



## **CARD ORDER FORM INSTRUCTIONS:**

### **ACCOUNT INFORMATION (Both Forms):**

1. Complete the company and contact information and include email addresses.
2. Choose if you would like E-Receipt and the email address you would like the email sent to.

### **SINGLE CARD ORDER FORM:**

1. Enter the driver's full name.
2. If desired, enter your custom 5-digit pin. If you would like a random pin assigned, leave this section blank.
3. Fill in all the parameters.
4. Choose if you would like to allow Fuelman Extended Network Sites (CFN Only).

### **VEHICLE CARD & DRIVER PIN ORDER FORM:**

#### *DRIVER PIN PROFILE:*

1. Enter driver's full name.
2. If desired, enter your custom 5-digit pin. If you would like a random pin assigned, leave this section blank.
3. Enter the driver's Transaction and gallon limits. (Day of week – Time of day - # of transactions)

#### *VEHICLE CARD PROFILE:*

1. Enter the vehicle or physical card description (example: Truck 1, Dispatch 2).
2. Enter the unit number, if applicable.
3. Enter the gallon limit for the vehicle.
4. Enter the authorized fuel for the vehicle.
5. Choose if you would like to allow Fuelman Extended Network Sites (CFN Only).

### **DEFINITIONS:**

**E-Receipt:** If you select "YES" you will receive an email each time your cards are used. This feature will include fuel location, product, gallons, and card number. This can be set for the entire account or just selected cards.

**Extended Network:** If you select "YES" you will be authorized to fuel at Fuelman locations. Pacific Pride only allows us to lock-out certain zip codes. CFN allows us to lock-out all or some states.

### **NOTES:**

All fuel cards must have gallon restrictions set-up. If none are noted Dion will assign the cards to a default of 2 Transactions/day, 50 Gallons per transaction, 100 Gallons per day, with Extended Network allowed in all states (CFN) & all zip codes (Pacific Pride)

If more card entries are needed, please fill out more than one pages until completed.

All requests must be submitted to an authorized user via email or fax.

Fuelman Extended Network locations may not recognize all card restrictions such as fuel type & gallon limit.

If you have any questions, please contact your Sales Rep or the Cardlock Admin Team at (877) 202-9065.



## E-RECEIPTS and EXCEPTION EXAMPLES:

### **CFN ONLY:**

#### Station Receipt

Barataria Shell  
1950 Barataria Blv.  
Marrero, LA 70072

Shell ,57543051106

1950 BARATARIA BLVD  
MARRERO ,LA  
70072

09/18/2009 9:28:02 AM 2807  
XXXXXX XXXXX XX5022

INVOICE 472787  
AUTH 808276  
ODO 32429

PUMP #6  
REG UNL 8.771G  
PRICE/GAL \$2.499  
FUEL TOTAL \$21.92

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TOTAL = \$21.92

#### E-Receipt

E-Receipt CFN Customer No. 1111  
Card 4315022

E-Receipt

CFN Customer No. 1111  
Card 4315022

CARD INFORMATION  
CFN Card 4315022 – John Doe  
Vehicle ID 0  
Customer No 1111  
Participant No 307

PURCHASE INFORMATION  
Site No 150179  
1950 BARATARIA BLVD  
MARRERO, LA 70072  
Date/Time 09/18/2009 09:29  
Transaction No 2787  
Manual Entry:  
Odometer Entry: 32429

E-RECEIPT

Product	Qty
1 04 Unleaded	8.770 *Regular

#### Exception Report

Subject: Exception Report CFN  
Customer No. 1111 Card 4315022

Exception Report

CFN Customer No. 1111  
Card 4315022

CARD INFORMATION  
CFN Card 4315022 – John Doe  
Vehicle ID 0  
Customer No 1111  
Participant No 307

PURCHASE INFORMATION  
Site No 150179  
1950 BARATARIA BLVD  
MARRERO, LA 70072  
Date/Time 09/18/2009 09:29  
Transaction No 2787  
Manual Entry:  
Odometer Entry: 32429

EXCEPTION(S)

Exception: Invalid Product  
1 04 Regular Unleaded

Exception: Invalid Odometer  
Current Odometer [32429] is  
Greater Than Last Odometer [0] plus  
Tank Range [450] and Range  
Tolerance [10]





