

# BPme OLS User Guide

## Section 1 - Enabling Existing Cards

- Select the **BPme Management** option found on the **Card Administration** menu

The screenshot displays the BPme OLS user interface. At the top, there is a navigation bar with links for 'Contact', 'BP worldwide', 'BP Fuel Cards UK', 'Help', 'Logout', and 'New: Cookie information'. A search bar is located below these links. The main navigation menu includes 'Card Administration', 'Transactions', 'Infoboard', 'BP FleetReporter', 'BP Alerts', and 'Account'. Under 'Card Administration', there are sub-menus for 'BP AccountManager', 'Card Administration', and 'Account Selection'. The 'Account Selection' sub-menu is active, showing a list of options: 'Account selection', 'New card', 'Change card', 'Multiple card changes', 'View cards', 'Card search', 'BPme Management' (highlighted with a red circle), 'Action log', 'Scheduled Emails Mgmt', 'Out tray', 'Road tax', 'Bulk reissue', 'Bulk Card Ordering', 'Cost Centre Maintenance', 'Cards to Cost Centre', 'Cost Centre Action Log', 'PIN Management', and 'BP Target Neutral Offer'. The main content area is titled 'Account Selection' and shows a table of authorities. The table has four columns: 'Authority', 'Authority name', 'Authority Name 2', and 'Outstanding'. The table contains 11 rows of data. A 'Define filter' button is visible above the table. A small image of a stack of papers is shown on the right side of the table.

Account Selection BPme Test | 999022

Select from list of authorities

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Authority	Authority name	Authority Name 2	Outstanding
999025	BPME BUNK CUST TYPE 1 MNGM 3		
999024	BPME BUNK CUST TYPE 1 MNGM 2		
999023	BPME BUNK CUST TYPE 1 MNGM 1		
999022	BPME BUNK CUST TYPE 1 MNGM 0		
999021	BPME TEST CUST TYPE 1 MNGM 3		
999020	BPME TEST CUST TYPE 1 MNGM 2		
999019	BPME TEST CUST TYPE 1 MNGM 1		
999018	BPME TEST CUST TYPE 1 MNGM 0		
999003	BPME TEST CUSTOMER X		
999002	BPME TEST CUSTOMER BUNKER		
999001	BPME TEST CUSTOMER W		

- Select the **Enable BPMe** option from the **Available Actions** dropdown list



Search:

- Account selection
- New card
- Change card
- Multiple card changes
- View cards
- Card search
- BPMe Management**
- Action log
- Scheduled Emails Mgmt
- Out tray
- Road tax
- Bulk reissue
- Bulk Card Ordering
- Cost Centre Maintenance
- Cards to Cost Centre
- Cost Centre Action Log
- PIN Management

**BPMe Management** BPMe Test 2 | 999022

Using BPMe Management screen you can enable cards for BPMe, change activation code and also remove card from the wallet

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Available Actions... **Enable BPMe** User can enable BPMe and set Activation code for selected card.

	BPMe Enabled	Card Provisioned	Activation Code	Confirm Code	Card	Cost Centre	2nd Emboss name	Card holders name	Vehicle reg	Expiry date	Service code	Int use	Description	CardLastUsed	Mobile Last
<input type="checkbox"/>	No	No	<input type="text"/>	<input type="text"/>	900410			NON ENABLED		02/20	64	N	Active		
<input type="checkbox"/>	No	No	<input type="text"/>	<input type="text"/>	900402			NON ENABLED		02/20	63	N	Active		
<input type="checkbox"/>	No	No	<input type="text"/>	<input type="text"/>	900394			NON ENABLED		02/20	62	N	Active		
<input type="checkbox"/>	No	No	<input type="text"/>	<input type="text"/>	900386			NON ENABLED		02/20	61	N	Active		

- Place a tick against each card you wish to enable
- Enter the 6 digit **Activation Code** in both boxes or select the **Pre-Fill Activation Code(s)** option so these are completed for you



Search:

- Account selection
- New card
- Change card
- Multiple card changes
- View cards
- Card search
- BPMe Management
- Action log
- Scheduled Emails Mgmt
- Out tray
- Road tax
- Bulk reissue
- Bulk Card Ordering
- Cost Centre Maintenance
- Cards to Cost Centre
- Cost Centre Action Log
- PIN Management

**BPMe Management** BPme Test 2 | 999022

Using BPMe Management screen you can enable cards for BPMe, change activation code and also remove card from the wallet

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Available Actions...  User can enable BPMe and set Activation code for selected card.

	BPMe Enabled	Card Provisioned	Activation Code	Confirm Code	Card	Cost Centre	2nd Emboss name	Card holders name	Vehicle reg	Expiry date	Service code	Int use	Description	CardLastUsed	Mobile Last
<input checked="" type="checkbox"/>	No	No	<input type="text" value="113124"/>	<input type="text" value="113124"/>	900410			NON ENABLED		02/20	64	N	Active		
<input checked="" type="checkbox"/>	No	No	<input type="text" value="713653"/>	<input type="text" value="713653"/>	900402			NON ENABLED		02/20	63	N	Active		
<input checked="" type="checkbox"/>	No	No	<input type="text" value="785283"/>	<input type="text" value="785283"/>	900394			NON ENABLED		02/20	62	N	Active		
<input checked="" type="checkbox"/>	No	No	<input type="text" value="339151"/>	<input type="text" value="339151"/>	900386			NON ENABLED		02/20	61	N	Active		

- You can download your **Activation Codes** and save them so you have a record of them
- They will need to be communicated to your card holders as they will need to enter them into the BPme app to complete their activation process

**NOTE: You are strongly urged to record your Activation Codes as you will not be able to access them again in this screen once you have pressed Submit to send your request to the Out tray**



Search:

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- Change card
- Multiple card changes
- View cards
- Card search
- BPMe Management
- Action log
- Scheduled Emails Mgmt
- Out tray
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- Bulk reissue
- Bulk Card Ordering
- Cost Centre Maintenance
- Cards to Cost Centre
- Cost Centre Action Log
- PIN Management

**BPMe Management** BPme Test 2 | 999022

Using BPMe Management screen you can enable cards for BPMe, change activation code and also remove card from the wallet

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Available Actions...  User can enable BPMe and set Activation code for selected card.

	BPMe Enabled	Card Provisioned	Activation Code	Confirm Code	Card	Cost Centre	2nd Emboss name	Card holders name	Vehicle reg	Expiry date	Service code	Int use	Description	CardLastUsed	Mobile Last
<input checked="" type="checkbox"/>	No	No	<input type="text" value="113124"/>	<input type="text" value="113124"/>	900410			NON ENABLED		02/20	64	N	Active		
<input checked="" type="checkbox"/>	No	No	<input type="text" value="713653"/>	<input type="text" value="713653"/>	900402			NON ENABLED		02/20	63	N	Active		
<input checked="" type="checkbox"/>	No	No	<input type="text" value="785283"/>	<input type="text" value="785283"/>	900394			NON ENABLED		02/20	62	N	Active		
<input checked="" type="checkbox"/>	No	No	<input type="text" value="339151"/>	<input type="text" value="339151"/>	900386			NON ENABLED		02/20	61	N	Active		

- Select **Submit** to send your request (s) to the **Out tray**



Search:

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- Cards to Cost Centre
- Cost Centre Action Log
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**BPMe Management** BPme Test 2 | 999022

Using BPMe Management screen you can enable cards for BPMe, change activation code and also remove card from the wallet

Available Actions...  User can enable BPMe and set Activation code for selected card.

	BPMe Enabled	Card Provisioned	Activation Code	Confirm Code	Card	Cost Centre	2nd Emboss name	Card holders name	Vehicle reg	Expiry date	Service code	Int use	Description	CardLastUsed	Mobile Last
<input checked="" type="checkbox"/>	No	No	<input type="text" value="113124"/>	<input type="text" value="113124"/>	900410			NON ENABLED		02/20	64	N	Active		
<input checked="" type="checkbox"/>	No	No	<input type="text" value="713653"/>	<input type="text" value="713653"/>	900402			NON ENABLED		02/20	63	N	Active		
<input checked="" type="checkbox"/>	No	No	<input type="text" value="785283"/>	<input type="text" value="785283"/>	900394			NON ENABLED		02/20	62	N	Active		
<input checked="" type="checkbox"/>	No	No	<input type="text" value="339151"/>	<input type="text" value="339151"/>	900386			NON ENABLED		02/20	61	N	Active		

- Go to your **Out tray** and **submit** your request by entering your **e-PIN** in the box provided
- **Activation Codes will take 60 minutes to take effect** so do not inform your card holders of their activation codes until 60 minutes have passed

bp Contact | BP worldwide | BP Fuel Cards UK | Help | Logout | New: Cookie Information

Search:  Go

Card Administration Transactions Infoboard BP FleetReporter BP Alerts Account

BP AccountManager Card Administration Out tray

New card  
Change card  
Multiple card changes  
View cards  
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Road tax  
Bulk reissue  
Bulk Card Ordering  
Cost Centre Maintenance  
Cards to Cost Centre  
Cost Centre Action Log  
PIN Management  
BP Target Neutral Offer

### Out tray

OLSTEST-FNAME OLS... [ ]

Shown below are items in your out tray that need to be submitted. To submit enter the e-PIN and click on Submit. If you do not want to submit a request then un-tick the box in the Send column.  
Please refer to the Action Log page to check whether the requests have been successfully actioned.

Page 1 of 1 Go e-PIN  Submit Forgotten your e-PIN? When you submit, non-deleted/sent requests will remain in the out tray.

Send	Action type	Date requested	Card	Cardholder / Veh reg	Add info	Requested by	Profile Name	Card Option	National/International	Cost Centre Name
<input checked="" type="checkbox"/> Delete	Enable BPMe	13/6/2018	16			OLSTEST-FNAME OLSTEST-LNAME		64	N	
<input checked="" type="checkbox"/> Delete	Enable BPMe	13/6/2018	24			OLSTEST-FNAME OLSTEST-LNAME		64	N	
<input checked="" type="checkbox"/> Delete	Enable BPMe	13/6/2018	40			OLSTEST-FNAME OLSTEST-LNAME		60	N	
<input checked="" type="checkbox"/> Delete	Enable BPMe	13/6/2018	32			OLSTEST-FNAME OLSTEST-LNAME		62	N	
<input checked="" type="checkbox"/> Delete	Enable BPMe	13/6/2018	57			OLSTEST-FNAME OLSTEST-LNAME		60	N	
<input checked="" type="checkbox"/> Delete	Enable BPMe	13/6/2018	65			OLSTEST-FNAME OLSTEST-LNAME		60	N	
<input checked="" type="checkbox"/> Delete	Enable BPMe	13/6/2018	73			OLSTEST-FNAME OLSTEST-LNAME		65	N	

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12:34 13/06/2018

## Section 2 - Reset Activation Codes

- Activation codes can only be used once. If you want to reset the activation code, choose **Reset Activation Code** from the **Available Actions** drop-down list
- If a fuel card is being re-assigned to a different user you will need to reset the activation code
- **Activation Codes must be 6 digits long** and you can either type them in or request for them to be pre-filled
- Select **Submit** and then go to your **Out tray** and **submit** then from there aswell, by entering your **e-PIN**
- **Resetting Activation Codes will take 60 minutes to take effect** so do not inform your card holders of their activation codes until 60 minutes have passed

Card Administration Transactions Infoboard BP FleetReporter BP Alerts Account

BP AccountManager Card Administration BPMe Management

Account selection  
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Out tray  
Road tax  
Bulk reissue  
Cost Centre Maintenance  
Cards to Cost Centre  
Cost Centre Action Log  
BP Target Neutral Offer

**BPMe Management** BPme Testing | 999001

Using BPMe Management screen you can enable cards for BPMe, change activation code and also remove card from the wallet

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Available Actions:  User can change Activation code for BPMe enabled cards.

	BPMe Enabled	Card Provisioned	Activation Code	Confirm Code	Card	Cost Centre	2nd Emboss name	Card holders name	Vehicle reg	Expiry date	Service code	Int use	Description
	Yes	No			232					11/19	60	N	Active (request pending)
<input checked="" type="checkbox"/>	Yes	No	933355	933355	224					11/19	60	N	Active
<input checked="" type="checkbox"/>	Yes	No	387899	387899	216			TEST ALINA		11/19	60	N	Active
<input type="checkbox"/>	Yes	No			190			BPME TEST CARD		11/19	60	N	Active

## Section 3 - Removing Cards from wallet

- If you want to remove a **VIRTUAL** fuel card from a specific driver select **Remove Card From Wallet** from the **Available Actions** dropdown list
- Place a tick against the relevant card number and select **Submit**
- Go to your **Out tray** and **submit** the request by entering your **e-PIN**
- Allow 60 minutes for this to take effect

bp Contact | BP worldwide | BP Fuel Cards UK | Help | Logout | New Cookie Information

Search:

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**Card Administration** | Transactions | Infoboard | BP FleetReporter | BP Alerts | Account

BP AccountManager | Card Administration | **BPMe Management**

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Account selection  
New card  
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Multiple card changes  
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Road tax  
Bulk reissue  
Bulk Card Ordering  
Cost Centre Maintenance  
Cards to Cost Centre  
Cost Centre Action Log  
PIN Management  
BP Target Neutral Offer

**BPMe Management**
BPMe Test | 999020

Using BPMe Management screen you can enable cards for BPMe, change activation code and also remove card from the wallet

Page 1 of 2

Available Actions...  User can remove card from wallet.

	BPMe Enabled	Card Provisioned	Card	Cost Centre	2nd Emboss name	Card holders name	Vehicle reg	Expiry date	Service code	Int use	Description	CardLastUsed	Mobile Last Used
<input checked="" type="checkbox"/>	Yes	Yes	361			REPL IOS		02/20	65	Y	Active		
<input type="checkbox"/>	Yes	Yes	353			REPL IOS		02/20	64	Y	Active		11/07/2018 17:41
	Yes	No	346			REPL IOS		02/20	63	Y	Active		
	Yes	No	338			REPL IOS		02/20	62	Y	Active		
	Yes	No	320			REPL IOS		02/20	61	Y	Active		
	Yes	No	312			REPL IOS		02/20	60	Y	Active		
	Yes	No	304			REPL IOS		02/20	65	N	Active		
	Yes	No	296			REPL IOS		02/20	64	N	Active		



## Section 4 - Ordering New Cards

- Select the **New Card** option found in the **Card Administration** menu

The screenshot displays the BP Card Administration web interface. At the top left is the BP logo. Navigation links include 'Contact', 'BP worldwide', 'BP Fuel Cards UK', 'Help', 'Logout', and 'New: Cookie information'. A search bar with a 'Go' button is located to the right. A horizontal menu bar contains 'Card Administration', 'Transactions', 'Infoboard', 'BP FleetReporter', 'BP Alerts', and 'Account'. Below this, a sub-menu shows 'BP AccountManager' and 'Card Administration'. The main content area is titled 'Card Administration' and includes the user identifier 'TESTBPMe User | 999001'. A left-hand navigation menu lists various options, with 'New card' circled in red. The main content area features a yellow header with the text: 'Here you can order new cards, view your existing cards, cancel or stop cards and edit your user profile.' Below this, there are sections for 'In this section' with links to 'Account selection', 'New card', and 'Change card'. Each link is accompanied by a small image and a brief description. On the right side, there are sections for 'Transactions', 'Infoboard', 'BP FleetReporter', 'BP Alerts', and 'Account', each with a brief description and a 'Go to' link. The bottom right corner of the page shows a zoom level of 125%.

- Enter the required embossing on the card
- Tick the **BPme** box
- Enter a 6 digit **Activation Code** in the 2 boxes required – **make sure to make a note of this code to inform your card holder**
- **Submit** the card order and then go to your **Out tray** and **submit** the order by entering your **e-PIN**

**NOTE: You will not be able to access the activation code again but you can re-set it if required by following the steps in section 2 of this document**

Card Administration Transactions Intoboard BP FleetReporter BP Alerts Account

BP AccountManager Card Administration New card

Account selection  
New card  
Change card  
Multiple card changes  
View cards  
Card search  
BPMe Management  
Action log  
Scheduled Emails Mgmt  
Out tray  
Road tax  
Bulk release  
Bulk Card Ordering  
Cost Centre Maintenance  
Cards to Cost Centre  
Cost Centre Action Log  
PIN Management  
BP Target Neutral Offer

**New Card** TESTBPMe User | 599001

**Card Holder Details**  
Please enter the Card details below. In the Card Holder Details section enter either Driver Name or Vehicle Registration (not both).  
\* Green text is mandatory

Driver name for driver card\*

OR

Vehicle Reg. for vehicle card (max 14 characters)\*

Additional Embossing Text

Emedia Field

Requested PIN

Four digit PIN\*  ⓘ

Confirm PIN\*  ⓘ

To use an existing card as a template enter the last 6 digits below  
 **Go**

OR  
If you don't know the number enter some text found on the card you are looking for and press Find Card to search.  
 **Find Card**

**BPMe Details**

BPMe

If you want to use your Fuel card to make payment, please select the BPMe option and choose the activation code. You will have to enter this activation code while provisioning the card into the mobile app.

Six Digit Activation Code\*  ⓘ

Confirm Activation Code\*  ⓘ

Check options are correct or select new ones.

In this Additional Details section, you can choose the available options listed from the card

Cost Centre

Purchase options

National/International

Austrian Road Tax

New card profile

**VIEW** **EDIT PROFILE**

**Submit** **Clear**