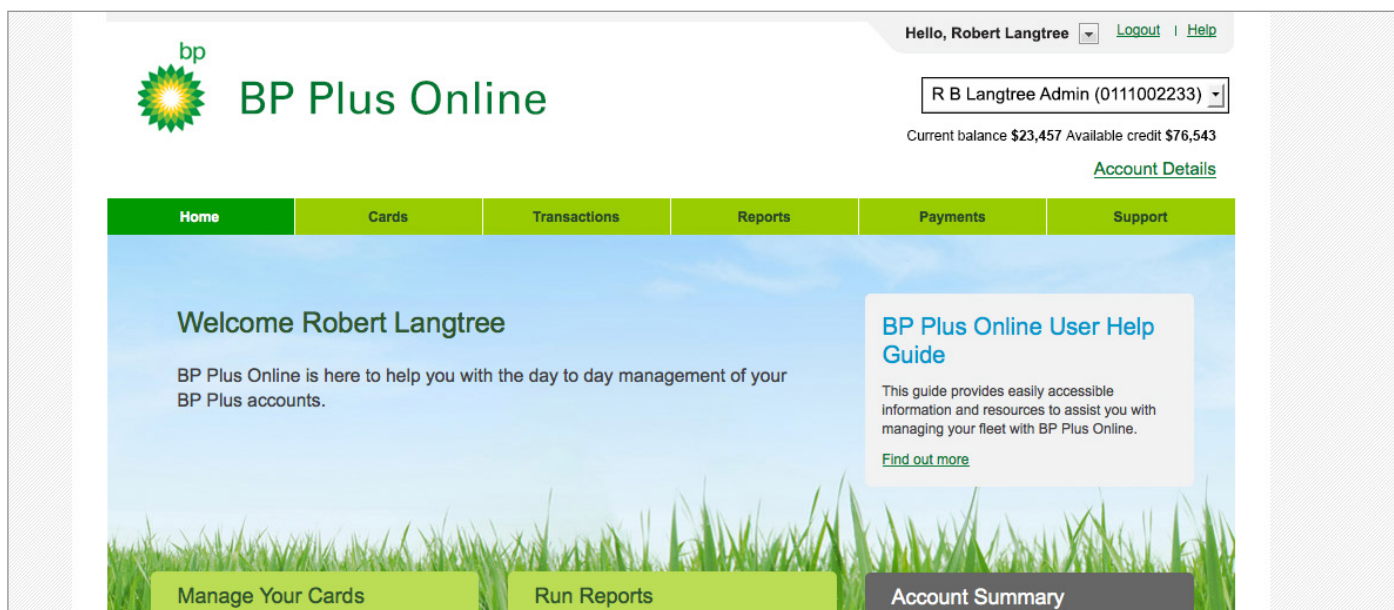These 'How to' video tutorials and PDFs are available at **bpplus.com.au**

> ## Get started

+ Go to **bpplus.com.au**

+ Login by entering your username and password.
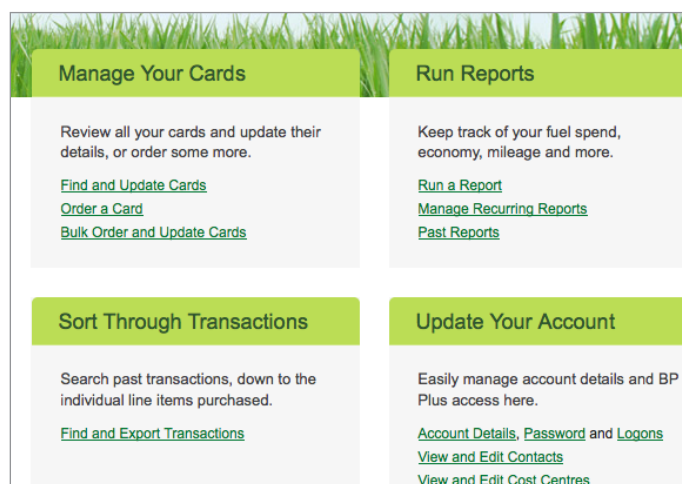
+ Get started on BP Plus Online!

› Convenient navigation

Wherever you are on the site, 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

+ Payments

+ 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 and available credit, displayed under the account selection dropdown

+ Summary of the account on the right of the homepage

+ Access 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.
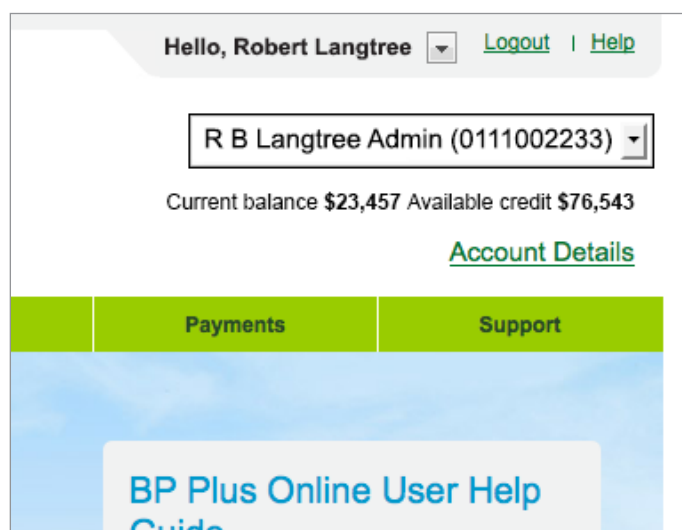
Key features

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, volume, dollars or time.

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

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 transactions and card details

+ Managing your cost centres

+ and much much more

Flexible payment options, including:

+ Using a credit card to make payments online and

+ Making 'one-off' payments whenever you want and

+ The option to set alerts that will let you know when you are nearing your credit limit

Make a Payment

To make a payment to reduce the balance of your BP Plus account, please select your payment type, enter in the a to pay and, if making a payment via a credit card, please enter your credit card details. Required information is mar

Payment Amount and Method

* Payment amount
$ [ ]

* Payment method
  - ● **Credit card**
  - ○ **Your nominated bank account**

Please note that it may take up to 48 hours to process the payment

Credit Card Details

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

BP Plus Virtual Assistant
BP Plus Online Portal

Email your enquiry to
AUcustcare@bp.com

Contact your
Sales Manager