

Our online portal is an easy way for you to manage your fuel cards - in your time!

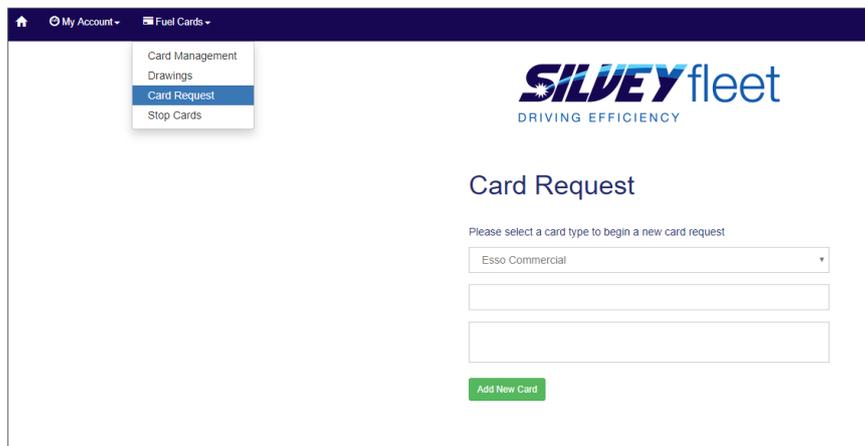
Here is a brief guide to show you how to complete some of your admin tasks online. To access the portal [click this link](#).

If you need any further assistance please email priority@silvey.co.uk with your query.

How to

Order a new fuel card

Log into your online account and in the top left click 'Fuel Cards' and 'Card request'. Select the type of fuel card you'd like to order then add the card name and any additional information before clicking 'Add new card' to submit your request.



The screenshot shows the SILVEY fleet online portal interface. At the top, there is a navigation bar with 'My Account' and 'Fuel Cards' menus. A dropdown menu is open under 'Fuel Cards', showing options: 'Card Management', 'Drawings', 'Card Request' (highlighted), and 'Stop Cards'. The main content area features the SILVEY fleet logo and the heading 'Card Request'. Below the heading, there is a prompt: 'Please select a card type to begin a new card request'. A dropdown menu is set to 'Esso Commercial'. Below this are two empty text input fields. At the bottom of the form is a green button labeled 'Add New Card'.

How to

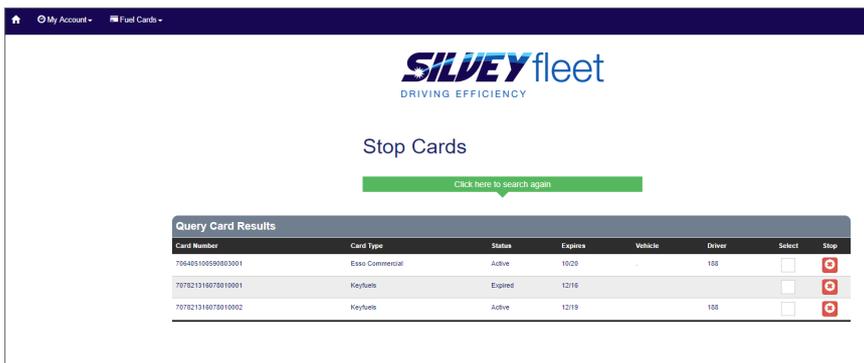
Stop existing cards

To stop an existing card log into your online account and in the top left click 'Fuel cards' and 'Stop cards'. There's a range of search criteria you can use to search for specific cards you'd like to cancel, or you can leave the filters blank to return results for all your cards. Click 'Get cards' to return your results.

From here you can select the specific cards you'd like to cancel by ticking under 'select' and clicking the 'Stop selected cards' button that appears at the bottom of the table. You'll be asked if you'd like to provide a reason for cancelling the card and whether you'd like a replacement card before confirming your cancellation by clicking 'Stop'.

You can reactivate a Keyfuels or Fastfuel fuel card after submitting the stop card request by contacting a member of the Silvey Fleet team. Once your request to reactivate the card is processed it can take up to 30 minutes for a Keyfuels card to become active again and up to 24 hours for Fastfuel fuel cards.

If you've stopped an Esso fuel card you can't reactivate it. You'll need to order a new card if you need a replacement.



SILVEY fleet
DRIVING EFFICIENCY

Stop Cards

[Click here to search again](#)

Card Number	Card Type	Status	Expires	Vehicle	Driver	Select	Stop
706405100590803001	Esso Commercial	Active	10/20		100	<input type="checkbox"/>	
707821316078010001	Keyfuels	Expired	12/16			<input type="checkbox"/>	
707821316078010002	Keyfuels	Active	12/19		100	<input type="checkbox"/>	

✕ Stop Card

Are you sure that you want to stop the selected Fuel Card?

Card Number 706405100590803001

Card Type Esso Com

Why are you stopping this card?

Tick if you require a replacement card

Stop **Cancel**

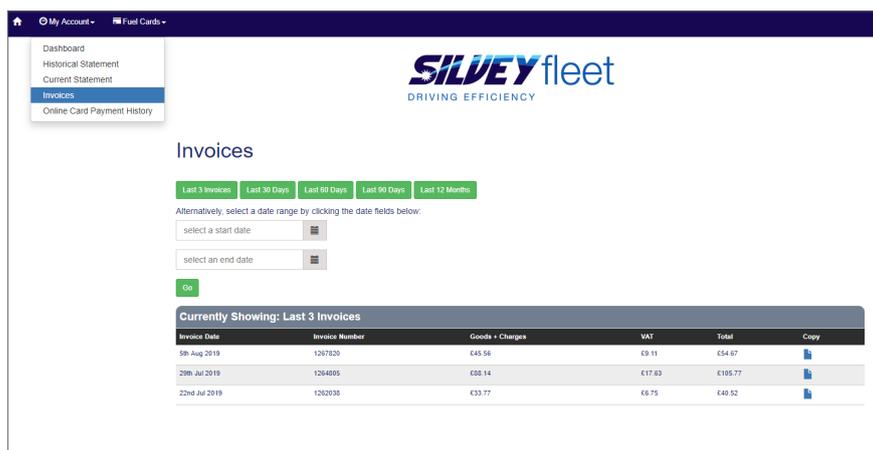
How to

View your invoices and payment history

Log into your online account and click 'My account' then 'Invoices' in the top left corner of the screen.

Your invoices will appear, listed by most recent first, or you can search for invoices by date range. To download a copy simply click 'Copy' at the end of the row and save as a PDF.

Likewise, to view your payment history click 'My account' and 'Online card payment history' in the top left corner of the screen to view and download copies of your card payments.



The screenshot shows the 'Invoices' page in the SILVEY fleet online account. The page features a navigation menu on the left with options: Dashboard, Historical Statement, Current Statement, Invoices (selected), and Online Card Payment History. The main content area displays the SILVEY fleet logo and the heading 'Invoices'. Below the heading, there are buttons for 'Last 3 Invoices', 'Last 30 Days', 'Last 60 Days', 'Last 90 Days', and 'Last 12 Months'. A section for date selection is present, with fields for 'select a start date' and 'select an end date', and a 'Go' button. The table below shows the 'Currently Showing: Last 3 Invoices' with the following data:

Invoice Date	Invoice Number	Goods + Charges	VAT	Total	Copy
5th Aug 2019	1267020	£45.56	£9.11	£54.67	
29th Jul 2019	1264005	£88.14	£17.63	£105.77	
2nd Jul 2019	1262030	£33.77	£6.75	£40.52	

How to

Run drawing reports

Log into your online account and click 'Fuel cards' and 'Drawings' in the top left corner of the screen to view individual transactions that show the type of fuel drawn, the draw date, the site, the quantity of fuel drawn and the total amount for the transaction.

You can filter your results by specific cards, invoices and drivers. Simply click 'Get drawings' to see a list of results that match your search criteria.

The screenshot shows the 'Drawings' section of the SILVEY fleet web application. The top navigation bar includes 'My Account' and 'Fuel Cards'. A dropdown menu under 'Fuel Cards' is open, showing options: 'Card Management', 'Drawings', 'Card Request', and 'Stop Cards'. The main content area features the SILVEY fleet logo and the heading 'Drawings'. Below the heading, a prompt reads: 'Please search for fuel card drawings using the options below.' The search form includes several input fields and options: 'Card Number' (text input), 'Match exact card number' (radio button), 'Invoice Number' (text input), 'All card types' (dropdown menu), 'Vehicle Registration' (text input), 'Driver Name' (text input), 'Search using drawing date range' (radio button), 'Include uninvoiced drawings' (radio button), 'Export drawings' (radio button), and 'No grouping' (dropdown menu). A green 'Get Drawings' button is positioned at the bottom of the form.

How to

Run drawing reports

You can also filter your report by specific date ranges so you can compare how cards are being used across your business within set time periods.

To export your drawings select 'Export drawings' and choose the file format you'd like to export the report in. Confirm the email address you'd like the report sent to and then click 'Get drawings' to receive a copy of the report.

The screenshot shows the 'Drawings' page in the SILVEY fleet system. The page has a dark blue header with 'My Account' and 'Fuel Cards' menus. A dropdown menu for 'Fuel Cards' is open, showing options: Card Management, Drawings, Card Request, and Stop Cards. The main content area features the SILVEY fleet logo and the title 'Drawings'. Below the title, there is a search instruction: 'Please search for fuel card drawings using the options below.' The search filters include: Card Number (text input), Match exact card number (radio button), Invoice Number (text input), All card types (dropdown menu), Vehicle Registration (text input), and Driver Name (text input). There are also date range filters: Search using drawing date range (radio button), select a start date (calendar icon), and select an end date (calendar icon). Additional options include Include uninvoiced drawings (radio button) and Export drawings (radio button with a gear icon). A blue warning box states: 'When choosing to export drawings data, please be mindful of the amount of data you are requesting. For example, choosing a large date range may result in your email being delayed or even blocked by the mail server.' Below this, there is a 'Select an export file format' section with buttons for Excel, CSV, TSV, XML, HTML, and JSON. The CSV button is highlighted. A section for 'Drawings data will be sent to the following recipient email address' shows the email 'natalie.beckley@silvey.co.uk' in a text input field. At the bottom, there is a green 'Get Drawings' button.