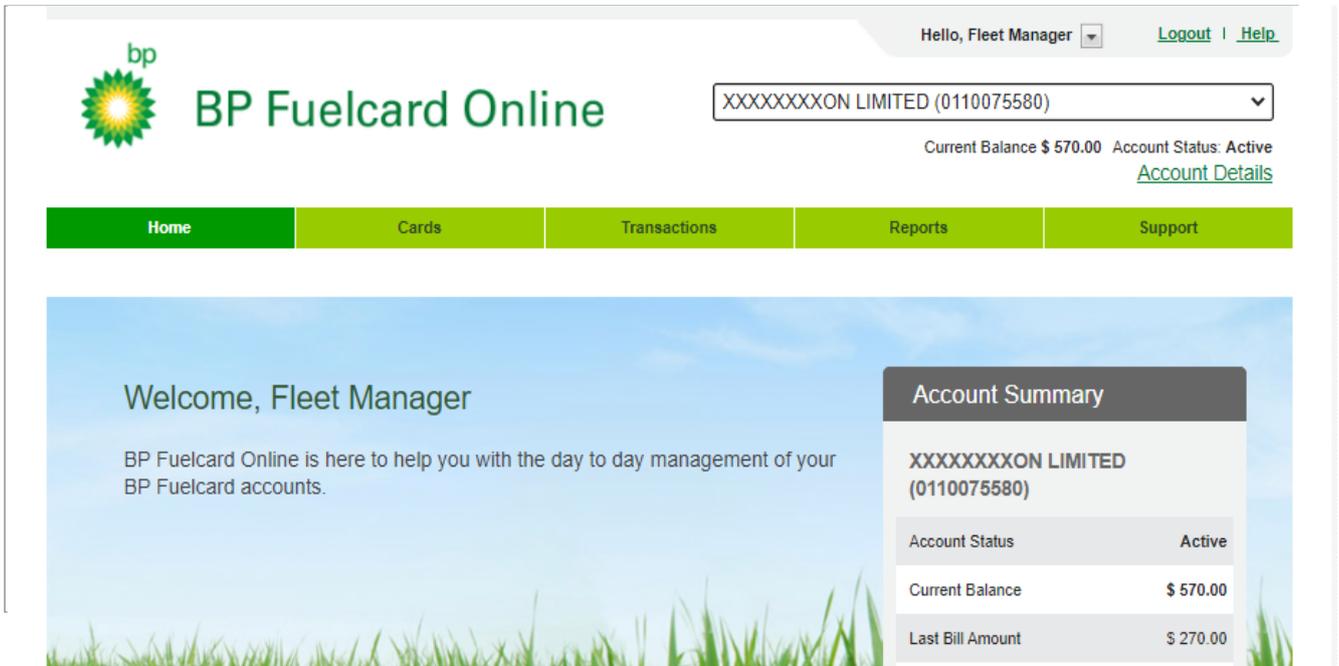


# Introduction to using bp Fuelcard Online

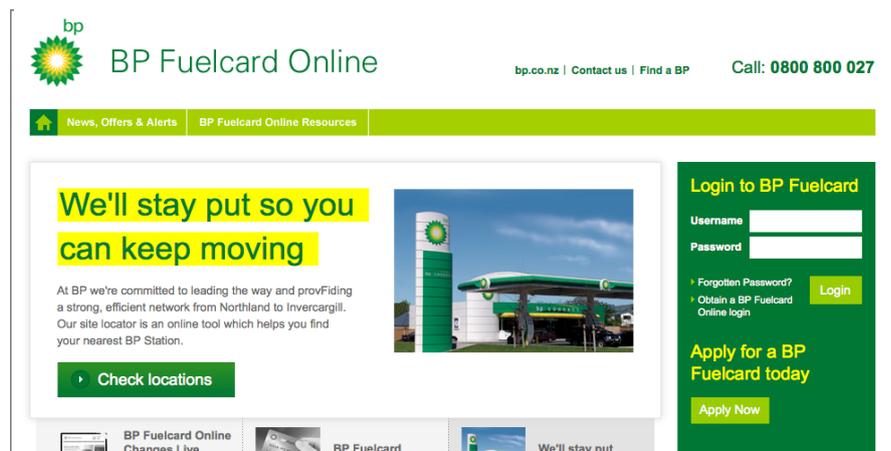


The screenshot shows the BP Fuelcard Online dashboard for a Fleet Manager. At the top left is the BP logo and the text "BP Fuelcard Online". To the right, it says "Hello, Fleet Manager" with a dropdown arrow, and links for "Logout" and "Help". Below this is a dropdown menu showing "XXXXXXXXON LIMITED (0110075580)". To the right of the dropdown, it displays "Current Balance \$ 570.00" and "Account Status: Active" with a link to "Account Details". A navigation bar contains five tabs: "Home", "Cards", "Transactions", "Reports", and "Support". The main content area features a "Welcome, Fleet Manager" message and a paragraph: "BP Fuelcard Online is here to help you with the day to day management of your BP Fuelcard accounts." On the right, an "Account Summary" box shows the account name "XXXXXXXXON LIMITED (0110075580)" and a table with the following data:

| Account Status   | Active    |
|------------------|-----------|
| Current Balance  | \$ 570.00 |
| Last Bill Amount | \$ 270.00 |

## > Get started

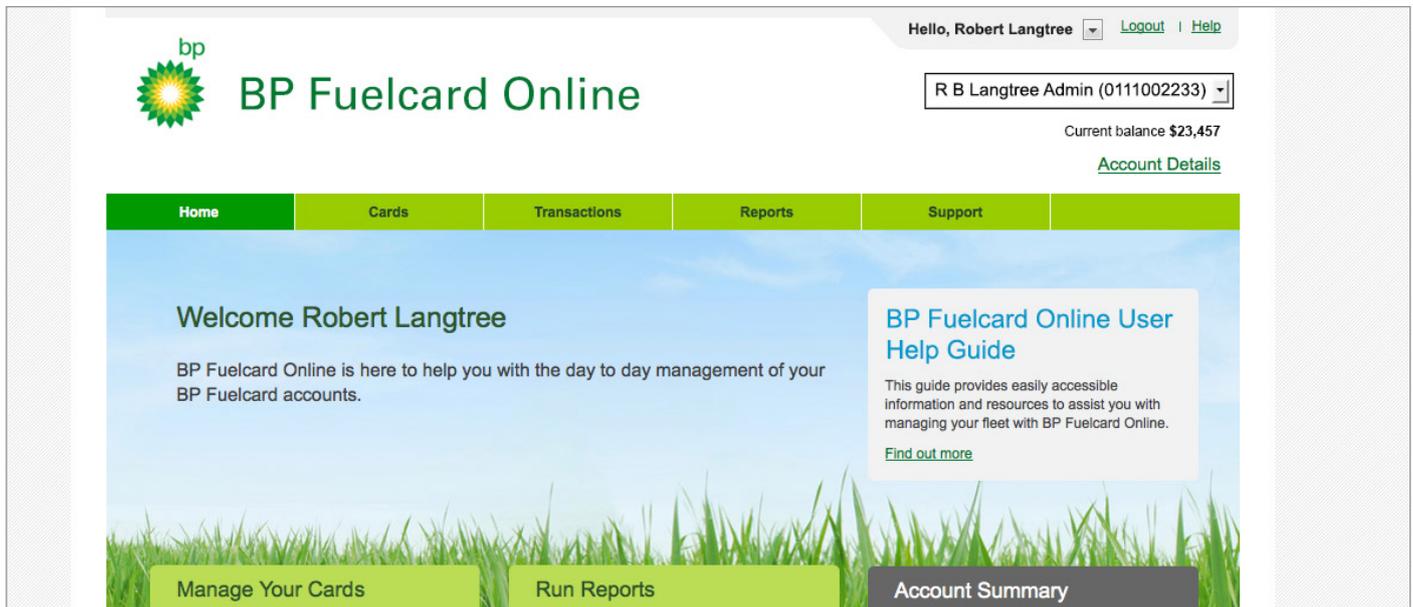
- + Go to **bpfuelcard.co.nz**
- + Login by entering your username and password
- + Get started on BP Fuelcard Online!



The screenshot shows the BP Fuelcard Online homepage. At the top left is the BP logo and the text "BP Fuelcard Online". To the right, it says "bp.co.nz | Contact us | Find a BP" and "Call: 0800 800 027". Below this is a navigation bar with two tabs: "News, Offers & Alerts" and "BP Fuelcard Online Resources". The main content area features a large banner with the text "We'll stay put so you can keep moving" and a "Check locations" button. To the right of the banner is a photograph of a BP fuel station. Below the banner, there is a paragraph: "At BP we're committed to leading the way and providing a strong, efficient network from Northland to Invercargill. Our site locator is an online tool which helps you find your nearest BP Station." To the right of the main content area is a "Login to BP Fuelcard" section with fields for "Username" and "Password", a "Login" button, and links for "Forgotten Password?" and "Obtain a BP Fuelcard Online login". Below the login section is an "Apply for a BP Fuelcard today" section with an "Apply Now" button. At the bottom of the page, there are three small icons with text: "BP Fuelcard Online Changes Live", "BP Fuelcard", and "We'll stay put".



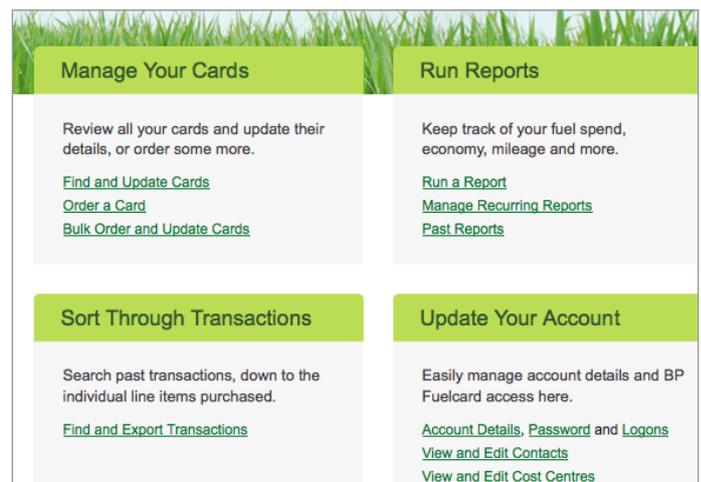
➤ Easy to navigate



**Wherever you are on the portal, accessing what you need to do is quick and easy!**

Access the most frequently used functions easily from the main menu or from the panels on the homepage:

- + Managing your cards
- + Running reports
- + Sorting through transactions
- + Updating your account
- + Getting support

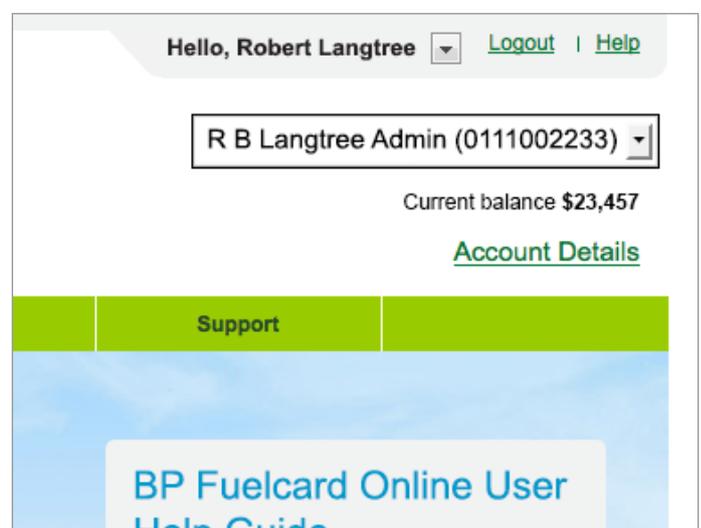


➤ Your accounts are just a click away!

**Select the account you want from the dropdown in the top right hand corner of the screen, which displays all the accounts you have been given access to in alphabetical order.**

All information on the portal now relates to this account, including:

- + Current balance, displayed under the account selection dropdown
- + Summary of the account on the right of the homepage
- + Access to full account details by clicking the **Account Details** link. This opens a page that gives access to all account-related tasks such as editing contacts, cost centres and vehicles.





## > Key features

### Simple card management:

- + Ease of ordering and updating cards – which can be done either one at a time or in bulk.
- + Ability to restrict purchases on cards by setting purchase limits for product type or dollar value.

### 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*

Upload Bulk Card Order

1 [Download the Bulk Card Order template](#)

## Run a Report

Choose suitable settings for your report and select Run Report. Required information is marked with a \*.

### Report Type

- \* Report Type
  - Cards
  - Cards Activity - Bulk
  - Cost Centres
  - Fleet
  - Fuel Consumption
  - Odometer
  - Transactions
  - Unusual Activity (Exceptions)
  - Vehicle and Driver
- \* Report Detail
  - Export Card List - PDF Document
  - Export Card List - Spreadsheet
  - Export Card List - CSV

Report Filters *Use filters to limit the report to a specific date range or account etc.*

### A powerful range of free reporting options to help you with:

- + Monitoring unusual activity across your fleet
- + Viewing transaction and card details
- + Managing your cost centres
- + and much much more



## 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

