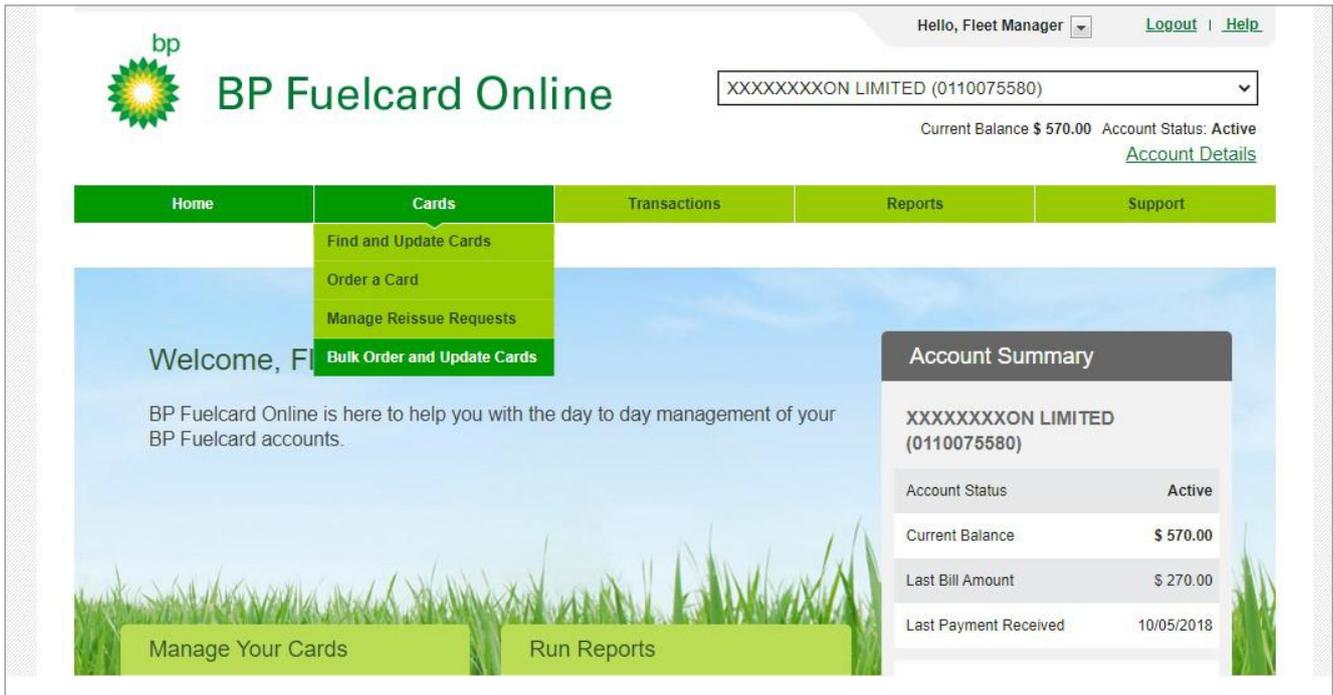




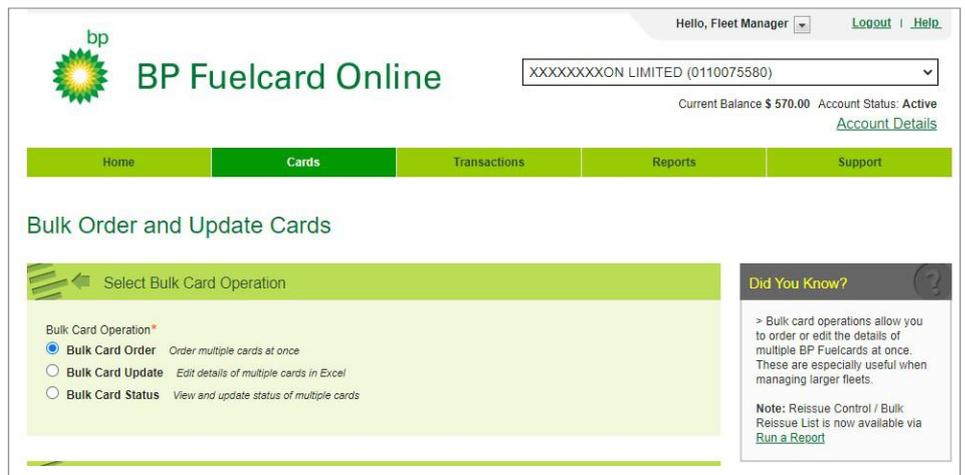
How-to order and update cards in bulk on the bp Fuelcard Online Portal



The three bulk card functions are:

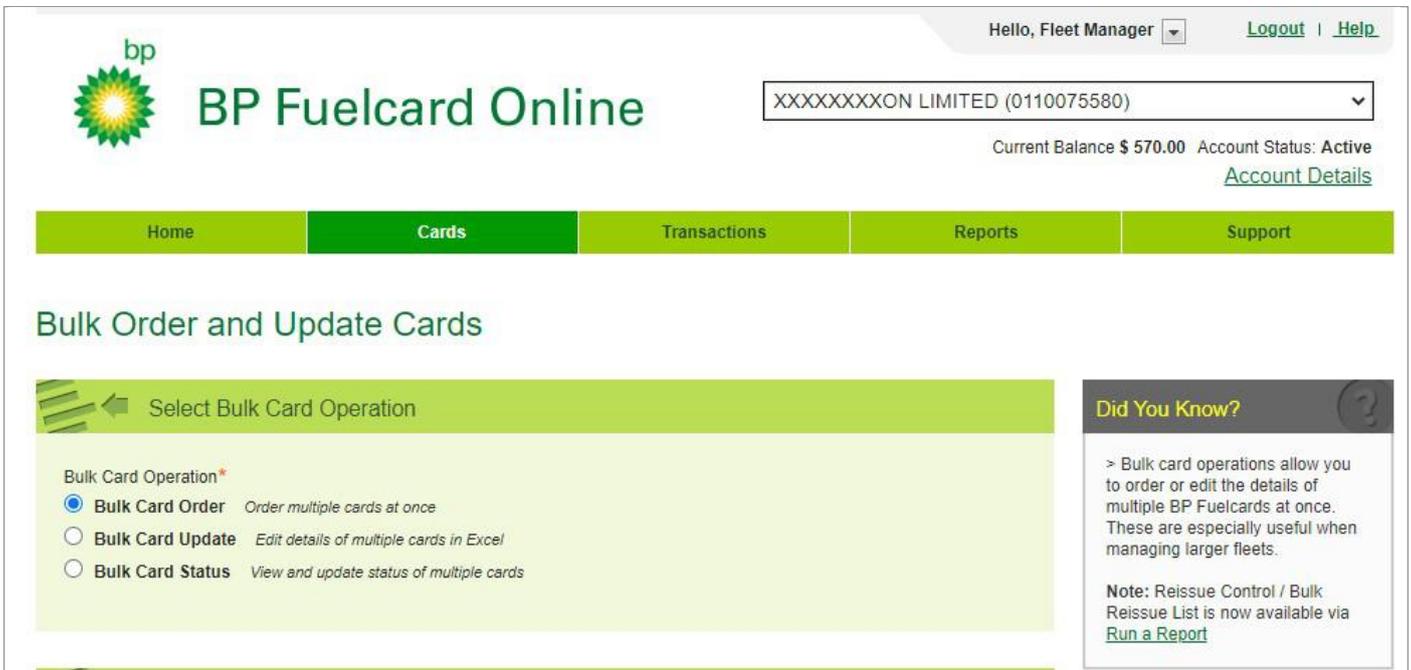
- + Ordering cards in bulk
- + Editing cards in bulk
- + Changing the status of cards in bulk

The bulk card functions are accessible from the **Bulk Order and Update Cards** option in the main menu, under Cards, or from the Manage Your Cards panel on the homepage.



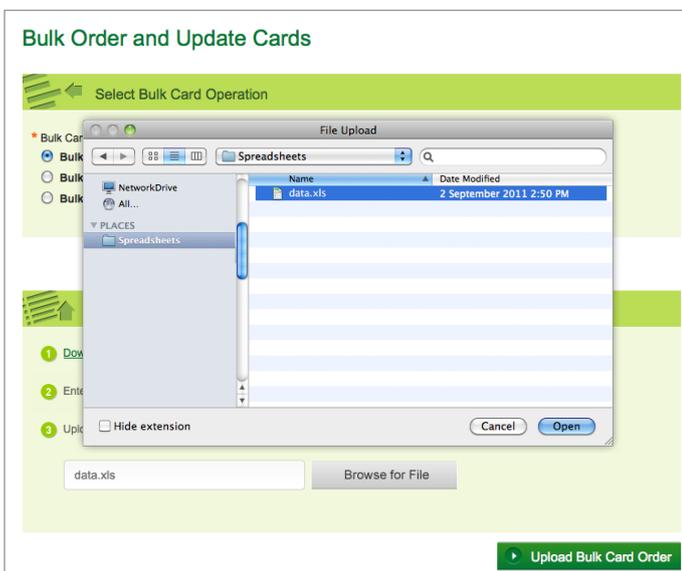
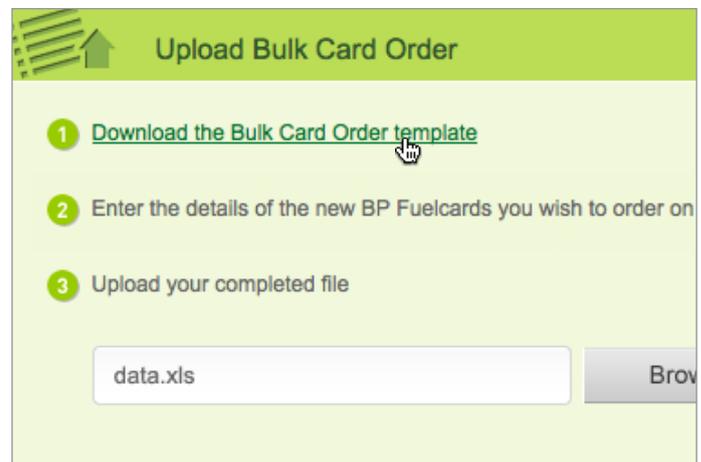


➤ **How-to order cards in bulk**



Select the **Bulk card order** option, then:

1. Click on **Download the Bulk Card Order template**, which will download an Excel spreadsheet to your computer, with the appropriate columns that you need to complete.
2. Open this spreadsheet and enter the information required, which is the same information as that for ordering a single card.



3. Once you've entered all the information, save the spreadsheet to your computer.
4. Return to the BP Fuelcard portal and **upload your completed file** using the **Browse for File** function.
5. Select the **Upload Bulk Card Order** button to complete your order.



➤ **How-to edit cards in bulk**

The screenshot shows the BP Fuelcard Online interface. At the top, there's a navigation bar with 'Home', 'Cards', 'Transactions', 'Reports', and 'Support'. The 'Cards' tab is active. Below the navigation, the main heading is 'Bulk Order and Update Cards'. On the left, there's a 'Select Bulk Card Operation' section with three radio button options: 'Bulk Card Order' (Order multiple cards at once), 'Bulk Card Update' (selected, Edit details of multiple cards in Excel), and 'Bulk Card Status' (View and update status of multiple cards). In the center, there's a prompt: 'Have you performed a Bulk Card Update recently? Already have an Excel file prepared?' with an 'Upload Excel File' button. On the right, there's a 'Did You Know?' box with a question mark icon, containing text about bulk card operations and a note about Reissue Control / Bulk Reissue List.

Select the **Bulk card edit** option, then:

1. **Search for the cards you want** to edit by entering a keyword (full or partial with a minimum of four characters) to be matched against Card number, Driver name or Vehicle registration.

Or use the Advanced Search Options panel to refine the search criteria.
2. View the first five pages of the results on screen first to make sure they are the ones you want.
3. Then download to an Excel spread sheet straight away.
4. Make your card amendments in the Excel spread sheet.
5. Return to the BP Fuelcard portal and upload the file using the **Upload Excel File** button at the top of the screen.

The screenshot shows the 'Bulk Card Search' form. It has two input fields: 'Card number, driver name or vehicle registration' with the value 'ABC123' and 'Account' with a dropdown menu showing 'XXXXXXXXXON LIMITED (0110075580)'. There are also dropdowns for 'Card status' (set to 'Active') and 'Report Level'. An 'Advanced Search Options' link is visible. A green 'Search' button is at the bottom right.

Did you know?

If you're familiar with the process and have recently prepared a spread sheet with necessary changes, you can upload it straight away.

The screenshot shows the 'Bulk Cards Found' results page. It features a green header with a magnifying glass icon and the text 'Bulk Cards Found'. Below this, it says '23 Cards found' and provides instructions: 'Download these cards in a file and then update their details in Excel as needed. You will be asked to upload your edited file in the next step.' There is a button labeled 'View First 5 Pages of Results' and a large green button at the bottom right labeled 'Download Cards to Excel'.



How - To change the status of cards in bulk

The screenshot shows the BP Fuelcard Online interface. At the top, there's a navigation bar with 'Home', 'Cards', 'Transactions', 'Reports', and 'Support'. The 'Cards' tab is active. Below the navigation bar, the main heading is 'Bulk Order and Update Cards'. Underneath, there's a section titled 'Select Bulk Card Operation' with three radio button options: 'Bulk Card Order' (Order multiple cards at once), 'Bulk Card Update' (Edit details of multiple cards in Excel), and 'Bulk Card Status' (View and update status of multiple cards). The 'Bulk Card Status' option is selected. To the right, there's a 'Did You Know?' box with information about bulk card operations and a note about Reissue Control / Bulk Reissue List.

Select the **Bulk card status** option, then:

1. **Search for the cards** you want – using the same process as explained on the previous page.
2. **Select the cards** whose status you want to change from the list shown on screen.
3. **Choose the appropriate New Card Status**, noting that you can only change your selected cards to one new card status at a time.
4. Check the correct status has been applied, using the **Review** button.
5. Click **Save Changes**.

The screenshot shows a table titled 'Bulk Cards Found'. The table has columns for 'Select', 'Card Number', 'Account Number', and 'Card Status'. There are 6 rows of data, each with a checkbox in the 'Select' column. Below the table, there are links for 'Select All' and 'Deselect All'.

Select	Card Number	Account Number	Card Status
<input type="checkbox"/>	7824331447456124	11002233	Active
<input checked="" type="checkbox"/>	7824331547861354	11002233	Active
<input type="checkbox"/>	7824334564157124	11002233	Active
<input type="checkbox"/>	7824335478621456	11002233	Active
<input type="checkbox"/>	7824335478621456	11002233	Active
<input type="checkbox"/>	7824335566487655	11002233	Active

The screenshot shows a dropdown menu for selecting a new status for the cards. The options are: (Select), Active, Temporary Lock, Lost, Stolen, and Deleted. The 'Lost' option is currently selected.

Did you know?

Depending on the new status chosen, some of your cards may need to be re-issued - you will be notified on screen if this needs to occur.



For more information contact bp

bp Fuelcard Virtual Assistant
bp Fuelcard Online
Portal



Email your enquiry to
BPFuelcard@bp.co.nz



Or contact your
Sales Manager

