

## Using Fuel Cards in the Contigo System

Many fleets make use of fuel cards to help manage their expenditures on fuel and vehicle maintenance in order to reduce costs. As of the Contigo system release on December 10, 2015, fuel cards may be incorporated into your Contigo Portal, mapping cards to fleet vehicles.

By merging location information from your Contigo beacon with transaction information from the fuel card, fleet managers are able to obtain a more precise view of card usage, as well as receive notifications when the system detects possible misuse of the card.

Contigo supports fuel cards from the following providers:

Provider	Link
Fleetcor / Fuelman	<a href="http://www.fuelman.com/">http://www.fuelman.com/</a>
Comdata	<a href="http://www.comdata.com/contact-us/index">http://www.comdata.com/contact-us/index</a>
WEX	<a href="http://www.wexinc.com/log-in/">http://www.wexinc.com/log-in/</a>
Fleet One (WEX)	<a href="https://fleet.fleetone.com/">https://fleet.fleetone.com/</a>
Voyager / US Bank	<a href="https://www.voyagercsifleet.com/">https://www.voyagercsifleet.com/</a>
Universal Platinum Canada	<a href="http://www.fleetcardscanada.ca/">http://www.fleetcardscanada.ca/</a>
Husky MasterCard	<a href="https://www.myhuskyrewards.ca/">https://www.myhuskyrewards.ca/</a>
Ultramar MasterCard	<a href="http://www.fleetcardscanada.ca/">http://www.fleetcardscanada.ca/</a>
Chevron Business Card Canada	<a href="http://www.chevronbusinesscard.ca/">http://www.chevronbusinesscard.ca/</a>
Comdata Blue Card Canada	<a href="http://www.comdata.com/contact-us/index">http://www.comdata.com/contact-us/index</a>

Once you have obtained fuel cards for your fleet vehicles from one of these providers, please contact Contigo to approve access to the transaction information from the fuel card provider for display in your portal.

When approval has been granted for Contigo to obtain the transaction data, the fuel card numbers will have to be imported into your portal in order to map them to a fleet vehicle.

## The Fuel Card Interface

Under the administration tab, a new menu item has been added for fuel cards. Selecting this item will reveal the fuel card interface, shown below.

<input type="checkbox"/>	Fuel Card Number	Fuel Card Provider	Item Assigned To	Assigned On	Department
<input type="checkbox"/>	352648*****5131	WEX	Vehicle01	12/04/2015 03:41PM	Default
<input type="checkbox"/>	352648*****5130	WEX	11-Steve	09/30/2015 12:00AM	Default
<input type="checkbox"/>	147908*****0087	Fleetcor/Fuelman	Vehicle35	12/04/2015 01:14PM	Default
<input type="checkbox"/>	183444*****8539	Fleet One	[ Assign ]	-	Default

The fuel card providers appear as links in the list. Clicking on a provider link in the portal will open another browser window displaying the link to the card provider in the table above. Assigned vehicles are also displayed as links. Clicking on a vehicle name opens the Vehicle Details page.

Clicking on the “import” button will bring up the following interface.

**Fuel Card Import** ✕

Fields marked with \* are required.

Card Provider: \*

Department: \*

Card Number(s) (one entry per line):

1234567890123456  
8765432109876543

\*

To import cards into the system, simply select the card provider and the target department, then enter the card numbers (one per line) in the input box. Clicking "save" will add these cards to the list on the main screen, in the unassigned state.

Cards that have not yet been assigned to a vehicle are highlighted in orange on the main fuel card list. Clicking on the "[Assign]" link brings up a selection list of available vehicles in department that the fuel card belongs to. Select a vehicle and click on the save icon to assign the fuel card to that vehicle.

The screenshot shows the 'Fuel Cards' administration page. At the top, there are navigation tabs: home, vehicles, assets, personnel, maintenance, reports, messaging, dispatch, administration (selected), help, and logout. A left sidebar contains a menu with categories like Scenarios, Landmarks, Reports, Dispatch, Users, and Departments. The 'Fuel Cards' option is highlighted in blue. The main content area is titled 'Fuel Cards' and includes buttons for 'refresh', 'import', 'delete', 'unassign', 'print', and 'export...'. Below these buttons, it says 'Showing 1 - 33 of 33 Fuel Cards' and 'Page: 1 of 1'. A table lists the fuel cards with the following data:

<input type="checkbox"/>	Fuel Card Number	Fuel Card Provider	Item Assigned To	Assigned On	Department
<input type="checkbox"/>	352648*****5131	WEX	Vehicle01	12/04/2015 03:41PM	Default
<input type="checkbox"/>	352648*****5130	WEX	11-Steve	09/30/2015 12:00AM	Default
<input type="checkbox"/>	147908*****0087	Fleetcor/Fuelman	Vehicle35	12/04/2015 01:14PM	Default
<input type="checkbox"/>	183444*****8539	Fleet One	-- Select an Item --	-	Default

At the bottom left, it says 'powered by contigo' and at the bottom right, '© Contigo Systems Inc.'.

## Fuel Card Report

A detailed report is provided in the Administration Reports section of the reports tab. This report provides summary information for all cards over a selected time period, as well as a detailed record of transactions for each fuel card. An example is shown below.

The top portion of the report shows a list of all fuel cards assigned during the selected time period, with summary information for all of the transactions that occurred. Clicking on one of these fuel card summary lines will highlight it in yellow and display a detailed Transaction Log for that card in the lower part of the report.

home vehicles assets personnel maintenance **reports** messaging dispatch administration help logout

Real-time Reports Scheduled Reports

### Fuel Card Report

cancel print export...

Start Date: Dec 01 2015 End Date: Dec 01 2015 refresh

Note: You can select a maximum range of 31 days for this report.

**Summary of Fuel Card Usage (Click on a Fuel Card to display a detailed transaction record)**

Vehicle	Fuel Card	Total Transactions	Total Litres	Total Cost	Cost per Litre	Issues Detected
Truck 53	123456*****3456	4	270.62	\$802.02	\$2.96	5
Van 32	541620*****8541	1	2.12	\$226.68	\$106.70	2
-	456281*****5189	1	92.51	\$226.68	\$2.45	0

**Transaction Log (Truck 53, 123456\*\*\*\*\*3456)**

Transaction Date/Time	Transaction ID	Issue Type	Merchant	Fill (Litres)	Unit Cost	Total Cost	Fuel Type
12/01/2015 09:36:41 AM Pacific	RA-25063 [map]	location	ALICE GAS STATION ( 9255 Goldhurst Terrace, Burnaby, BC, CA)	100.00	\$3.00	\$300.00	Unleaded
12/01/2015 05:36:41 PM Pacific	RA-25063 [map]	other	ALICE GAS STATION ( 9255 Goldhurst Terrace, Burnaby, BC, CA)	100.00	\$3.00	\$300.00	Unleaded
12/01/2015 05:15:10 AM Pacific	RA-24971 [map]	location, other	ALICEMOBIL 888888 (6123 HASTINGS ST, BURNABY, BC, CA)	35.31	\$2.59	\$101.01	Unleaded
12/01/2015 02:15:10 AM Pacific	RA-24971 [map]	location	ALICEMOBIL 888888 (1155 W PENDER ST, VANCOUVER, BC, CA)	35.31	\$2.59	\$101.01	Unleaded

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Clicking on the [map] link beside any Transaction ID will display a map showing the reported location of the vehicle at the time of the transaction, and the location of the merchant where the transaction occurred.

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## Reported Card Issues

Any anomalous data associated with a transaction is listed as an “issue” in the Transaction Log. Issues can be one of the following types:

Issue Type	Explanation of Issue
no issue	No problem has been determined with this transaction.
location	Location issues can occur for one of two reasons: <ol style="list-style-type: none"> <li>1. The vehicle was not stopped at the time of the transaction</li> <li>2. The vehicle was stopped, but the reported location is too far away from the location of the merchant</li> </ol>
vehicle	A vehicle issue is reported if the amount of fuel reported in the transaction exceeds the capacity of the vehicle, or the increase in the level of fuel reported by the Contigo beacon is less than the amount reported in the transaction.
unavailable	Contigo records events from the GPS beacon in real-time, but may receive the transaction data from the card provider at a later time. If an event is recorded but the relevant transaction data has not yet arrived at the time the report is generated, the “unavailable” flag will appear in the list of issues.  If the report is generated again after the data is received, this flag will disappear and all data will be displayed.
other	This flag is used to indicate other issues that may be related to the transaction, such as <ol style="list-style-type: none"> <li>1. The vehicle ignition was on during fueling.</li> <li>2. The incorrect type of fuel was used for the vehicle.</li> </ol>