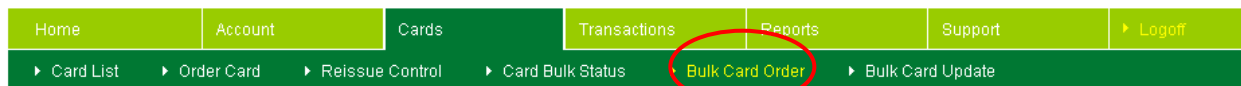




Bulk Card Order – Download Instructions

After login into BP Plus Online, to access and download the template:

1. Select the **Cards** menu, then select **Bulk Card Order**.
2. Click on **Download** to see the Bulk Card Order template.



Bulk Card Order



Bulk Card Order – Populating the spreadsheet template

Tool tips are available for each column within the spreadsheet. The tips provide information on each column. You can view the tips by moving the mouse over the column headings.

	A	B	C	D	E	F	G	H
1	Bulk Card Order for BP Australia Pty Ltd							
2	Requested	Ben Turner	Phone					
3	Account	Emboss	Reference	Card	PIN	Signature	PI	eGrant
4	Number	Name	Number	Type	required	required	N	?
5								
6								
7								
8								
9								

Mandatory- Please select your Customer account number



The details of what needs to be populated in each column are as follows:

Field	Maximum length	Valid Value	Tool Tips
a. Account Number is mandatory	10	Pick from drop down box <i>Note: '01' has been added to the start of the account number as part of the changes to the template</i>	Select your Customer account number
b. Emboss Name (see Valid Value column for characters allowed).	27	<ul style="list-style-type: none"> • alphanumeric (<i>upper and lower case</i>) • Full stop . • Comma , • Apostrophe (<i>Under double quotes on keyboard. NOT character under ~</i>)' • Forward slash / • Dash - • Left round bracket (• Right round bracket) • Ampersand & • Space 	Customer name to be embossed on your card
c. Reference Number Embossed on your card This is Optional	8		Reference number for your card. Embossed on the card.
d. Card Type, This is mandatory		Vehicle Or Driver	Is the card a "Driver" or "Vehicle" card?
e. PIN required. This is mandatory	1	Y or N	Does this card require a PIN number to be input at the point of sale?
f. Signature required?	1	Y or N	Does this card require a signature to be provided at the point of sale?
g. PIN. Optional	4		Enter a four digit pin number of your choice. Leave blank for a system generated pin number. Only valid if PIN required is set to Y.



Field	Maximum length	Valid Value	Tool Tips
h. eGrant. This is optional	1	Pick from drop down box	Indicate whether or not this card is eligible for eGrant
i. Cost Centre Code	12		This cost centre will be allocated to your card
j. Pump Control		Pick from drop down box Value must be either: No Restriction No Unmanned sites	Do you want this card to have a restriction that does not allow it to purchase fuel at unmanned BP sites?
k. Driver Name.	27		Mandatory if driver card. Please input the driver name
l. Driver Id. This is optional	60		Input a Driver ID against the driver
m. Vehicle Description.	20		Mandatory if Vehicle Card: Please provide an brief description of the vehicle
n. Rego Number. Mandatory if vehicle card.	10		Input the registration number of the vehicle
o. Driver ID POS prompt. This is Mandatory	1	Y or N	Do you want to collect the Driver ID as part of the transaction at the point of sale? Y/N
p. Vehicle ID POS prompt.	1	Y or N	Do you want to collect the Vehicle ID as part of the transaction at the point of sale?
q. Odometer POS prompt	1	Y or N	Do you want to collect the Odometer Reading from the vehicle as part of the transaction at the point of sale?
r. Order Number POS prompt	1	Y or N	Do you want to collect the Order Number as part of the transaction at the point of sale?
s. Fleet ID POS Prompt.	1	Y or N	Do you want to collect the Fleet ID as part of the transaction at the



Field	Maximum length	Valid Value	Tool Tips
			point of sale?
t. Product Restriction. This is mandatory.		<p>Pick from drop down box</p> <p>Valid values are:</p> <p>1A FUEL VM SHP C BG O DNR 1B FUEL O VM C DNR 1C FUEL O SHP C DNR 1D FUEL O VM 1E FUEL O 1F FUEL 1G FUEL O C 2A R 95 U VM SHP C BG O DNR 2B R 95 U VM C DNR 2D R 95 U VM 2E R 95 U O 2F R 95 U 3A D VM SHP C BG O DNR 3B D O VM DNR C 3D D O VM 3E D O 3F D 4A LPG VM SHP C BG O DNR 4B LPG R 95 U O VM DNR C 4D LPG O VM 4E LPG O 4F LPG 5A R 95 U VM SHP C BG O DNR 5B R 95 U VM DNR C 5D R 95 U O VM 5E R 95 U O 5F R 95 U 6B R 95 U LPG VM DNR C 6E LPG O</p>	Please assign a Product Restriction code for the card. This will limit what products (Fuel & Non-Fuel) that the card can purchase.
u. Time Limit. This is mandatory		<p>Pick from drop down box</p> <p>Valid values are:</p> <p>7 Days, 24 Hours MON-THU,6am-7pm Mon to Fri, 12:30-14:30 Mon-Fri, 24 Hours Mon-Fri, 7AM-7PM Mon-Fri, 9AM-5PM</p>	Please assign any limitations on the time of day the card can be used. If no limitations are desired, please select "7 Days, 24 Hours"



Field	Maximum length	Valid Value	Tool Tips
		Mon-Sat, 7AM-7PM Sat to Sun, 24 Hours	
v. Transaction Purchase Limit- Fuel. This is mandatory		Pick from drop down box Valid values are: \$25 limit \$50 limit \$75 limit \$100 Limit \$150 Limit \$200 Limit No Limit	Please select a transaction purchase (dollar) limit for fuel on the card. If this limit is exceeded, the transaction will decline at the point of sale
w. Transaction Volume Limit – Fuel. This is mandatory.		Pick from drop down box Valid values are: 15 Litres 25 Litres 35 Litres 50 Litres 75 Litres 100 Litres 175 Litres 200 Litres 300 Litres 400 Litres 800 Litres 1000 Litres 1200 Litres 1400 Litres No Limit	Please select a fuel litre limit for each transaction. Should this limit be exceeded at the point of sale, the transaction will decline
x. Transaction Purchase Soft Limit. This is optional		Pick from drop down box Valid values are: \$200 Limit \$500 Limit \$1000 Limit \$2000 Limit \$3000 Limit	Please select a transaction purchase (dollar) limit. Should this limit be exceeded, it will appear on a customer exception report customer exceptions report.





Field	Maximum length	Valid Value	Tool Tips
y. Transaction Volume Soft Limit		<p>Pick from drop down box</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 50 litres 100 litres 200 litres 500 litres 1000 litres 2000 litres 	Please select a litre limit for each transaction. Should this limit be exceeded, it will appear on a customer exception report.
z. Transaction Purchase Soft Limit – Non Fuel		<p>Pick from drop down box</p> <p>Valid values are:</p> <ul style="list-style-type: none"> \$50 Limit \$100 Limit \$200 Limit \$500 Limit \$1000 Limit \$2000 Limit 	Please set a limit for value of non-fuel items allowed as part of a transaction. Should any non-fuel items exceed this limit, they will appear on an exception report
AA. Daily Volume Soft Limit. This is optional		<p>Pick from drop down box</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 100 litres 200 litres 500 litres 1000 litres 2000 litres 	Select a daily litre limit for the card. If this daily limit is exceeded, it will appear on an exception report
AB. Daily Transaction Soft Limit. This is optional.		<p>Pick from drop down box</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 1 transaction 2 Transaction 3 Transactions 4 Transactions 5 Transactions 6 Transactions 	Select a limit for the number of transactions allowed in a single day for the card. If this limit be exceeded, the transactions will appear on an exception report.
AC. Monthly Volume Soft Limit		<p>Pick from drop down box</p> <p>Valid values are:</p> <ul style="list-style-type: none"> 500 litres 1000 litres 2000 litres 5000 litres 15000 litres 30000 litres 	Select a monthly litre limit. Should this limit be exceeded, the transactions will appear on an exception report
AD. Perm Contact Name. This is optional	50		Enter a Contact Name for the Permanent Card Delivery Address.

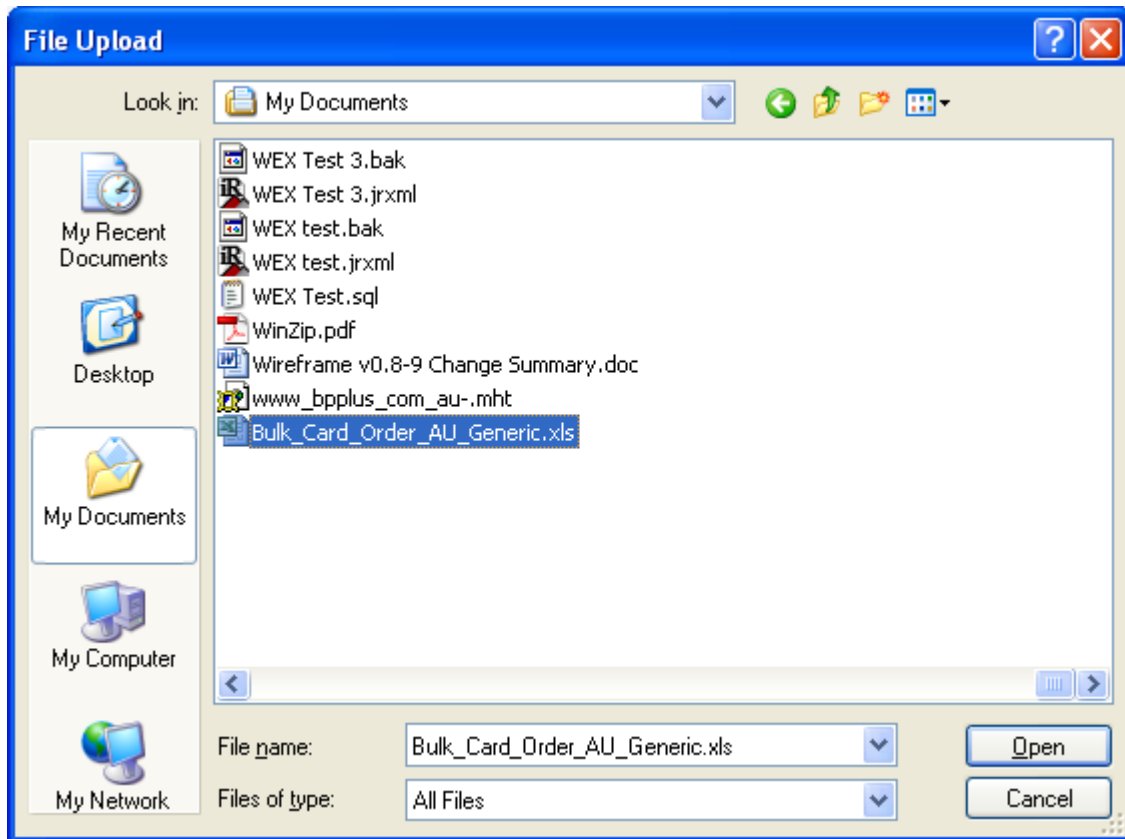



Field	Maximum length	Valid Value	Tool Tips
AE. Perm Contact Title. This is optional	12		Enter a Contact Title for the Permanent Card Delivery Address
AF. Perm Postal Address. This is optional.	200		Enter a Postal Address Name for the Permanent Card Delivery Address. Use Alt+Enter or ' @' to separate address lines (200 characters)
AG Perm Address Suburb. This is optional	20		Enter a Suburb for the Permanent Card Delivery Address
AH. Perm Postal Code. This is optional.	10		Enter a Postcode for the Permanent Card Delivery Address
AI. Perm Address State	20		Enter a State for Perm Card Delivery Address
AJ. Temp Contact Name. This is optional.	50		Enter a Contact Name for the Temporary Card Delivery Address
AK. Temp Contact Title	12		Enter a Contact Title for the Temporary Card Delivery Address
AL. Temp Postal Address. This is optional.	200		Temporary Card Delivery Address. Use Alt+Enter or ' @' to separate address lines
AM. Temp Address Suburb. This is optional	20		Enter a Suburb for the Temporary Card Delivery Address
AN. Temp Postal Code. This is optional.	10		Enter a Postcode for the Temporary Card Delivery Address
AO. Temp Postal State. This is optional.	20		Enter a State for the Temporary Card Delivery Address

Bulk Card Order – Upload Instructions

Once all required fields are completed, save the file, either to your desktop or a general folder. The file is to be uploaded as a .xls file.

1. Return to the **Bulk Card Order** screen.
2. Click on  button.
3. Click on , then choose the **saved** template and click Open.



4. Then click on  button.
5. You will receive an email confirmation once the template has been successfully uploaded.

Note: If there is an error on the template a message will appear on the screen stating **“Upload error. An email will be sent to you with the reasons”**.