



Getting started with bp



# Welcome to bp Fleet Solutions

In this document, you'll learn everything about ordering and managing fuel cards as well as how to get our smartphone app and much more.



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## Get started by setting up your account



### Validate your email address

You will have received a system email with a link to our online account manager requesting to validate your email address. Click on the link to set up your login credentials.



### Create a user ID, password and e-PIN

You will need a user ID – we suggest your email address – a password and an e-PIN. (This is not the PIN that you will use for cards.)



### Start managing with bp Fleet Solutions

Once your login is ready, you can get started on ordering cards, managing your online account and making the most of bp's comprehensive fleet solution offer.



## Order cards in 5 easy steps

Ordering cards is simple. After you log in, navigate to the Card Administration tab across the top, then choose "New Card" from the menu on the left.

- 1 **Name your card** – enter a name OR reg number. You can also search for an existing card to be used as a template.
  - 2 **Confirm PIN** – enter a 4-digit PIN and confirm it. Write your PIN down. You will not be able to retrieve it later.
  - 3 **Link card to BPme** – tick the box if you want the card to be enabled for BPme. Enter the 6 digit activation code. This can be any 6 digits except 000000.
  - 4 **Choose options** – select card options from the dropdown lists as required.
  - 4a **Which Purchase Option should I choose?**  
 60 Diesel & Adblue;  
 61 All fuels & Adblue;  
 62 All fuels, Adblue & Lubricants;  
 63 All fuels, Adblue & Lubricants & Carwash (token operated);  
 64 All fuels, Adblue, Lubricants, Carwash (token operated) & vehicle related products;
  - 5 **Confirm order** – submit your request to send it to the Out Tray.
- ! **Keep a record of your PINs.** These cannot be retrieved from the system later on. You will only be able to change them going forward.

The screenshot shows the BP card ordering system interface. The left-hand menu includes options like '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', 'BP Target Neutral Cards', 'BP Target Neutral Input', and 'BP Target Neutral Certificate and Reports'. The main form area is divided into several sections:

- Card Holder Details:** This section contains fields for 'Driver name for driver card\*', 'Vehicle Reg. for vehicle card (max 14 characters)\*', 'Additional Embossing Text', 'Emedia Field', 'Requested PIN' (with a dropdown set to 'Use the PIN entered'), and 'Four digit PIN\*' (with an information icon). A 'Confirm PIN\*' field is also present.
- BPme Details:** This section includes a checkbox for 'BPme'.
- Additional Details:** This section contains dropdown menus for 'Cost Centre' (set to 'none selected'), 'Purchase options' (set to '62: 61 & lubes'), and 'National/International' (set to 'International'). It also includes checkboxes for 'Austrian Road Tax' and 'BP Target Neutral', both of which are checked.

At the bottom right of the form are 'Submit' and 'Clear' buttons. A sidebar on the right contains a search box with a 'Go' button and a 'Find Card' button. The interface is annotated with green callouts 1 through 5a, corresponding to the steps in the text.

# Finalise requests in the Out Tray

## What is the Out Tray?

It's similar to a shopping cart. Finalise any card administration tasks here.

## Submit requests using the Out Tray

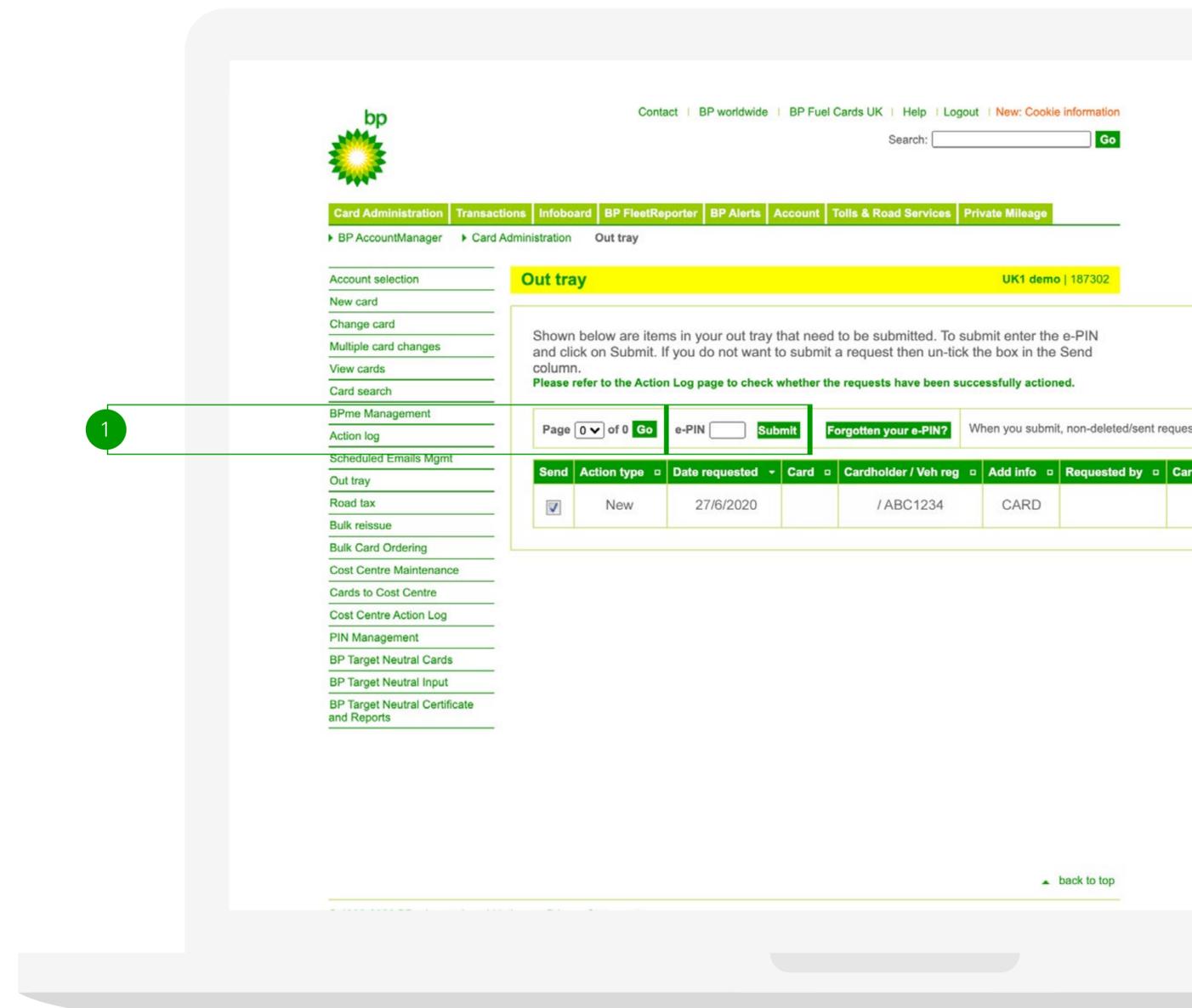
When ordering, cancelling a card, changing a PIN or setting a card up for BPme, you will need to submit the request in the Out Tray.

## Remember your e-PIN

You will use your e-PIN provided when you set up your login details. Check the Out Tray before you log off to ensure that all requests have been submitted.

⚠ Anything that sits in the Out Tray **will not be sent** to bp for processing.

1 Enter your 4 digit e-PIN here and press "Submit" to send your selected requests to bp.



# How to manage cost centres

## Easily set up optional cost centres

If you decide to set up cost centres, all cards listed under the account must be allocated to one of the cost centres. You do not need to set up cost centres.

- ❗ Anything that sits in the Out Tray **will not be sent** to bp for processing.
- 1 Set up a new cost centre and submit request. The cost centre will be available the following day.
- 2 Edit your existing cost centres.
- 3 Allocate and move cards between cost centres by choosing Cards to Cost Centre and then the cost centre from the dropdown.

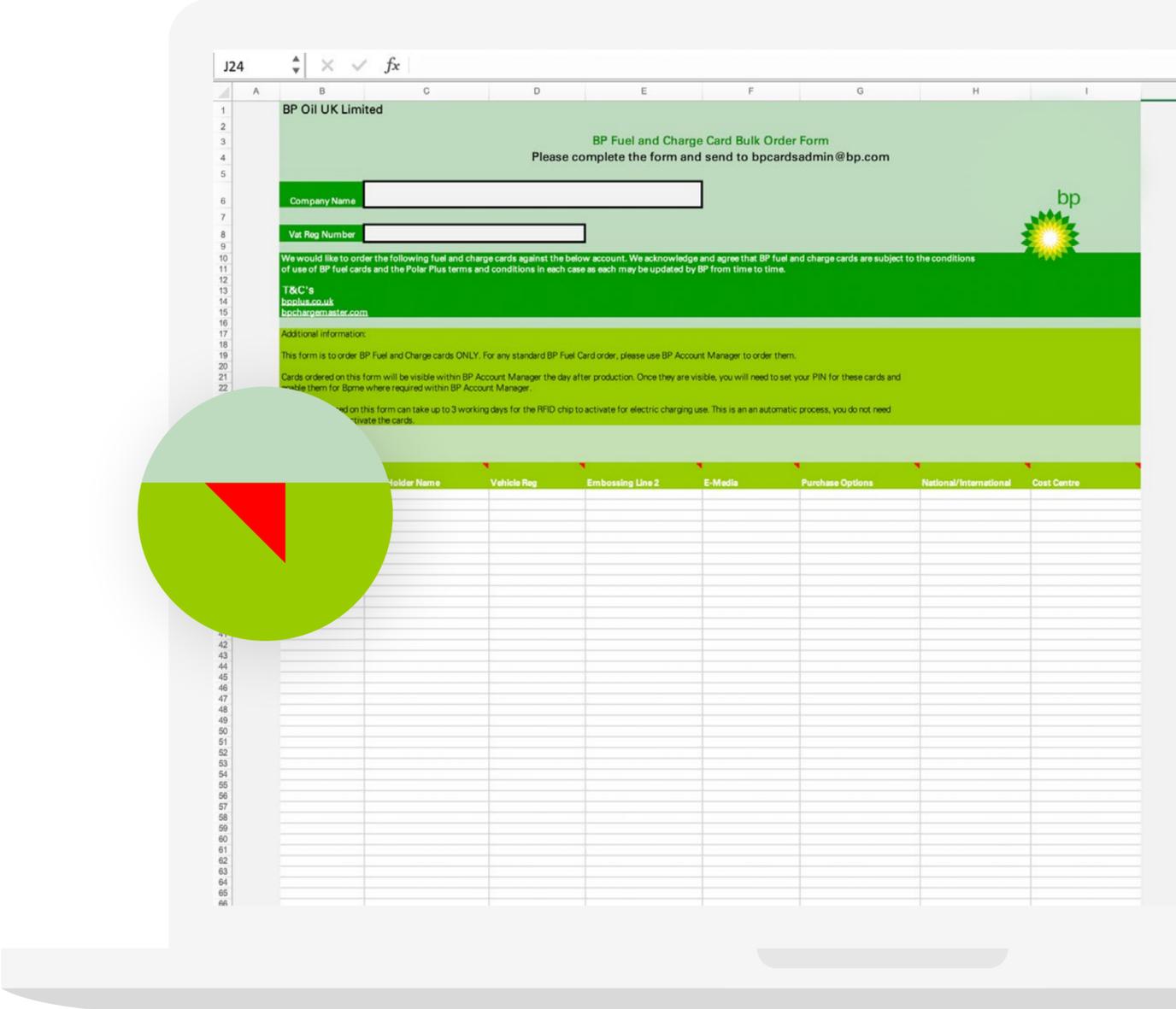
The screenshot displays the BP Cost Centre Maintenance interface. At the top, there is a navigation bar with links for Contact, BP worldwide, BP Fuel Cards UK, Help, Logout, and New: Cookie information. A search bar is also present. Below the navigation bar, there is a breadcrumb trail: BP AccountManager > Card Administration > Cost Centre Maintenance. The main content area is titled 'Cost Centre Maintenance' and includes a sub-header 'Add Cost Centre'. Below this, there is a form with fields for 'Cost Centre Name \*' and 'Emboss Line 2'. A second section, 'OR Change Cost Centre Name', provides instructions for renaming a cost centre. At the bottom, there is a table of existing cost centres with columns for Cost Centre Name, Emboss Line 2, Cost Centre Number, and Active Cards. Three numbered callouts (1, 2, 3) are overlaid on the interface: 1 points to the 'Cost Centre Name \*' input field, 2 points to the 'Cards to Cost Centre' dropdown menu, and 3 points to the 'Cost Centre Name' dropdown menu in the table.

Cost Centre Name	Emboss Line 2	Cost Centre Number	Active Cards
<input type="checkbox"/> DISTRIBUTION1		553760	0
<input type="checkbox"/> TEST CC	TEST EMBOSS	596636	0
<input type="checkbox"/> NEW SALES FORCE	NEW SALES FIRE	553759	0

# Order BP Fuel & Charge cards

Due to unique processing requirements, BP Fuel & Charge cards cannot currently be ordered online. Download the file below, complete all required details and send to [bpcardsadmin@bp.com](mailto:bpcardsadmin@bp.com) for processing.

⚠️ Hover over the red comment indicators for assistance in completing the form.



## Bulk card ordering- basic steps

Bulk ordering can be completed in 4 easy steps.

- 1 Complete order template – download the template and complete the spreadsheet with all the card details required. Save it to your computer.
  - 2 Select template file – click on “Browse” and select the spreadsheet containing your card orders.
  - 3 Upload order – click the “Upload” button then click “Proceed” on the next screen
  - 4 Submit order – confirm order when prompted and enter your ePIN at the bottom of the page and click “Submit”.
- ⚠ Ensure that you keep a secure record of this file after uploading it. You won't be able to retrieve PINs from the system later on – you will only be able to change them going forward.

**Bulk Card Ordering**

**Download Template**

To begin a Bulk Card Order download this excel template. Fill the template with your card orders, save the template as .xls format (Excel 97 - 2003 Workbook) somewhere on your computer and then upload the completed template.

**Download Template**

**Upload your completed template**

**Bulk Upload**

**Browse**

**Upload**

The screenshot shows the 'Bulk Card Ordering' interface. It has a header 'Bulk Card Ordering' in a green bar. Below it is a box with the title 'Download Template' and a paragraph of instructions. To the right of the instructions is a 'Download Template' button with a green arrow icon. Below this is another box with the title 'Upload your completed template'. Inside this box, there is a 'Bulk Upload' section with a 'Browse' button and an 'Upload' button. Green circles with numbers 1, 2, and 3 are overlaid on the interface, with lines pointing to the 'Download Template' button, the 'Browse' button, and the 'Upload' button respectively.

**Bulk Card Ordering Status**

**Cards that have been validated successfully : 2**  
Click on Proceed to continue

**Proceed**

Click on Abort do discard the entire bulk card order operation

**Abort**

The screenshot shows the 'Bulk Card Ordering Status' interface. It has a header 'Bulk Card Ordering Status' in a green bar. Below it is a box with the title 'Cards that have been validated successfully : 2' and the text 'Click on Proceed to continue'. To the right of this text is a 'Proceed' button. Below this box is another box with the text 'Click on Abort do discard the entire bulk card order operation' and an 'Abort' button. A green circle with the number 4 is overlaid on the interface, with a line pointing to the 'Proceed' button.

## Bulk order template step by step (1 of 2)

1	A		B	C	2	3	4	5	D		6	E
			<input checked="" type="checkbox"/> Bulk Card Order Pre-Fill PIN			Upload Template	<a href="#">Click here for help</a>			<input checked="" type="checkbox"/> Pre-Fill Activation Code		
Authority ID	Card Holder Name	Vehicle Reg	Embossing Line 2	E-Media	PIN	Purchase Options	National/International	Austrian Road Tax	Card Profile	BPme	Activation Code	
123456	John Smith				1234	60: Diesel & Adblue	National	No	Weekly £ 300	Yes	886248	
123456		AB01CDE			5678	60: Diesel & Adblue	National	No		Yes	791429	
123456	Sam Smith				8484	61: All fuels & Adblue	National	No	Weekly £ 300	Yes	481661	
123456	Head Office HR				8356	64: 63 & vehicle relatec	National	No	(*Base) Maximum Daily limit of £550	Yes	926695	
123456	Head Office IT	FG02HIJ			8856	62: 61 & lubes	National	No	Weekly £ 300	Yes	493644	
123456	Jenny Taylor				9532	63: 62 & carwash	National	No		Yes	403094	
123456					5537	64: 63 & vehicle relatec	National	No	Daily £500 - no use on Su...	Yes	370327	
123456										Yes	551728	

! Numbered steps are **mandatory** - all others are optional.

- 1 Your authority number needs to be populated in each row that contains data.
- 2 Your PIN must consist of 4 digits and cannot start with a zero or tick the box to prefill the PIN column.
- 3 Choose from dropdown.
- 4 Choose from dropdown.
- 5 This should be "No" for UK customers.
- 6 Choose from dropdown.

! If you have set up cost centres, these will appear in the spreadsheet.

- A Enter card holder name\* OR vehicle reg field (max 14 characters).
- B Embossing Line 2 is **optional** and can be 27 characters at most.
- C **Optional E-Media**: max 14 characters. Cannot be used with card holder name field. This will only appear in e-media files and is used for an extra layer of reporting.
- D This is **optional** and can be set up and modified later – please refer to Alert guide.
- E If you selected "yes" for BPme, either fill in your own 6 digit activation code or tick the box to have these pre-filled.

\*Please note that any similarities to details on the form are purely coincidental.

## Bulk order template step by step (2 of 2)

Before saving the file to your computer,  
make sure that:

- The file format is **.xls** – this is important when uploading the file.
- The file name **only contains alphanumeric characters**.
- One file can contain **maximum 499 card orders**.
- You **cannot order cards for two different authority numbers within the same file**. Each authority number will need its own bulk order form.
- If there are any cost centres set up under the authority number, the cost centre field will also be visible and is a mandatory field.

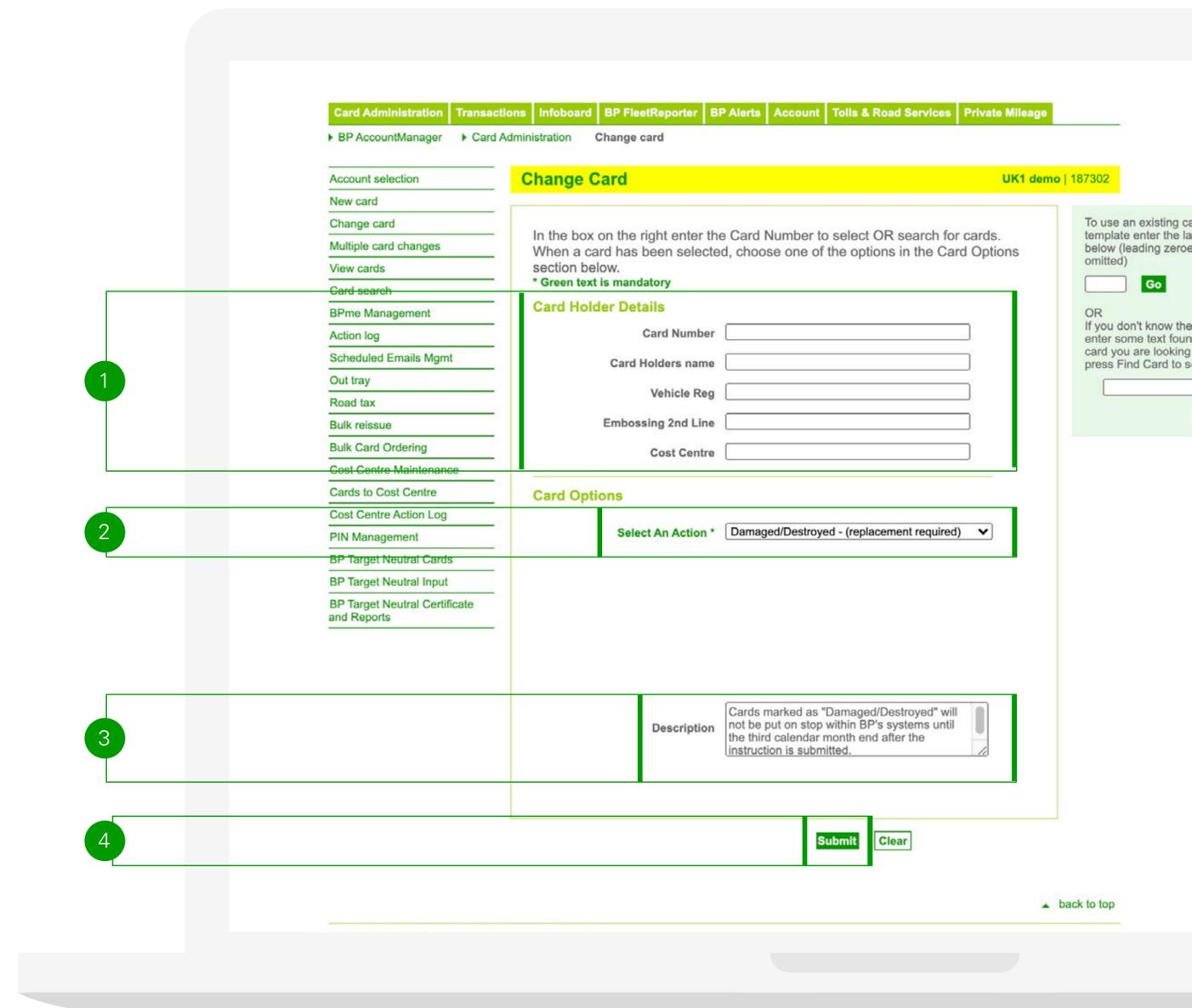
- ⚠ **Keep this file saved securely after you have uploaded it.**  
You won't be able to retrieve PINs from the system later on.  
You will only be able to change these going forward.

The screenshot shows the BP Bulk Card Ordering web 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 on the right. Below the navigation bar, there is a breadcrumb trail: BP AccountManager > Card Administration > Bulk Card Ordering. The main content area is titled "Bulk Card Ordering" and includes a "UK1 demo | 187302" indicator. A "Hide Introduction" link is present. The introduction text states: "Bulk Card Ordering allows you to order multiple cards for an Authority at one time. Please download the template below and then once downloaded, fill in the excel sheet with the card details and save it locally on your computer. Browse to find your file and click on upload. Please Click Here for more help." An image of a BP gas station is shown to the right. Below the introduction, there is a "Bulk Card Ordering Status" section. It displays "Cards that have been validated successfully : 2" and "Click on Proceed to continue" with a "Proceed" button. Below this, it says "Click on Abort do discard the entire bulk card order operation" with an "Abort" button. A left-hand menu lists various options: 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, BP Target Neutral Cards, BP Target Neutral Input, and BP Target Neutral Certificate and Reports.

# Cancelling or changing cards

If you want to change the purchase option, vehicle registration or driver name on a card, new cards will need to be ordered as these are embossed.

- 1 Search for a card here or use the "View Cards" or "Card Search" functions from the left-hand menu. Your card search result will be shown here.
  - 2 Choose the action you wish to perform and the reason and complete any further field where applicable.
  - 3 Please ensure you read all information in the Description field.
  - 4 Submit your request to send it to the Out Tray.
- ! Cards marked as **Damaged/Destroyed** will not be put on stop within bp's systems until the third calendar month after instructions are submitted from the Out Tray.



# PIN management

If any of your card holders forget their PIN, change it for them online.  
The new PIN is available 30 minutes after submitting instructions from the Out Tray.

The screenshot shows a web interface for changing card PINs. At the top, there is a title bar 'Change Card PIN(s)' with a 'Hide' button. Below this is a note: 'PLEASE NOTE: PIN changes may take up to 30 minutes to take effect. The old PIN will remain valid until first use of the new PIN – then the old PIN will cease to work.' A toolbar contains several buttons: 'Page 1 of 1 Go', 'Define filter', 'Select All', 'Unselect All', 'Copy PIN to Selected', 'Pre-Fill PIN(s)', 'Show PIN(s)', 'Submit', and 'Clear All'. Below the toolbar is a table with columns: PIN, Repeat PIN, Card, Cost Center, 2nd Emboss name, Card holders name, Vehicle reg, Expiry Date, and Description. Three rows of data are visible, each with a checkbox in the PIN column. Callout 1 points to the checkboxes, callout 2 points to the PIN and Repeat PIN input fields, and callout 3 points to the Submit button.

	PIN	Repeat PIN	Card	Cost Center	2nd Emboss name	Card holders name	Vehicle reg	Expiry Date	Description
<input type="checkbox"/>			107		TEST EMB NAME1	SALES6	SALES6	06/30	Active
<input type="checkbox"/>			115		TEST EMB NAME1	SALES7	SALES7	06/30	Active
<input type="checkbox"/>			123		TEST EMB NAME1	SALES8	SALES8	06/30	Active

1 Select the card for which you want to change the PIN. You can use the define filter to more easily locate your card.

3 Once you have completed the PIN change click on submit and finalise your request in the Out Tray.

2 Enter and confirm the PIN.

! It is important to keep a secure record of your PINs as these cannot be retrieved from the system later.

# Accessing your invoices

You can easily view, download invoices online and even set up automatic emails.

Oversee all of your invoices with ease using the online account manager:

- 1 Set up a schedule so that invoice transaction data is automatically emailed.
  - 2 Click on the row to view invoiced transaction data on screen.
  - 3 Click on the PDF icon to download a PDF copy of the invoice.
- ! Make sure to have a PDF viewer downloaded before opening these files.

The screenshot shows a web interface for managing invoices. At the top, there are navigation tabs: BP Alerts, Account, Tolls & Road Services, and Private Mileage. Below these is a user profile section for 'kandasamy@bp.com' with checkboxes for 'karthick.kandasamy@uk.bp.com' and 'rahim.badsha@uk.bp.com'. A 'Subject' field and a 'Message' text area are present. The 'Schedule' section is highlighted with a green circle and contains the following options:

- On Receipt (Recommended)
- Daily (Time of day: 06:00)
- Weekly (Start from: Monday)
- Monthly (On: 01 of the month)

Buttons for 'Submit' and 'Cancel' are at the bottom of the form. Below the form, a message states: 'Emails have been scheduled, click here to view details'. The main part of the screen displays a table of invoices with 10 records. The table has columns for Invoice Date, Invoice Number, Parent(\*)/Authority Number, Invoice Amount, Invoice Type, Country of Supply, and E-Invoice. The E-Invoice column contains PDF icons. A green box highlights the table, and another green box highlights the PDF icons. A green circle with the number '1' is next to the 'Send Information' button above the table. A green circle with the number '2' is next to the first row of the table. A green circle with the number '3' is next to the PDF icon in the first row of the table. At the bottom of the table, it says 'Transactions are kept for 3 months'.

Invoice Date	Invoice Number	Parent(*)/Authority Number	Invoice Amount	Invoice Type	Country of Supply	E-Invoice	
1/1/2021		*12	187302	2667.45 GBP	National	United Kingdom	
1/1/2021		*12	100244	1935.90 GBP	National	United Kingdom	
1/12/2020		*11	187302	3907.25 GBP	National	United Kingdom	
1/12/2020		*11	100244	1712.95 GBP	National	United Kingdom	
1/11/2020		*10	187302	2968.50 GBP	National	United Kingdom	
1/11/2020		*10	100244	2191.55 GBP	National	United Kingdom	
1/10/2020		*9	187302	3063.10 GBP	National	United Kingdom	
1/10/2020		*9	100244	1238.45 GBP	National	United Kingdom	
1/9/2020		*8	187302	3244.05 GBP	National	United Kingdom	
1/9/2020		*8	100244	1521.35 GBP	National	United Kingdom	

## Safe payments with BP Plus fuel cards

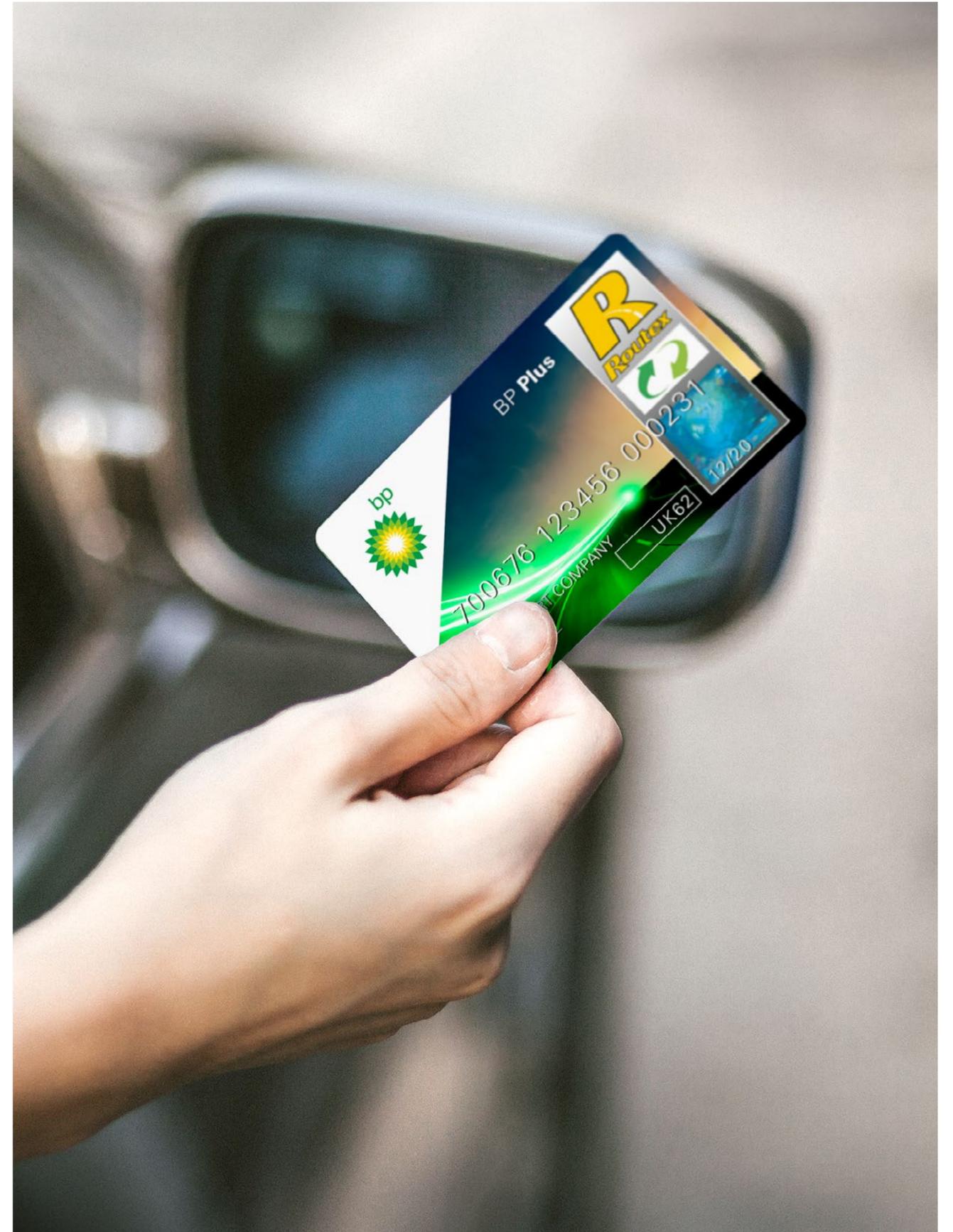
Thanks to comprehensive security features, each card has the most advanced protection against fraud.



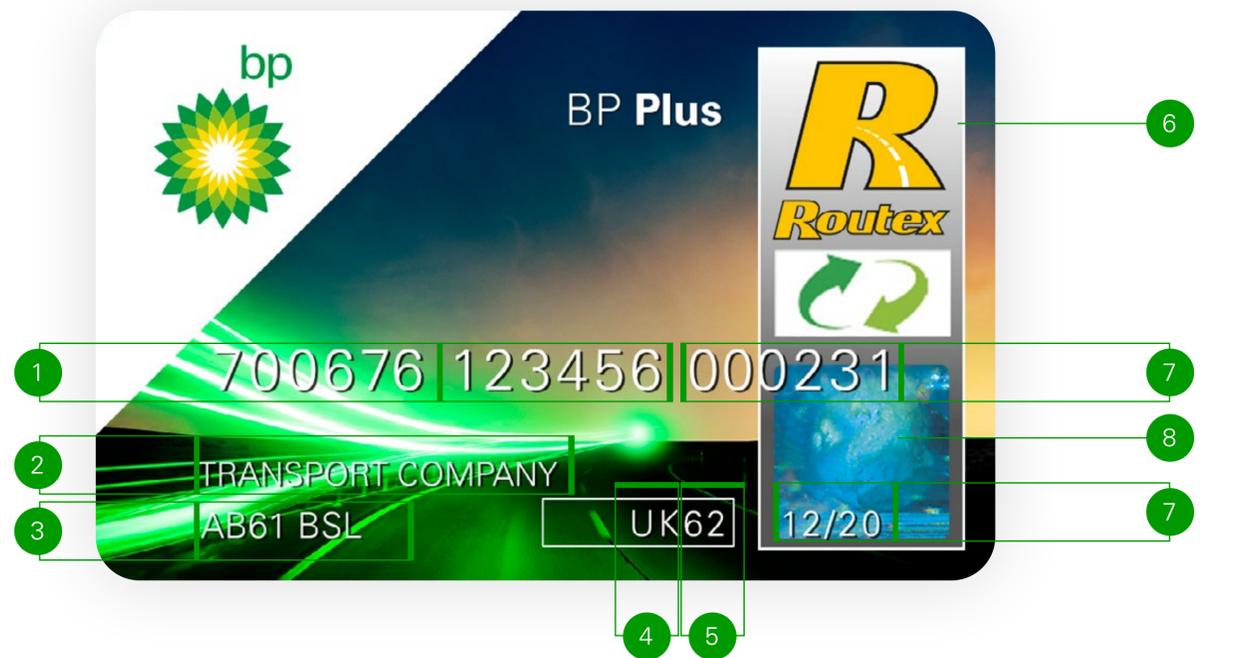
### Security features:

- Plausibility checks by the BP Security Team
- Pre-set service levels
- Online secure PIN
- Limits on spend and daily number of transactions
- Individual card profiles notify you of irregular transactions

⚠ Do not write the PIN on the card – this should be either memorised by the card holder or kept securely and separately from the card.



## What are the various numbers and abbreviations on my card?



- |                                      |                  |                     |
|--------------------------------------|------------------|---------------------|
| 1 Your customer number               | 4 Card type code | 7 Card number       |
| 2 Company Name                       | 5 Service level  | 8 Security hologram |
| 3 Vehicle Registration / Driver Name | 6 Routex Logo    | 9 Valid until       |



- |                  |  |
|------------------|--|
| A Magnetic field | B Signature field and/or plate number* |
|------------------|--|

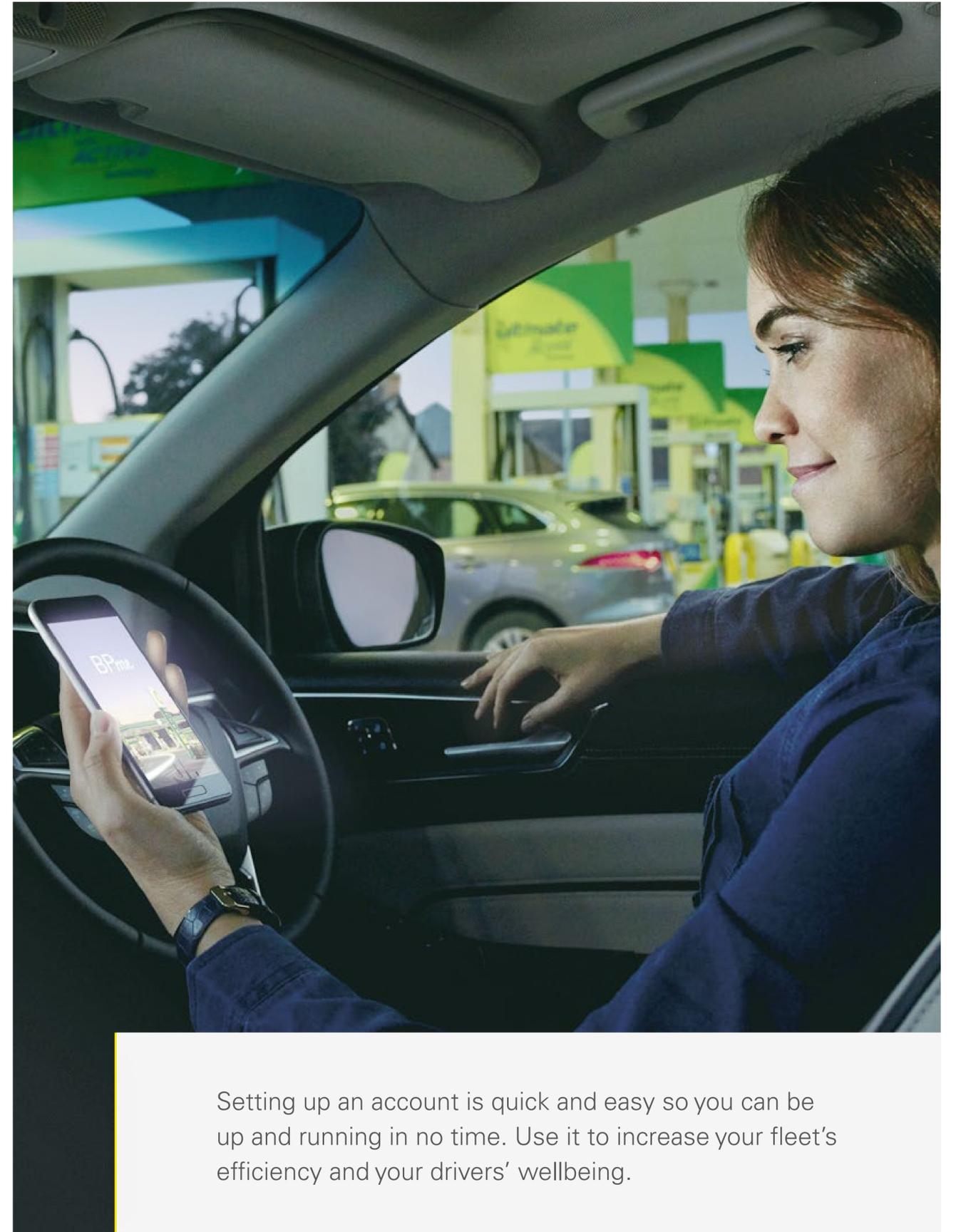
\*Vehicle registration is not a security feature of the card. You can choose to add a driver name when ordering your cards, but your drivers will be asked to enter the registration of the vehicle at the forecourt when filling up.

## Pay for fuel with BPme

BPme is the first mobile fuel purchasing app in the UK that connects to a fuel card. BPme saves your drivers time when paying for fuel so they can get back on the road quicker while providing a contactless payment solution for fuel.

BPme helps your fleet save time and make your life easier in a number of ways:

-  The first mobile fuel payment app in the UK that connects to fuel card.
-  A quick and easy way of making cashless purchases.
-  A way for drivers to buy fuel even if they have forgotten their fuel card.
-  Online log of every fuel transaction available for fleet manager.
-  More accurate mileage data due to being entered while in the vehicle.

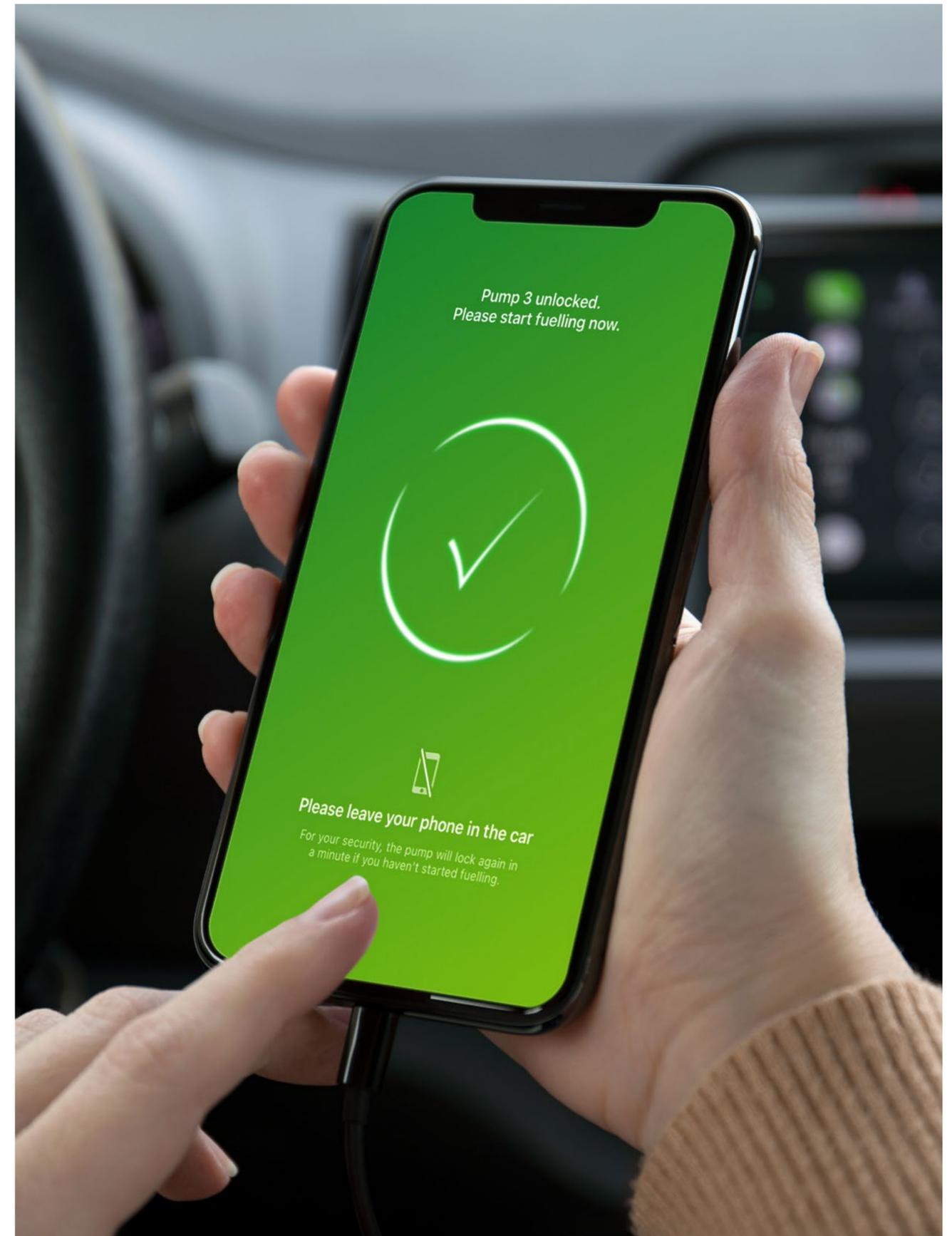


Setting up an account is quick and easy so you can be up and running in no time. Use it to increase your fleet's efficiency and your drivers' wellbeing.

## Secure payments with BPme

The BPme app, linked to a bp fuel card, guarantees excellent transaction security and other safety perks:

-  Drivers stay close to their vehicles providing extra protection for their cargo.
-  Drivers choose their own passcode or use fingerprint recognition on their smartphones, reducing the headache of forgotten fuel card PINs and the risk of drivers writing down fuel card PINs.
-  You maintain all the fraud detection and security measures you expect from a physical BP fuel card.
-  Drivers remain in their vehicle when filling in their mileage leading to fewer mistakes and protection against fraud.



# Getting started with BPme for fleet managers

You can either enable BPme when new ordering cards or make changes to current fuel cards.

- 1 Go to the “BPme Management” section under card administration.
- 2 Select the card(s) you want to enable and choose enable BPme from the dropdown.
- 3 Set up a 6 digit activation code for each card. This can be any number except 6 zeros.
- 4 Confirm activation code(s).
- 5 Submit request and then go to Out Tray to finalise the request.

! Activation codes are sent to drivers but allow 60 minutes for changes to be captured on the online system before the card is added to the app.

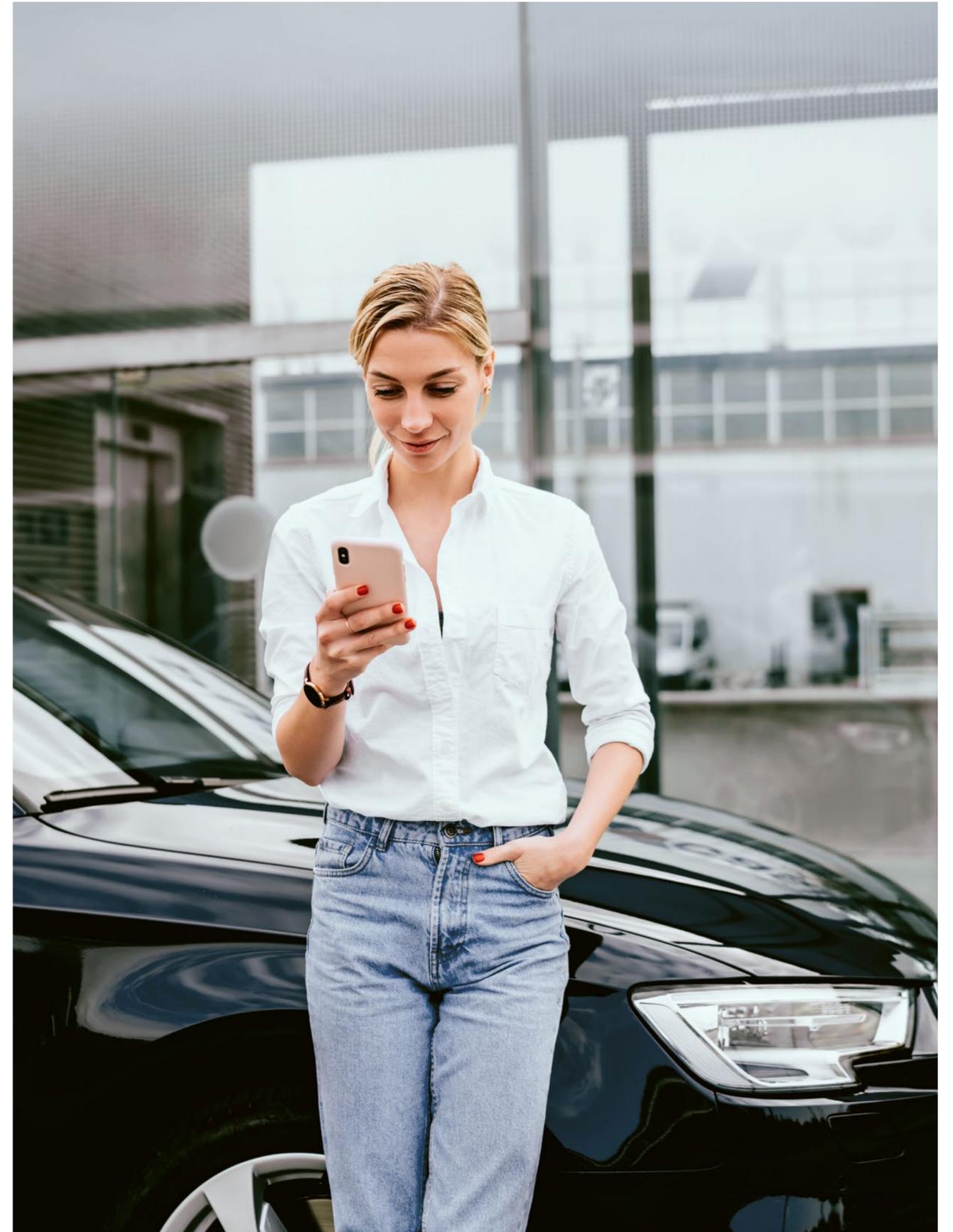
The screenshot shows the BPme Management interface. At the top, there is a navigation bar with the BP logo and links for Contact, BP worldwide, BP Fuel Cards UK, Help, Logout, and New: Cookie information. Below this is a search bar and a main navigation menu with options like Card Administration, Transactions, Infoboard, BP Fleet Reporter, BP Alerts, Account, Tolls & Road Services, and Private Mileage. The main content area is titled "BPme Management" and includes a sub-header "UK1 demo | 187302". A sidebar on the left lists various card management options, with "BPme Management" highlighted. The main area contains a table of cards with columns for BPme Enabled, Card Provisioned, Activation Code, Confirm Code, Card, Cost Centre, 2nd Emboss name, Card holders name, and Vehicle reg. A dropdown menu is open over the "BPme Enabled" column, showing options: "Enable BPme" (checked), "Reset Activation Code", and "Remove Card From Wallet". A tooltip also displays "User can enable BPme and set Activation code for selected card." Callouts 1-5 are placed over the interface: 1 points to the "BPme Management" link in the sidebar; 2 points to the "BPme Enabled" checkbox in the table; 3 points to the "Activation Code" input field; 4 points to the "Confirm Code" input field; and 5 points to the "Submit" button in the top right of the table area.

BPme Enabled	Card Provisioned	Activation Code	Confirm Code	Card	Cost Centre	2nd Emboss name	Card holders name	Vehicle reg
<input type="checkbox"/>	No	No		180	0	TEST EMB NAME1	MAINTENANCE DEPT3	MAINTENANCE
<input type="checkbox"/>	No	No		172	0	TEST EMB NAME1	MAINTENANCE DEPT2	MAINTENANCE
<input type="checkbox"/>	No	No		164	0	TEST EMB NAME1	MAINTENANCE DEPT1	MAINTENANCE
<input type="checkbox"/>	No	No		156	0	TEST EMB NAME1	DISTRIBUTION8	DISTRIBUTI
<input type="checkbox"/>	No	No		149	0	TEST EMB NAME1	DISTRIBUTION7	DISTRIBUTI
<input type="checkbox"/>	No	No		131	0	TEST EMB NAME1	DISTRIBUTION6	DISTRIBUTI
<input type="checkbox"/>	No	No		123	0	TEST EMB NAME1	SALES8	SALES
<input type="checkbox"/>	No	No		115	0	TEST EMB NAME1	SALES7	SALES
<input type="checkbox"/>	No	No		107	0	TEST EMB NAME1	SALES6	SALES

## Getting started with BPme for drivers

Once fleet managers have enabled BPme, drivers can link their fuel card to the app.

- 1 Request an activation code from your fleet manager.
- 2 Allow 60 minutes for this code to be updated in the online system.
- 3 Download and open the BPme app.
- 4 Go to the payment section.
- 5 Select "Add" and choose "Add Fuel card".
- 6 Enter the card details and activation code.
- 7 Give your card a name of your choice, for example, "BP Plus", or use the last few digits of the card.
- 8 Select "finish". The fuel card is all set up.



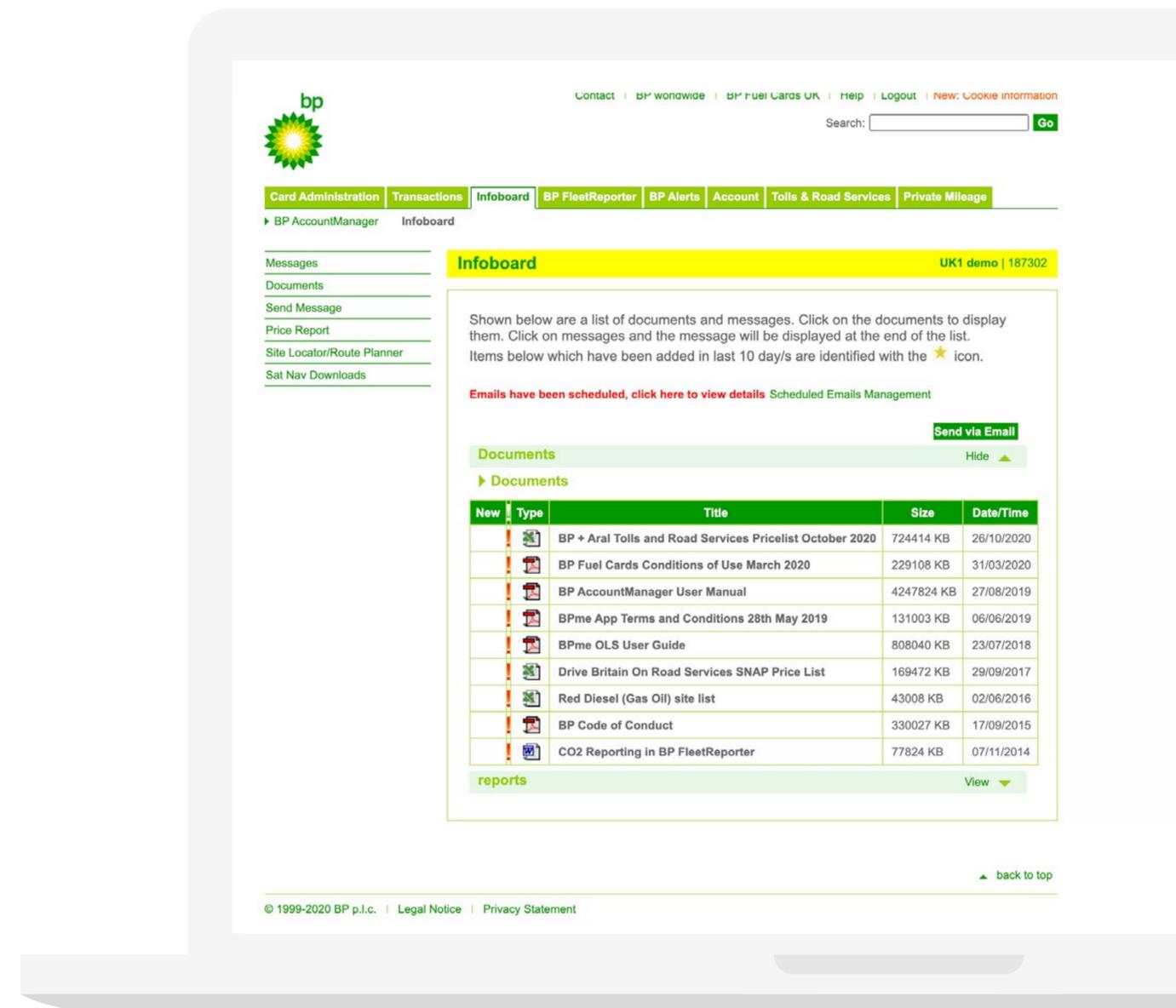
## Find useful documents in the Infoboard

You can find useful documents by navigating to the Infoboard and selecting the documents option on the left.

Some of the documents in the Infoboard include:

- The latest site listing by site type.
- Instructions on activating cards for BPme.
- The full user guide to the Online Account Manager.

ⓘ The consolidated view makes sure you find everything you need for your fleet quickly and easily.



The screenshot displays the BP AccountManager Infoboard interface. At the top, there is a navigation bar with the BP logo and links for Contact, BP worldwide, BP Fuel Cards UK, Help, Logout, and New: Cookie information. A search bar is located on the right. Below the navigation bar, there are tabs for Card Administration, Transactions, Infoboard, BP FleetReporter, BP Alerts, Account, Tolls & Road Services, and Private Mileage. The Infoboard tab is active, and the left sidebar shows options like Messages, Documents, Send Message, Price Report, Site Locator/Route Planner, and Sat Nav Downloads. The main content area is titled 'Infoboard' and includes a 'UK1 demo | 187302' identifier. It contains a message about scheduled emails and a 'Send via Email' button. Below this, there is a 'Documents' section with a table listing various documents. The table has columns for New, Type, Title, Size, and Date/Time. The documents listed include BP + Aral Tolls and Road Services Pricelist October 2020, BP Fuel Cards Conditions of Use March 2020, BP AccountManager User Manual, BPme App Terms and Conditions 28th May 2019, BPme OLS User Guide, Drive Britain On Road Services SNAP Price List, Red Diesel (Gas Oil) site list, BP Code of Conduct, and CO2 Reporting in BP FleetReporter. At the bottom of the page, there is a 'back to top' link and a footer with copyright information for 1999-2020 BP p.l.c. and links for Legal Notice and Privacy Statement.

New	Type	Title	Size	Date/Time
		BP + Aral Tolls and Road Services Pricelist October 2020	724414 KB	26/10/2020
		BP Fuel Cards Conditions of Use March 2020	229108 KB	31/03/2020
		BP AccountManager User Manual	4247824 KB	27/08/2019
		BPme App Terms and Conditions 28th May 2019	131003 KB	06/06/2019
		BPme OLS User Guide	808040 KB	23/07/2018
		Drive Britain On Road Services SNAP Price List	169472 KB	29/09/2017
		Red Diesel (Gas Oil) site list	43008 KB	02/06/2016
		BP Code of Conduct	330027 KB	17/09/2015
		CO2 Reporting in BP FleetReporter	77824 KB	07/11/2014

## Have a question or need help?

If your query is related to your contract or pricing, please contact your sales manager.

If you require any further assistance with the Online Account Manager, please refer to our user guide in the Infoboard.

If you would like to speak to someone, contact our customer service team on **0345 603 0723** or email **[bpcardsadmin@bp.com](mailto:bpcardsadmin@bp.com)**.

