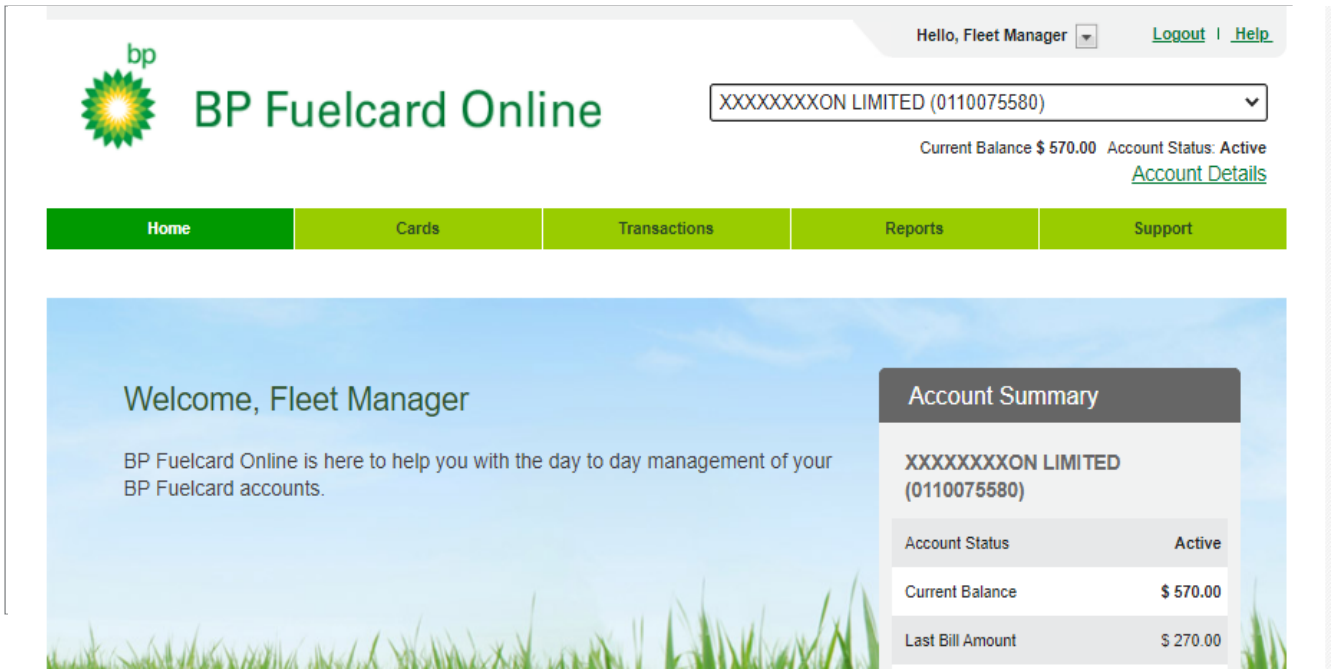


# Introduction to using bp Fuelcard Online

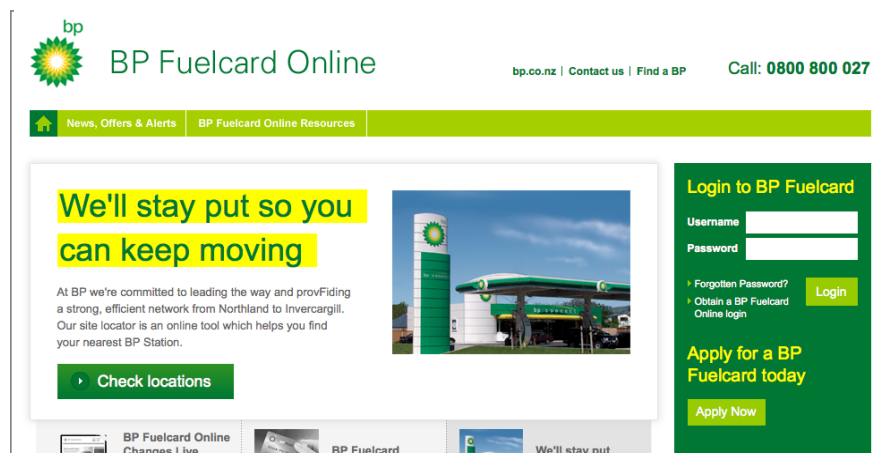


The screenshot shows the BP Fuelcard Online dashboard for a user named 'Fleet Manager'. The page features a navigation menu with 'Home', 'Cards', 'Transactions', 'Reports', and 'Support'. A central banner welcomes the user and provides an 'Account Summary' table.

Account Summary	
XXXXXXXXON LIMITED (0110075580)	
Account Status	Active
Current Balance	\$ 570.00
Last Bill Amount	\$ 270.00

## > Get started

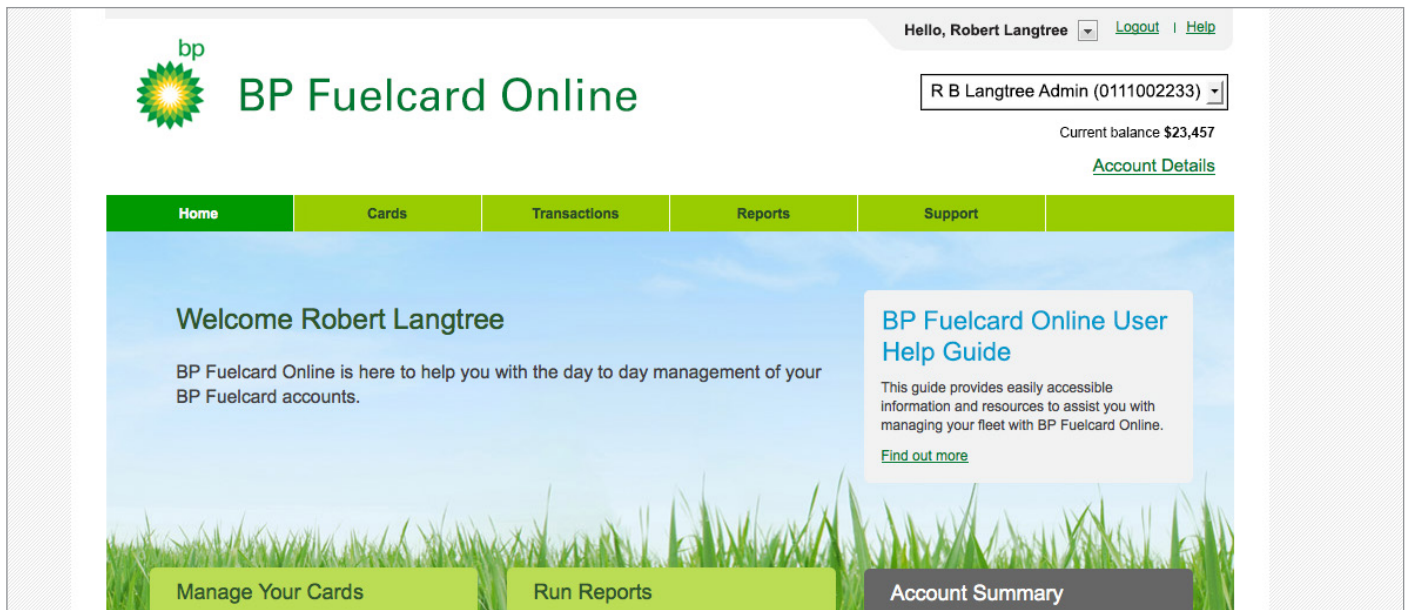
- + Go to **bpfuelcard.co.nz**
- + Login by entering your username and password
- + Get started on BP Fuelcard Online!



The screenshot shows the BP Fuelcard Online homepage. It features a navigation bar with 'News, Offers & Alerts' and 'BP Fuelcard Online Resources'. A main banner reads 'We'll stay put so you can keep moving' and includes a 'Check locations' button. On the right, there is a 'Login to BP Fuelcard' section with fields for 'Username' and 'Password', and a 'Login' button. Below the login section is an 'Apply for a BP Fuelcard today' button.



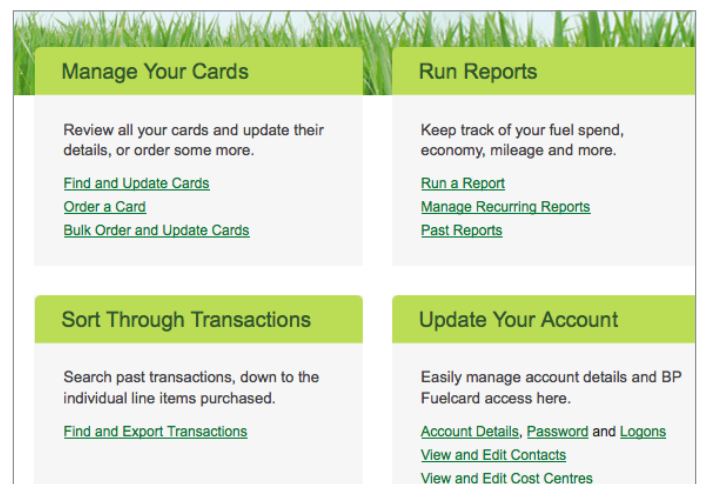
➤ Easy to navigate



**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

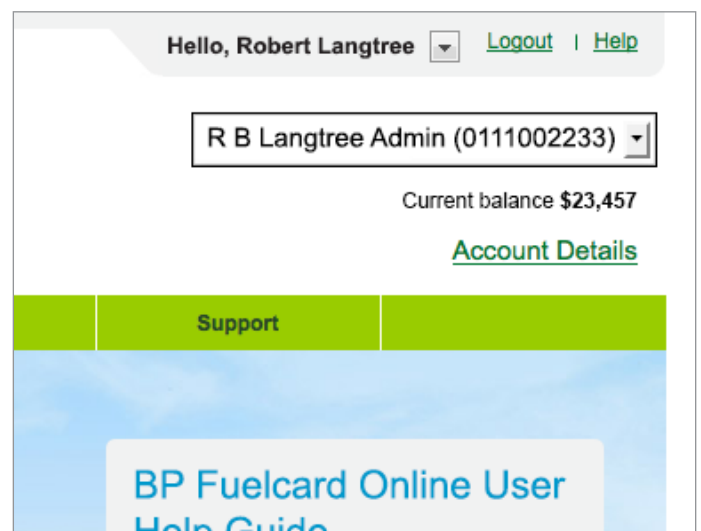


➤ Your accounts are just a click away!

**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

