

BP Plus and Xero Integration – FAQ's

To enjoy Xero integration, account holders must have an active Xero account. Integration is for eligible BP Plus account holders and subject to acceptance of terms of use.

See https://www.bp.com/content/dam/bp-country/en_au/products-services/BP-plus/Xero-feed-authority-to-disclose-information-tscs.pdf for more details.”

How do I get my BP Plus data into Xero?

Each time an invoice is generated at BP, your BP Plus invoice data will flow straight into Xero as a draft bill. The feed won't cost you a cent and there is no change to how you currently pay your BP Plus Invoice.

To connect to your BP Plus account:

1. [Log into your BP Plus account](#) via the BP Plus Online Portal
2. Under **Update Your Account**, click **Connect to Xero**
3. After accepting the **Terms and Conditions**, click **Proceed** to continue the setup of the integration
4. Select how you would like to see your invoice data and then click **Save Changes**
5. You will be automatically redirected to Xero, login to your Xero account and click **Allow Access** to authorise the transfer of data between your BP Plus account and Xero
6. Once you are taken back to BP Plus online portal, map the chart of account codes to enable the feed.
7. Click **Save Changes**

What if I don't have a BP Plus online login?

- If you're an existing customer you can request a logon by visiting [BP Plus online](#) and you will receive a confirmation email within 48 hours once the login is created.

What if I don't have a Xero account?

- You must be a Xero subscriber in order to set up the Xero integration. To sign up or get a 30 days free trial, you can visit <https://www.xero.com/au/>

If I integrate to Xero, will I still get my BP Plus statement via email?

- Yes, you will continue to receive your BP Plus statement via email. Xero integration will simply remove the need for you to manually enter or upload the BP Plus statement.

Do I have to pay to connect BP Plus with Xero?

- No, there are no BP Fuelcard charges for this service. Your standard fees will apply with your Xero account.

When registering it says my Xero email or password is incorrect.

- You will need to contact Xero directly to confirm your login information. In order to set up the integration, you will need to have valid Xero login details.

Who should I contact if I have a question about the BP Plus draft bill in Xero?

- Your draft bill in Xero has exactly the same data as the monthly BP Plus statement you receive. Once the data is successfully transferred to Xero, any questions that relate to the draft bill should be discussed directly with Xero.

How do I turn off Xero integration?

- This can be actioned in BP Plus online portal under “Connect to Xero” and selecting “Do not feed into Xero”. Once this option is selected, your monthly Fuelcard data will no longer feed into Xero. You can easily set up the Xero integration again by applying the same method when you initially set up the auto feed.