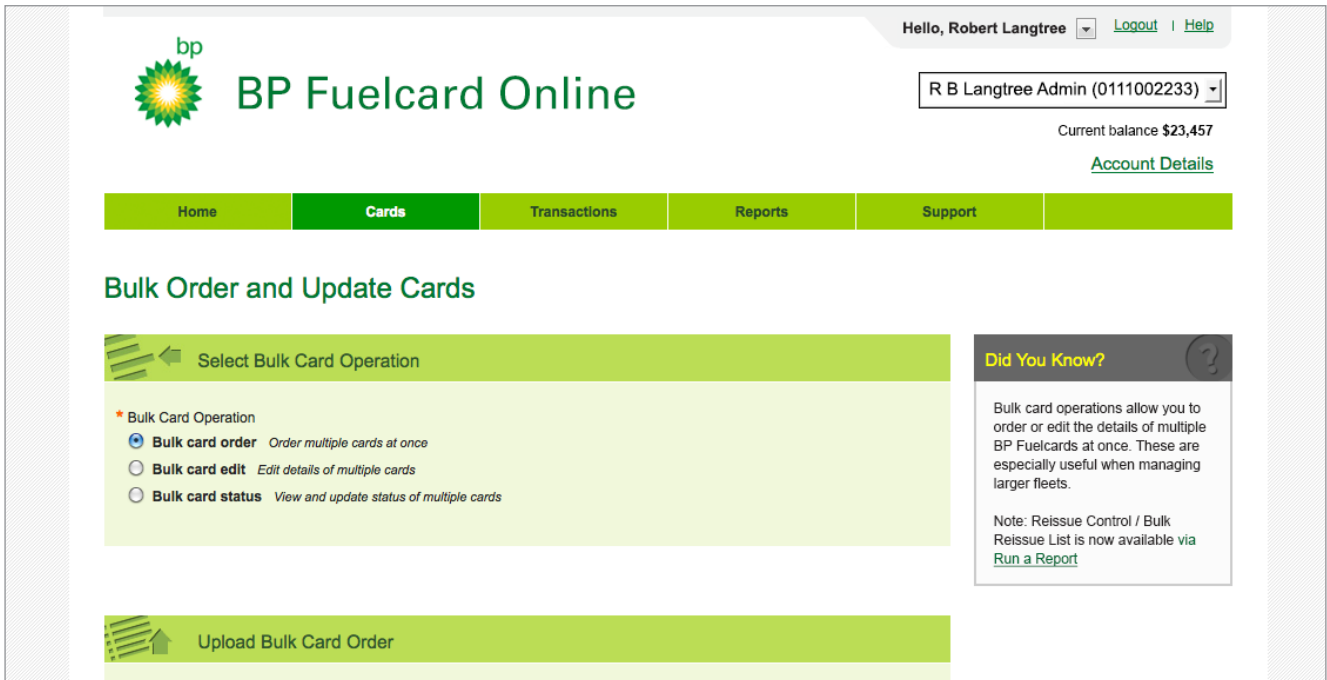




# How to - Order and Update Cards in Bulk on the BP Fuelcard Online Portal



Read this guide for steps on how to Order and Update Cards in Bulk (more than one card at a time) on BP Fuelcard Online

[View the video tutorial](#)

These 'How to' video tutorials and PDFs are available at [bpfuelcard.co.nz](http://bpfuelcard.co.nz)



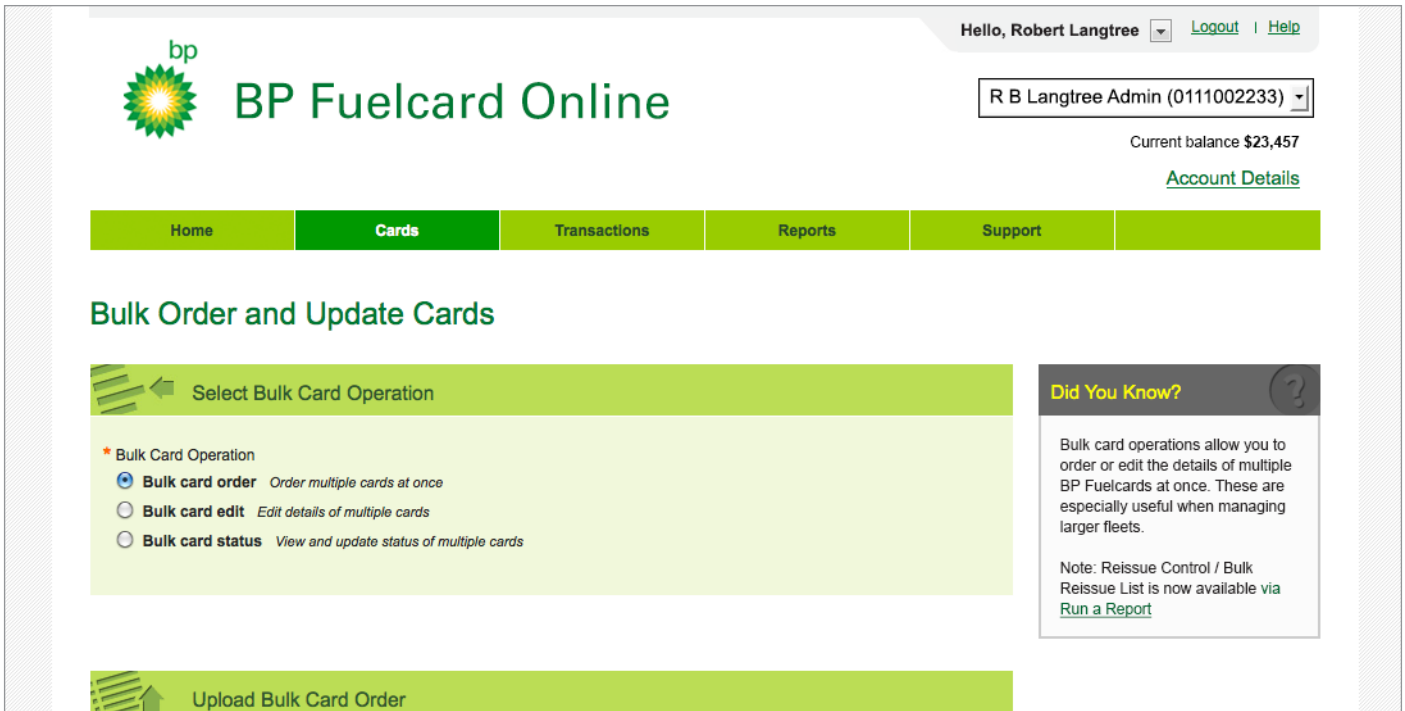
## The three bulk card functions are:

- + 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.

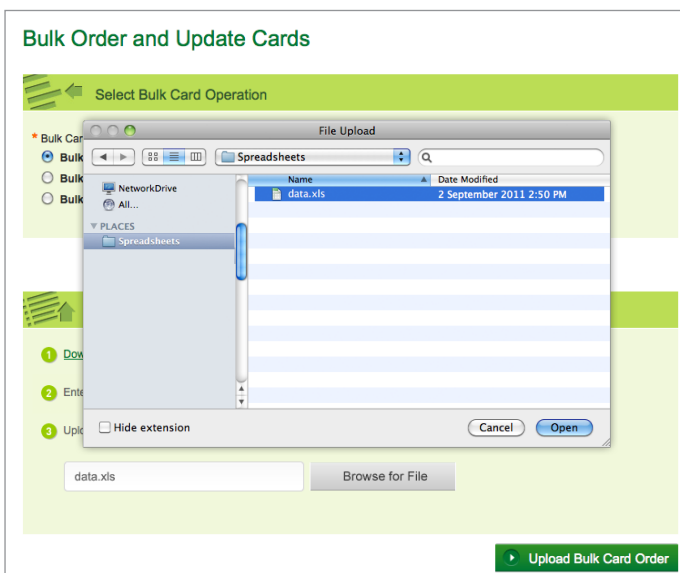
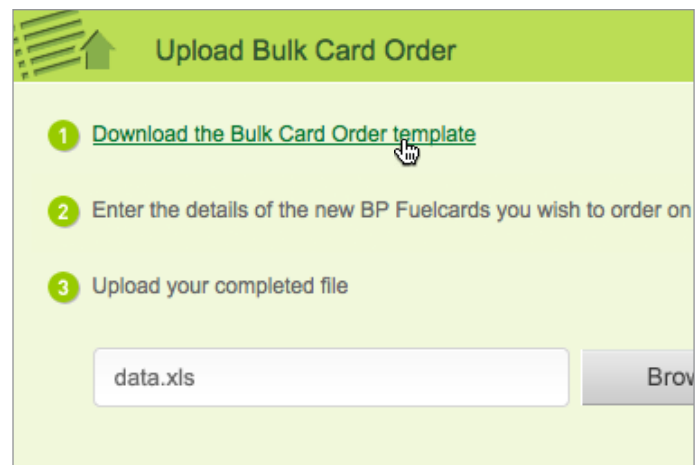


**How to - Order cards in bulk**



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. (If you need assistance completing this spreadsheet, refer to the BP Fuelcard Online User Help Guide on [bpfuelcard.co.nz](http://bpfuelcard.co.nz).)



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**

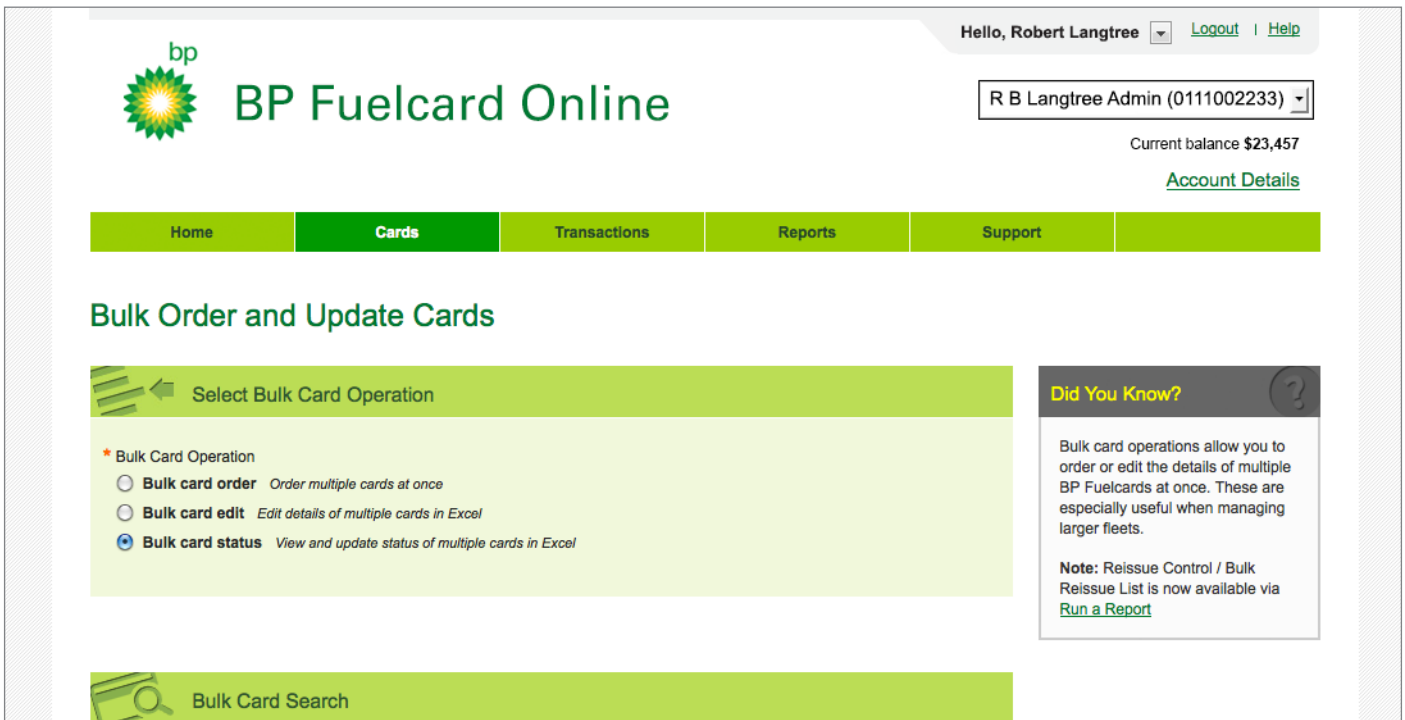
Select the **Bulk card edit** option, then:

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

**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.

**> How to - Change the status of cards in bulk**



bp **BP Fuelcard Online**

Hello, Robert Langtree Logout | Help

R B Langtree Admin (0111002233)

Current balance \$23,457 [Account Details](#)

Home **Cards** Transactions Reports Support

### Bulk Order and Update Cards

Select Bulk Card Operation

\* Bulk Card Operation

- Bulk card order *Order multiple cards at once*
- Bulk card edit *Edit details of multiple cards in Excel*
- Bulk card status *View and update status of multiple cards in Excel*

Did You Know? ?

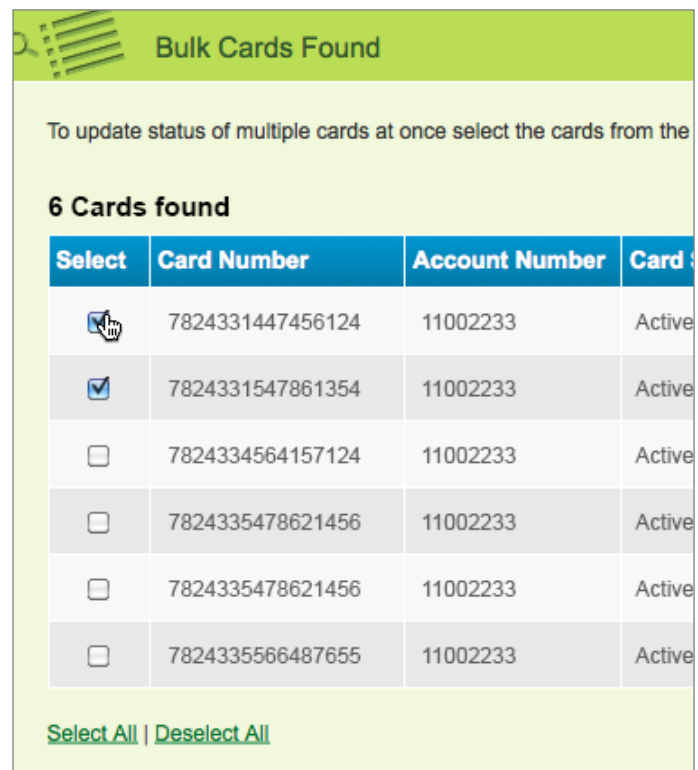
Bulk card operations allow you to order or edit the details of multiple BP Fuelcards at once. These are especially useful when managing larger fleets.

**Note:** Reissue Control / Bulk Reissue List is now available via [Run a Report](#)

Bulk Card Search

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**.



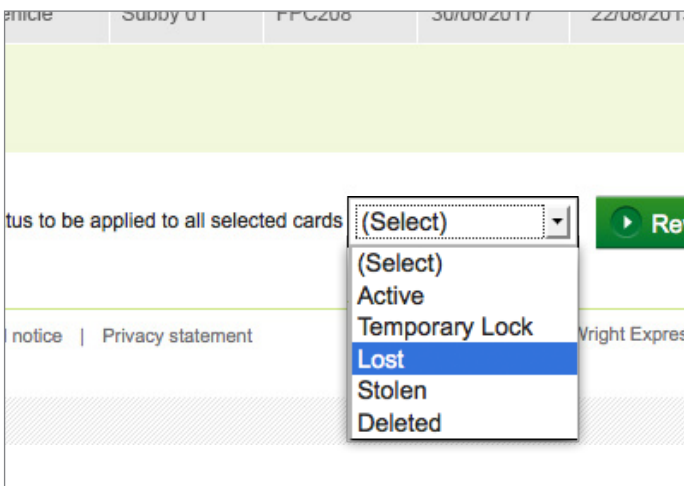
Bulk Cards Found

To update status of multiple cards at once select the cards from the

**6 Cards found**

Select	Card Number	Account Number	Card Status
<input checked="" 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

[Select All](#) | [Deselect All](#)



status to be applied to all selected cards

(Select)

- (Select)
- Active
- Temporary Lock
- Lost**
- Stolen
- Deleted

notice | Privacy statement

**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.



## Video Tutorials & PDF Guides

A suite of instructional video tutorials and PDFs are available on **bpfuelcard.co.nz** and in the BP Fuelcard Online User Help Guide.

- + Introduction to using BP Fuelcard Online
- + Manage your Account
- + Run a Report
- + Manage Recurring Reports
- + Order and Update a Card
- + Order and Update Cards in Bulk
- + Find and Export Transactions



## 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

