

# BP Plus Cards



## Order a Card Reference Information

**The following information will explain BP Plus card order fields, what they mean and any restrictions. It should assist you with new card orders.**

**Vehicle Information** – Cards may be vehicle or person specific

### Vehicle specific card

Vehicle description and registration must be supplied and will be embossed on the card. The card can only be used for that specific vehicle. Registrations do not include spaces. e.g. Vehicle registration - 844OTA Vehicle description - Red Falcon Sedan. Driver name may be supplied. It is not shown on the card but will be shown on some reporting.

### Personal card

Driver name must be supplied and will appear on the card. Only the person whose name appears on the card is entitled to use the card. This field should not include commas.

e.g. Driver name **Kate O'Brian ✓**  
**O'Brien, K x**

For a personal card, check the "CardType / PIN" box.

### Embossing Name

The embossing name that appears automatically is generated from the name of your fleet.

### Card Type/PIN

For a personal card or to request a PIN, ensure the relevant box is checked.

**Security Options – account defaults may be set up via your account officer**, otherwise you simply check the boxes in Order a Card or Order Multiple Cards to tailor the cards. If checked:

- + Order number is required at the time of purchase (electronic transactions only)

- + Odometer readings are to be provided at the time of purchase (electronic transactions only)
- + Driver signature is required at the time of purchase
- + Pay at the Pump access is available on the card

### Reference / Domestic Number

This is an optional field with a maximum of 8 characters (alpha-numeric) and is used for your internal identification. Reference / Domestic Number appears on the card. If a Reference / Domestic Number is changed, the card must be reissued.

### Cost Centre

Similar to the Reference / Domestic Number this is an optional field, however this field is not embossed on the card. It has a maximum of 10 digits (alpha-numeric) and is for your internal identification and reporting requirements, eg Sales Dept. Cost centre data is appended to the transaction information when a transaction occurs. If the cost centre changes, transactions up to that date will still show the old cost centre, any transactions that occurred after that date will show the new cost centre.

### Products & Services

Cards entitling the cardholder to purchase fuel only are produced on silver BP Plus Cards – if they are restricted to a single fuel grade that fuel grade is printed on the front of the silver card. Cards ordered with other options will be produced on green BP Plus cards and show the relevant icons as per the images below.



car wash



tyres, batteries & parts



service



shop



diner

## A plus for your business.



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### Litre and Dollar Limits – account defaults may be set up via your account officer.

You may specify time, litres or dollar limits that can be made at any one time\*. Purchases over the specified limit or outside the specified time band will not be processed electronically and payment will need to be by some other means.

0 No litre limit – standard default

1 50 litre limit

2 75 litre limit

3 100 litre limit

4 15 litre limit

5 25 litre limit

6 35 litre limit

7 200 litre limit

8 400 litre limit

9 800 litre limit

0 No Dollar limit – standard default

1 \$100.00 limit

2 \$200.00 limit

3 \$25.00 limit

1 7 days, 24 Hours – standard default

2 Mon-Fri, 24 Hours

3 Mon-Fri, 7am-7pm

4 Mon-Sat, 7am-7pm

5 Mon-Fri, 9am-5pm

6 Sat-Sun, 24 Hours

7 Mon-Fri, 12.30pm-2.30pm

\* Applies only to electronic transactions

### Management Controls – account defaults may be set up via your account officer.

If requested as an account default, all cards ordered will include coding to prompt the console operator to submit additional detail about the transaction. The console operator will request the relevant information from the cardholder at the time of purchase. The default setting for new accounts is for none of the following to be requested. Again, this feature applies to electronic transactions only.

+ Order number

+ Fleet identification

+ Vehicle identification

+ Driver identification

**If you have any queries regarding this information please call your account officer on 1300 1300 27**

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