ViewFuel Customer Portal
Users Guide

Last updated: 06/23/16

SUPREME
OIL COMPANY

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Introduction

This document is a User's Guide outlining the functions and features of your petroleum related online account. Supreme Oil Company provides all data.

Requirements

To access this service you only need a web browser (tested browsers are Internet Explorer 7 or greater or Firefox 2 or greater) and a Login ID with a provided temporary initial password assigned by Supreme Oil Company.

This site is optimized for 1024x768 screen resolution. To open and view documents, such as statements and invoices, you must have a standard PDF viewer installed, such as Adobe Reader. Instructions for downloading this free software are provided at the end of this document.

Data

The data presented in the online account will be updated at least once daily and most likely several times daily. This may include documents that are presently faxed or mailed, such as

- Fuel Invoices
- Cardlock Invoices
- Lube Invoices
- Statements
- EFT Advice
- Sales History
- Open Orders
- Re-orders
- Credit Card Payments
- Export Cardlock, Cards, Sales, and AR to Excel
- Vehicle Card Data

Features

You will be able to access your documents and then Print, Email, Fax, and save them to disk. In most cases these are the actual documents that would have been mailed, emailed, faxed or otherwise delivered to you.

Security

Supreme Oil Company will issue you a login and password. Your login is fixed; it will consist of the prefix of two letters, plus your account code at Supreme Oil Company.

You will be given a temporary password that works only on your account.

All transactions done via this web site are secure transactions. Notice the security settings on your web browser. Some browsers show secure transaction with a 'locked' icon.

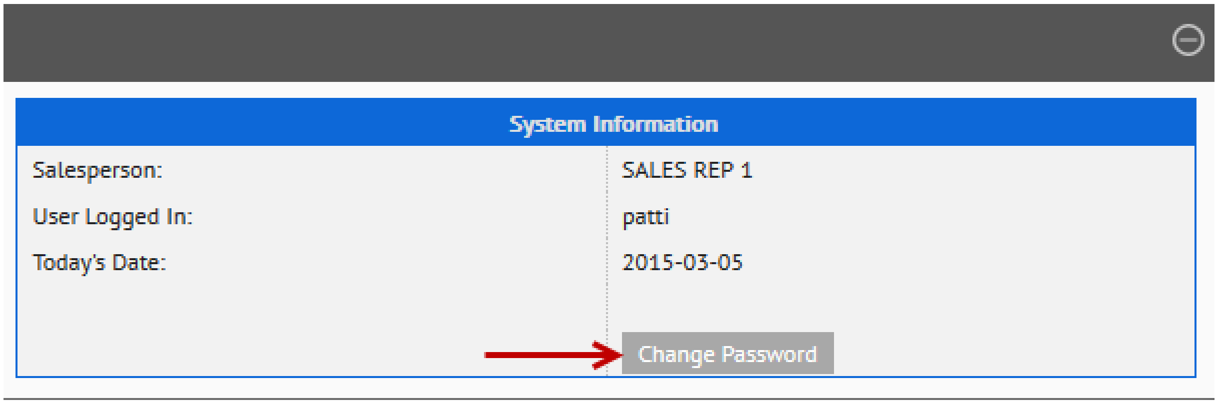
Getting Login Information

You will be provided a username and temporary password. Use this for the initial access view of your online account detail. If you don't have your login and password yet, contact Supreme Oil Company. Your password will be reset to this temporary password if needed.

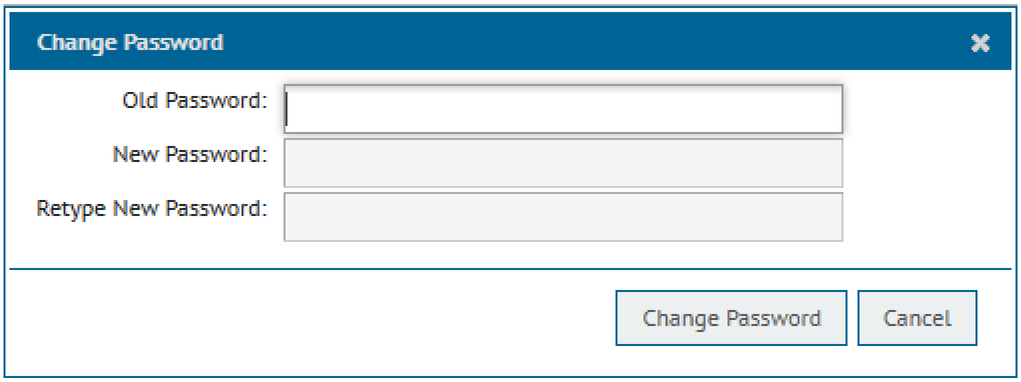
Note: Password needs to be between 8 and 20 characters and should have both numbers, and lower and upper case letters. Supreme Oil Company does not have the ability to lookup or give back your password.

Changing Password

The password may be changed at any time by following the "Change Password" button toward the bottom of the "System Information" section.



When the button is clicked a new window will display requesting password information. Enter the old password, and then the new password twice. Click on the "Change Password" button to commit the change. For future logins, use the new password.



Forgotten Login/Password

If password is forgotten, contact Supreme Oil Company to have the password reset to the temporary password.

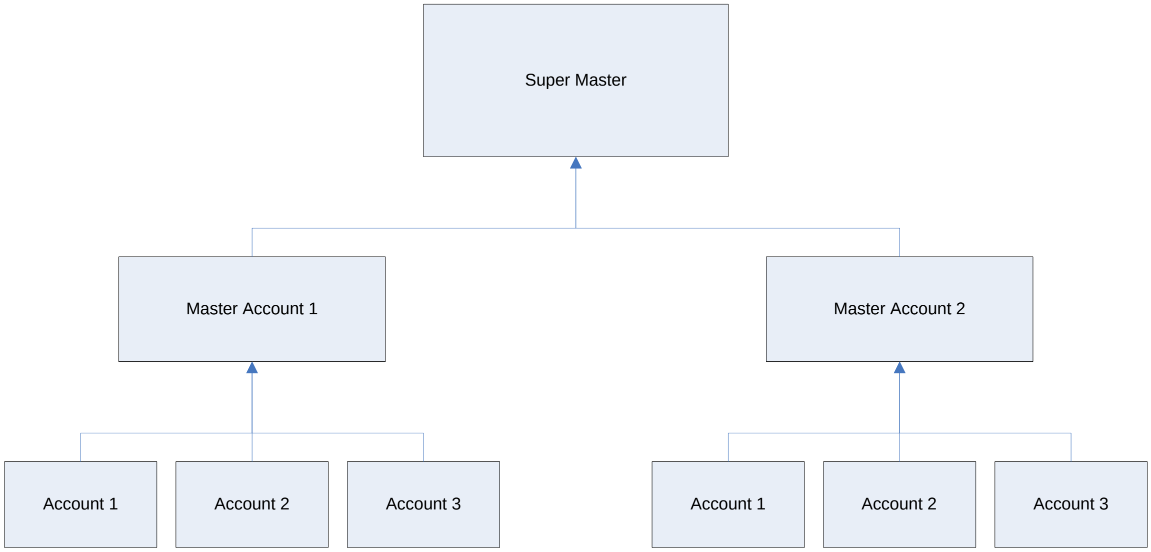
Account Access

There are three different types of accounts or account access. There is Account, Master Account, and Super Master Account.

Account: This account access is for users that have only one account. When logging in to a single account, the data present will be for only that one account.

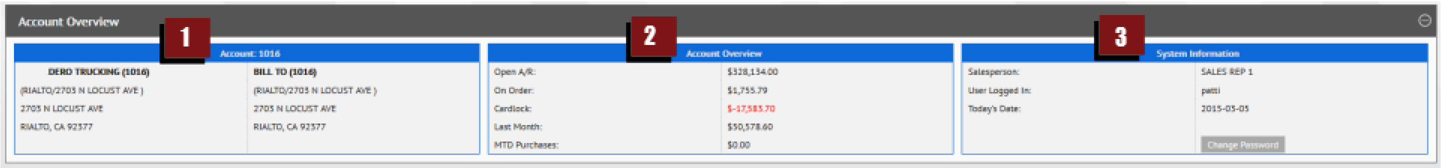
Master Account: The Master Account is for users that have two or more accounts. When logging in to a Master Account, the data displayed will be for all pertaining accounts.

Super Master Account: The Super Master Account is for users that have more than one Master Account. When logging in to a Super Master Account, the data displayed will be for all Master Accounts, and Sub-Accounts.

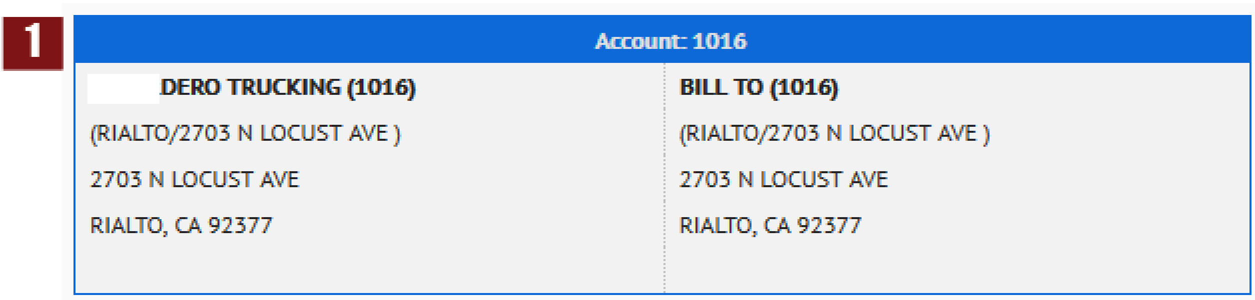


Layout

Account Overview Section



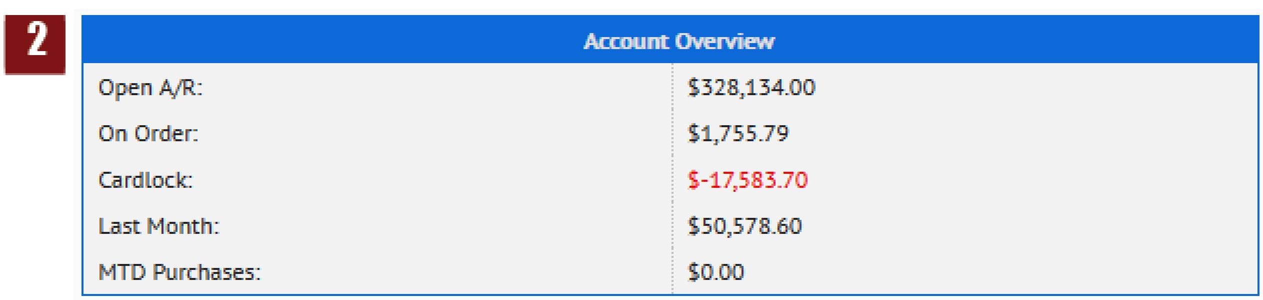
The top section of the main screen displays company and other general data. It also shows the salesman information associated with that account.



1 – This column diplays customer information such as:

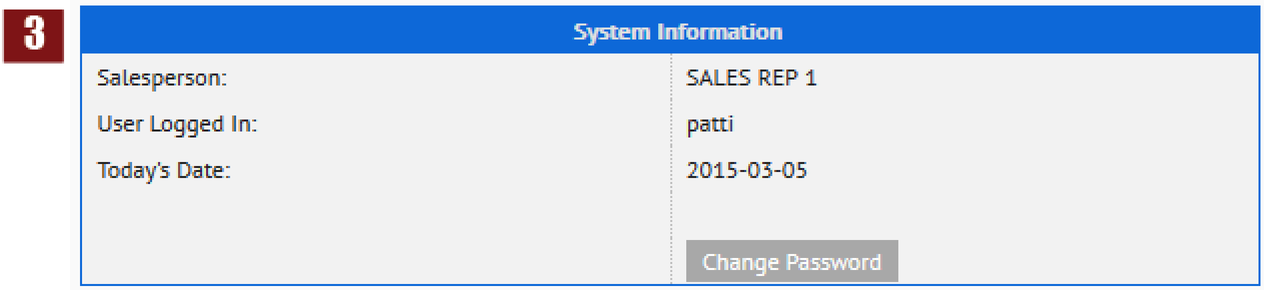
- Customer Code
- Company Name
- Billing Address

Note: If billing and shipping address is different both will be displayed in this section.



2 – This column diplays account information such as:

- Open A/R balance
- Current amount on order
- Current cardlock activity
- Last month's charges
- MTD (Month to Date) purchases

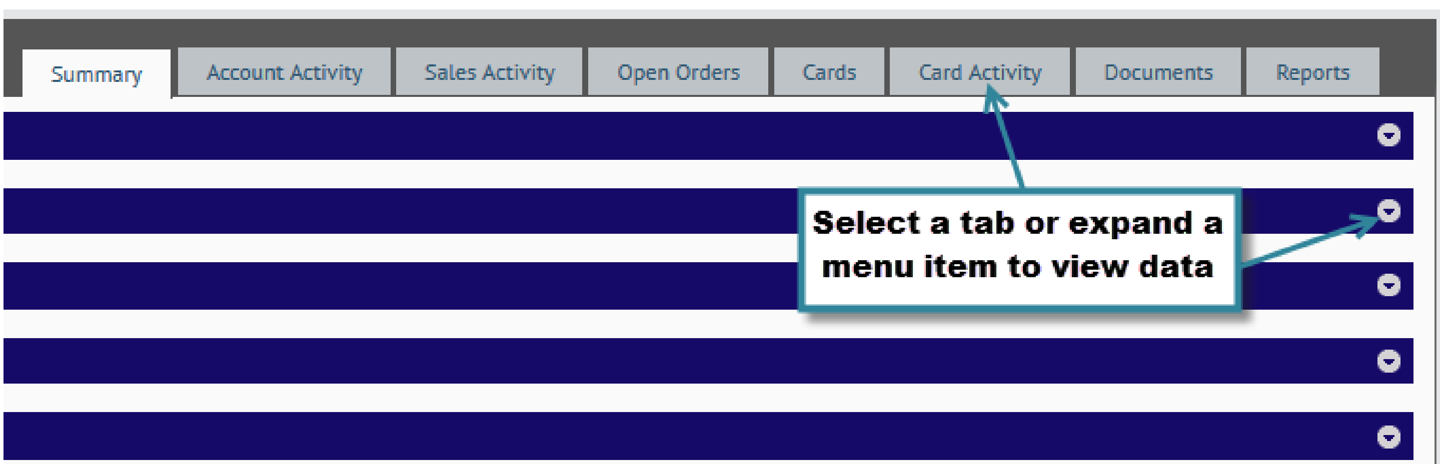


3 – This column diplays system information such as:

- Salesman Name
- User currently logged in
- Current date
- "Change Password" button

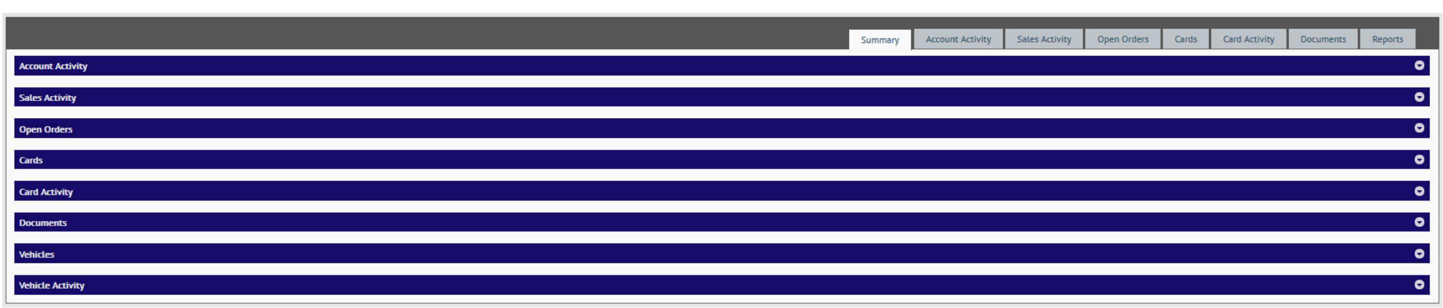
Data Section

The data section is set up to show a summary of all available data. Access to different sections is available by clicking on the tabs on top of this section or expanding any of the menu items.

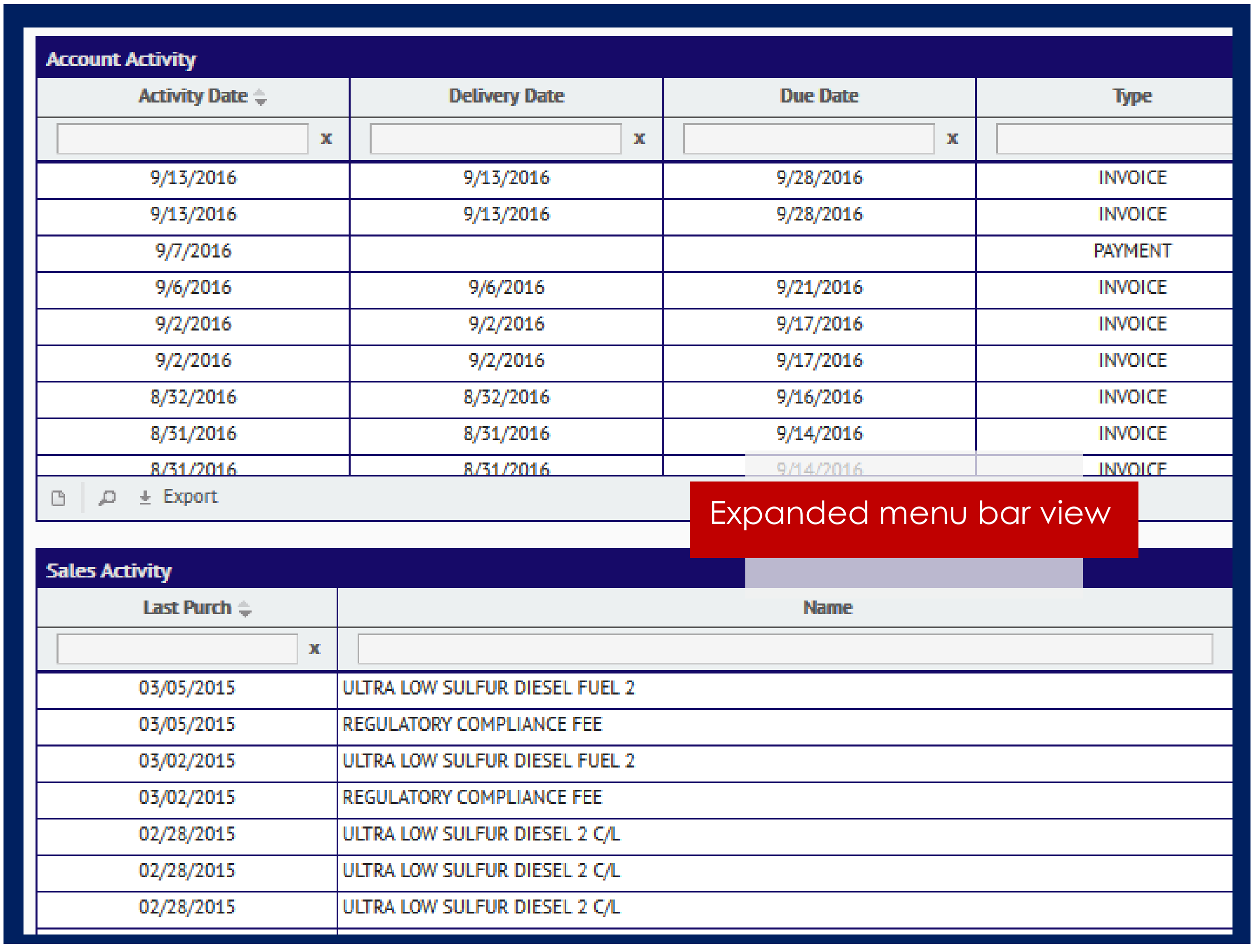


Summary

The summary section allows the user to easily select an individual or multiple items to view by either expanding the menu bars or selecting a tab.

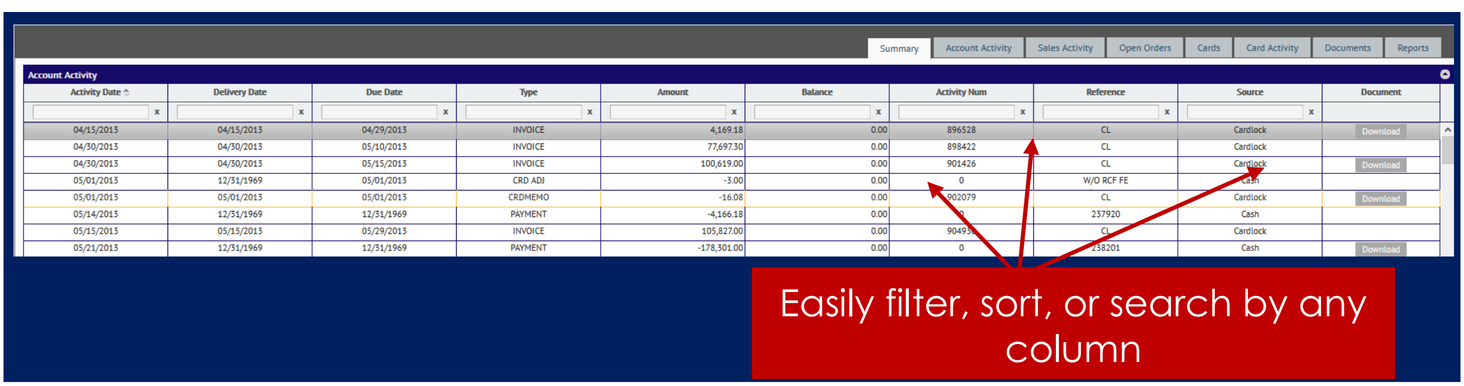


Menu bars allow you to open multiple sections at once while the "tab" view only focuses on the specific module selected.



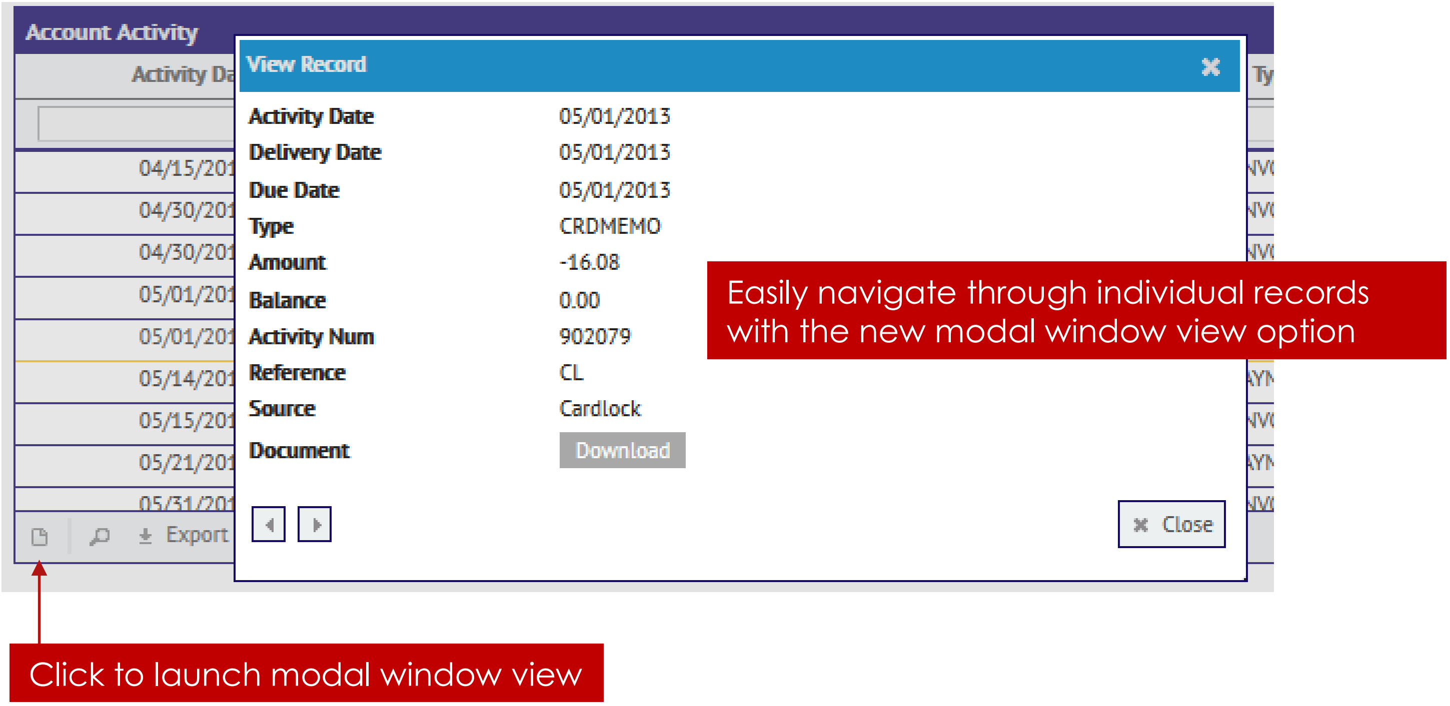
Menu Bar View

All data display areas are referred to as "Grids". Grids mimic the Microsoft Excel functionality allowing you to sort, filter, or search on any column.

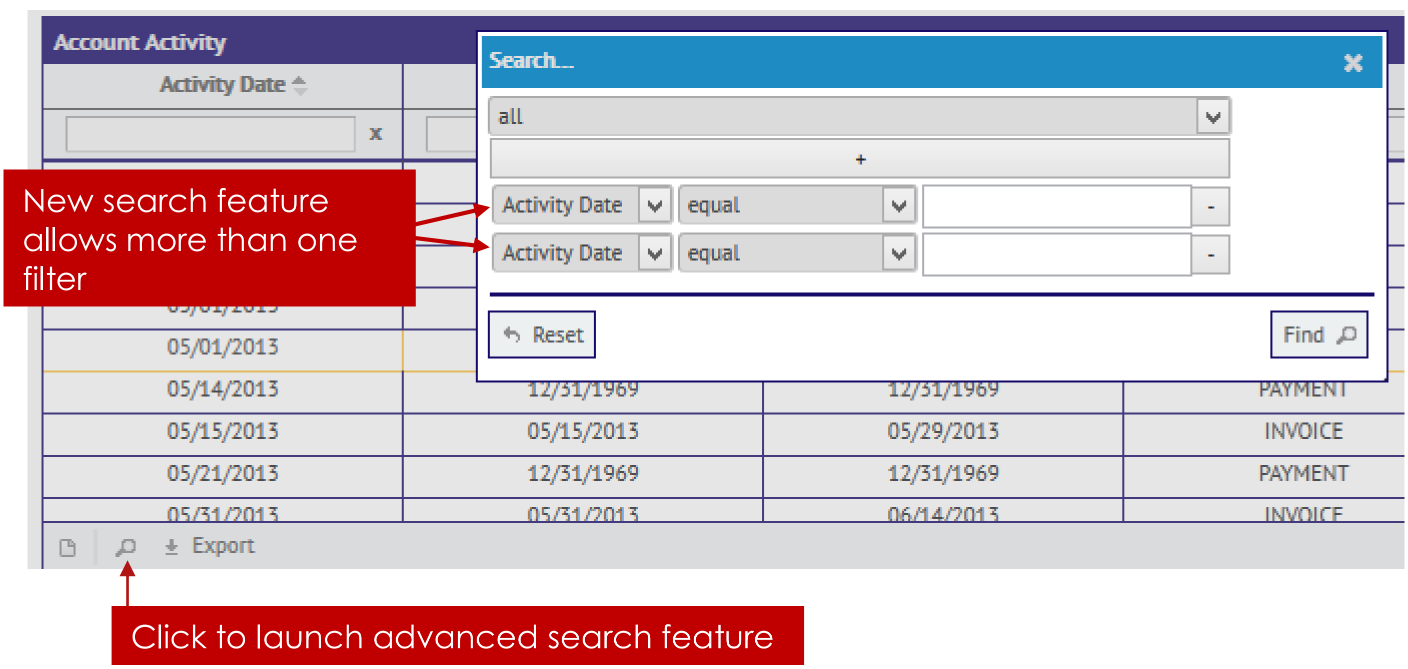


Grids also offer other features such modal window views and advanced filter or search option.

Modal window view allows you to view each record in nicely formatted window.



The new advanced search option lets you enter various search combinations making it easier to find what you're looking for.



Account Activity

Both Account Activity menu bar and tab display activity information related to the account. The only difference is that the tab option provides a broader view and displays more records.

Summary | Account Activity | Sales Activity | Open Orders | Cards | Card Activity | Documents | Reports

Account Activity

Activity Date	Delivery Date	Due Date	Type	Amount	Balance	Activity Num	Reference	Source	Document
04/15/2013	04/15/2013	04/29/2013	INVOICE	4,169.18	0.00	896528	CL	Cardlock	Download
04/30/2013	04/30/2013	05/10/2013	INVOICE	77,697.30	0.00	898422	CL	Cardlock	
04/30/2013	04/30/2013	05/15/2013	INVOICE	100,619.00	0.00	901426	CL	Cardlock	Download
05/01/2013	12/31/1969	05/01/2013	CRD ADJ	-3.00	0.00	0	W/O RCF FE	Cash	
05/01/2013	05/01/2013	05/01/2013	CRDMEMO	-16.08	0.00	902079	CL	Cardlock	Download
05/14/2013	12/31/1969	12/31/1969	PAYMENT	-4,166.18	0.00	0	237920	Cash	
05/15/2013	05/15/2013	05/29/2013	INVOICE	105,827.00	0.00	904936	CL	Cardlock	
05/21/2013	12/31/1969	12/31/1969	PAYMENT	-178,301.00	0.00	0	238201	Cash	Download
05/31/2013	05/31/2013	06/14/2013	INVOICE	109,189.00	0.00	909004	CL	Cardlock	
06/04/2013	12/31/1969	12/31/1969	PAYMENT	-105,827.00	0.00	0	239587	Cash	
06/09/2013	06/09/2013	06/09/2013	INVOICE	66.69	0.00	909801	CL	Cardlock	Download
06/11/2013	06/11/2013	06/11/2013	INVOICE	2,009.81	0.00	909867	CL	Cardlock	
06/15/2013	06/15/2013	06/29/2013	INVOICE	103,906.00	0.00	912591	CL	Cardlock	
06/18/2013	12/31/1969	12/31/1969	PAYMENT	-1[illegible]	[illegible]	[illegible]	[illegible]	Cash	
06/25/2013	12/31/1969	12/31/1969	PAYMENT	[illegible]	[illegible]	[illegible]	[illegible]	Cash	
06/30/2013	06/30/2013	07/14/2013	INVOICE	118,047.00	0.00	916159	CL	Cardlock	
07/03/2013	12/31/1969	12/31/1969	PAYMENT	-103,906.00	0.00	0	242542	Cash	
07/15/2013	07/15/2013	07/29/2013	INVOICE	110,822.00	0.00	920396	CL	Cardlock	
07/16/2013	12/31/1969	12/31/1969	PAYMENT	-118,047.00	0.00	0	244218	Cash	
07/30/2013	12/31/1969	12/31/1969	PAYMENT	-110,822.00	0.00	0	245669	Cash	
07/31/2013	07/31/2013	08/14/2013	INVOICE	121,211.00	0.00	924086	CL	Cardlock	
08/15/2013	08/15/2013	08/29/2013	INVOICE	100,623.00	0.00	927556	CL	Cardlock	
08/21/2013	12/31/1969	12/31/1969	PAYMENT	-121,211.00	0.00	0	247940	Cash	

Tab view displays more records

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In the Account Activity section all A/R history for the past 2 years will be available.

Account Activity

Activity Date	Delivery Date	Due Date	Type	Amount	Balance	Activity Num	Reference	Source	Document
9/13/2016	9/13/2016	9/28/2016	INVOICE	2,864.70	2,864.70	74064	CL	Cardlock	
9/13/2016	9/13/2016	9/28/2016	INVOICE 2	32,655.10	32,655.10	72850	CL	Cardlock	
9/7/2016			PAYMENT	-164,439.00	0.00	0	570670	Cash	
9/6/2016	9/6/2016	9/21/2016	INVOICE	28,224.80	28,224.80	494366	*FUEL*	Sales	Download 1
9/2/2016	9/2/2016	9/17/2016	INVOICE	28,709.60	28,709.60	494259	*FUEL*	Sales	Download
9/2/2016	9/2/2016	9/17/2016	INVOICE	202.99	202.99	493683		Sales	Download
8/32/2016	8/32/2016	9/16/2016	INVOICE	29,074.40	29,074.40	493657	*FUEL*	Sales	Download
8/31/2016	8/31/2016	9/14/2016	INVOICE	56,205.30	56,205.30	282067	CL	Cardlock	
8/31/2016	8/31/2016	9/14/2016	INVOICE	8,299.38	8,299.38	282068	CL	Cardlock	

Export 3 | Page 1 of 17 | View 1 - 30 of 500

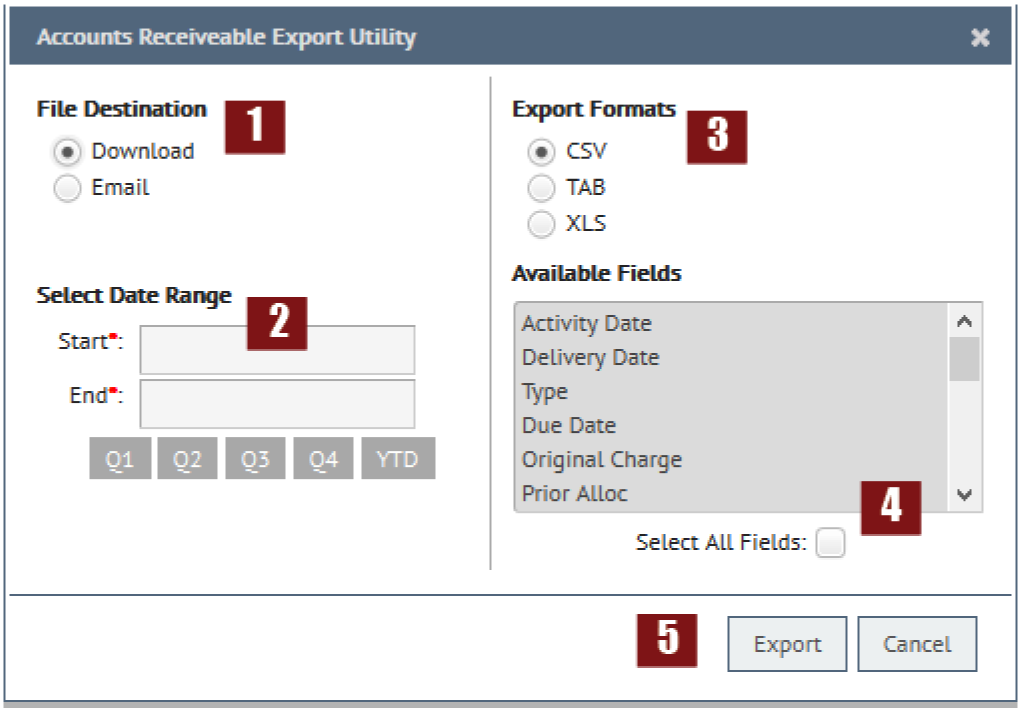
1- All invoices for the past 2 years can be downloaded by clicking on the "Download" button under the document column.
2- Payment and adjustment activity is displayed in this section; however no links or viewable documents are available for these.
3- Export feature allows you to download account activity data in the following formats: .csv, .xls, .txt.

Open items/unpaid invoices will display in "red"

9/9/2016			PAYMENT	-179,697.82	0	0	3694	Cash	
9/7/2016	9/7/2016	11/6/2016	INVOICE	30,708.34	30,708.34	494423	*FUEL*	Sales	
9/3/2016	9/3/2016	11/2/2016	INVOICE	31,650.06	31,650.06	283829	*FUEL*	Sales	
9/1/2016	9/1/2016	10/31/2016	INVOICE	31,755.07	31,755.07	283652	*FUEL*	Sales	
8/31/2016	8/31/2016	10/30/2016	INVOICE	30,957.43	30,957.43	493914	*FUEL*	Sales	
8/31/2016	8/31/2016	8/31/2016	CRDMEMO	-31,375.66	0	493913		Sales	
8/31/2016	8/31/2016	10/30/2016	INVOICE	31,375.66	0	493734	*FUEL*	Sales	

Account Activity Export

To use the export function click on the "Export" link at the bottom of the grid; this will pop up the export utility window.



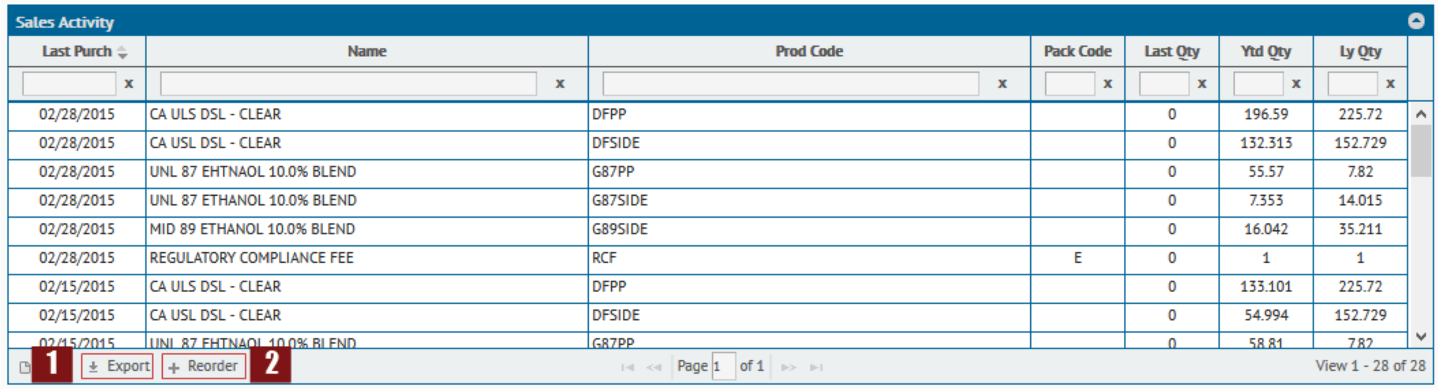
1- File Destination: Select if the AR data will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
2- Dates: Enter "start" and "end" dates for the export, or choose Q1(First Quarter), Q2(Second Quarter), Q3(Third Quarter), Q4(Fourth Quarter) or YTD(Year-to-date).
3- Export Formats: Choose the preferred format for the export. The choices are CSV (Comma Separated Value), XLS (Excel Format), or Fixed Width.
4- Available Fields: As a default none of the fields are selected. Click on the "Select All Fields" box to select all fields or click on individual items to select only certain fields
5- Export: Once all information has been entered, click on the "Export" button to export the data.

The download will export the selected information in the format selected, or it will be emailed directly to the email address provided.

Sales Activity

The Sales Activity section shows history of purchases by item. Each item will be displayed by "Last Purchase Date" along with product name and product code.

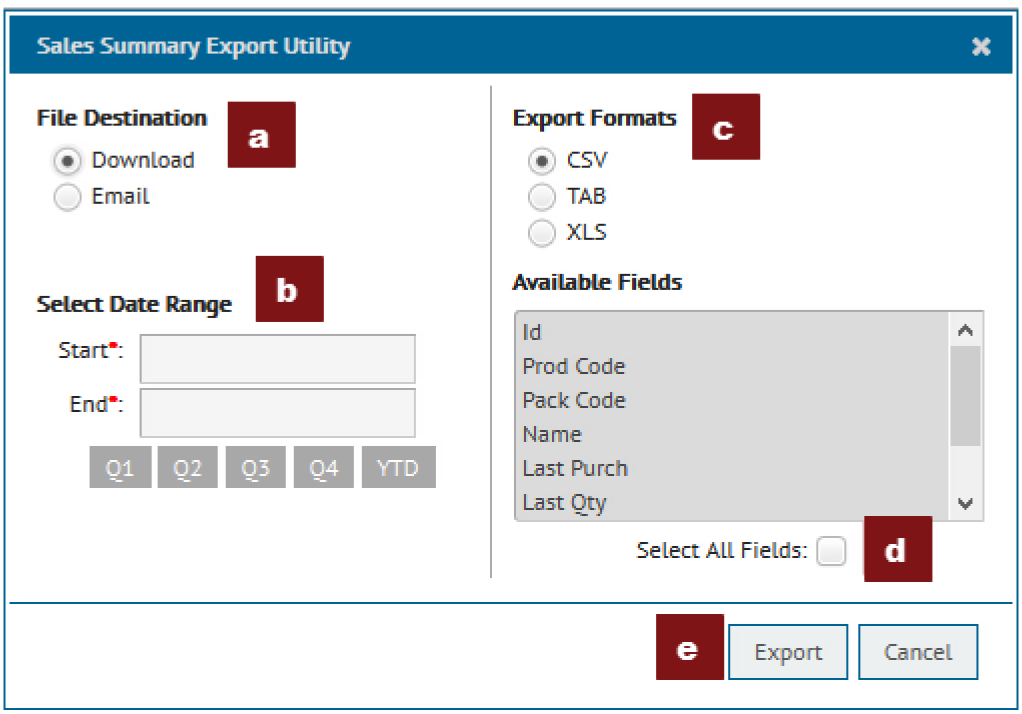
Use this screen to view items purchased and quantities purchased based on the previous order, year to date and last year quantities.



Last Purch	Name	Prod Code	Pack Code	Last Qty	Ytd Qty	Ly Qty
02/28/2015	CA ULS DSL - CLEAR	DFPP		0	196.59	225.72
02/28/2015	CA USL DSL - CLEAR	DFSIDE		0	132.313	152.729
02/28/2015	UNL 87 EHTNAOL 10.0% BLEND	G87PP		0	55.57	7.82
02/28/2015	UNL 87 ETHANOL 10.0% BLEND	G87SIDE		0	7.353	14.015
02/28/2015	MID 89 ETHANOL 10.0% BLEND	G89SIDE		0	16.042	35.211
02/28/2015	REGULATORY COMPLIANCE FEE	RCF	E	0	1	1
02/15/2015	CA ULS DSL - CLEAR	DFPP		0	133.101	225.72
02/15/2015	CA USL DSL - CLEAR	DFSIDE		0	54.994	152.729
02/15/2015	UNL 87 EHTNAOL 10.0% BLEND	G87PP		0	58.81	7.82

The Sales Activity screen also provides an export and reorder feature.

1- Export: This feature allows you to export your sales data to Excel, csv, or text file.



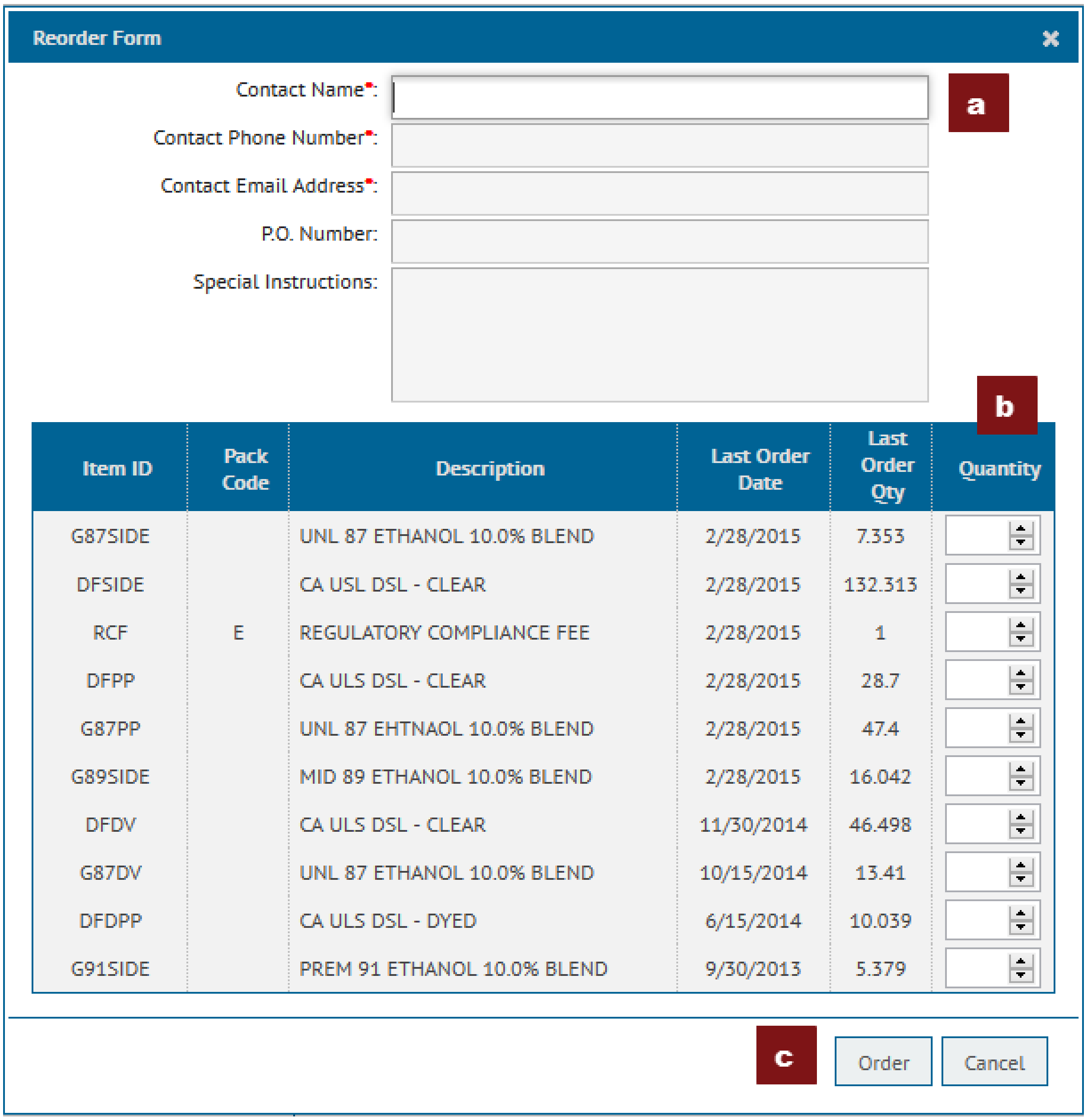
a. File Destination: Select if the Sales data will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
b. Dates: Enter "start" and "end" dates for the export, or choose Q1(First Quarter), Q2(Second Quarter), Q3(Third Quarter), Q4(Fourth Quarter) or YTD(Year-to-date).
c. Export Formats: Choose the preferred format for the export. The choices are CSV (Comma Separated Value), XLS (Excel Format), or Fixed Width.

d. Available Fields: As a default none of the fields are selected. Click on the "Select All Fields" box to select all fields or click on individual items to select only certain fields

e. Export: Once all information has been entered, click on the "Export" button to export the data.

The download will export the selected information in the format selected, or it will be emailed directly to the email address provided.

2 – Reorder: Users can submit an order request online. The Reorder option presents a form which needs to be completed with a valid phone and email address in contact information. The order may not be processed without them. Use the Special Instructions field to send a note to the order desk and/or dispatch.



Reorder Form

a

Contact Name*:

Contact Phone Number*:

Contact Email Address*:

P.O. Number:

Special Instructions:

b

Item ID	Pack Code	Description	Last Order Date	Last Order Qty	Quantity
G87SIDE		UNL 87 ETHANOL 10.0% BLEND	2/28/2015	7.353	
DFSIDE		CA USL DSL - CLEAR	2/28/2015	132.313	
RCF	E	REGULATORY COMPLIANCE FEE	2/28/2015	1	
DFPP		CA ULS DSL - CLEAR	2/28/2015	28.7	
G87PP		UNL 87 EHTNAOL 10.0% BLEND	2/28/2015	47.4	
G89SIDE		MID 89 ETHANOL 10.0% BLEND	2/28/2015	16.042	
DFDV		CA ULS DSL - CLEAR	11/30/2014	46.498	
G87DV		UNL 87 ETHANOL 10.0% BLEND	10/15/2014	13.41	
DFDPP		CA ULS DSL - DYED	6/15/2014	10.039	
G91SIDE		PREM 91 ETHANOL 10.0% BLEND	9/30/2013	5.379	

c

Order Cancel

a. Contact Form: To the make the order request valid the form must be filled out with the customer's information.

b. Product Section: Enter the quantities in the "Quantity" column for the products you would like to order.

c. Order Button: Once your selection is complete click on the "Order" button to submit your order request.

Open Orders

The Open Orders section shows current orders that have been placed. Click on the "Download" button under the "Actions" column to display order detail in PDF format.

Note: If there are no Open Orders to show, the Open Order tab will not be present.

Open Orders

Invoice Number	Delivery Date	Salesman Code	Actions
213175	07/15/2014	67	
216396	05/15/2014	67	Download
781498	05/20/2014	67	
788857	08/20/2014	67	
104705	09/30/2014	67	

Cards

In the Cards section information such as, card number, card holder, last sale date, issue date, authorized products, maximum gallons, and cancelled date is provided. If the card has been cancelled, there will be a green "" under the "Actions" column, otherwise if the card is active the "Actions" section will display a red "" and a pencil icon ""

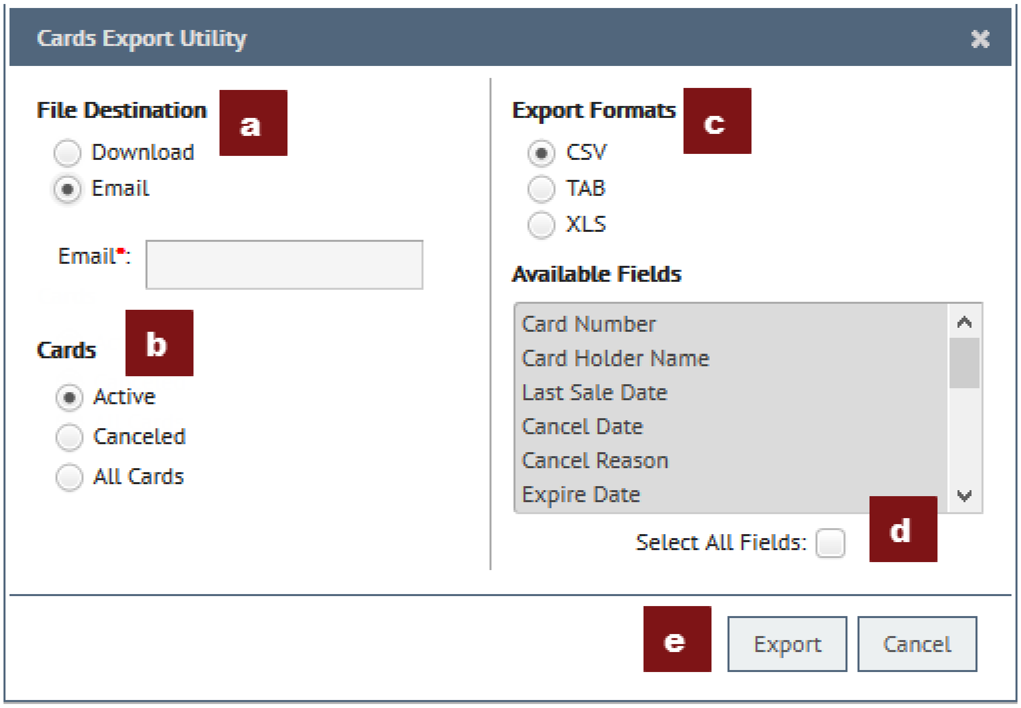
Note: The Cards section is only available for card holders. If you are not a card holder, this section will be absent.

Cards

Card Number	Name	Issue Date	Expire Date	Cancel Date	Reason	Security	Max Gallons	Auth Pr	Charge Code	Network	Emboss1	Emboss2	Actions
7705037	78-165	9/6/2016				12462	250	DO		CFN			3
8747324	UNIT 9964	9/6/2016				2462	250	DO		PP			4
7705036	78-137	8/32/2016				12298	250	DO		CFN			
7705032	65-131	8/32/2016				12055	250	DO		CFN			
7705033	78-107	8/32/2016				12453	250	DO		CFN			
7705035	78-127	8/32/2016				11045	250	DO		CFN			
8747309	CARD 8	8/32/2016				2444	250	DO		PP			
8747310	CARD 9	8/32/2016				2405	250	DO		PP			
8747308	CARD 7	8/32/2016				2436	250	DO		PP			

1 Export New Card 2 Page 1 of 10 View 1 - 30 of 296

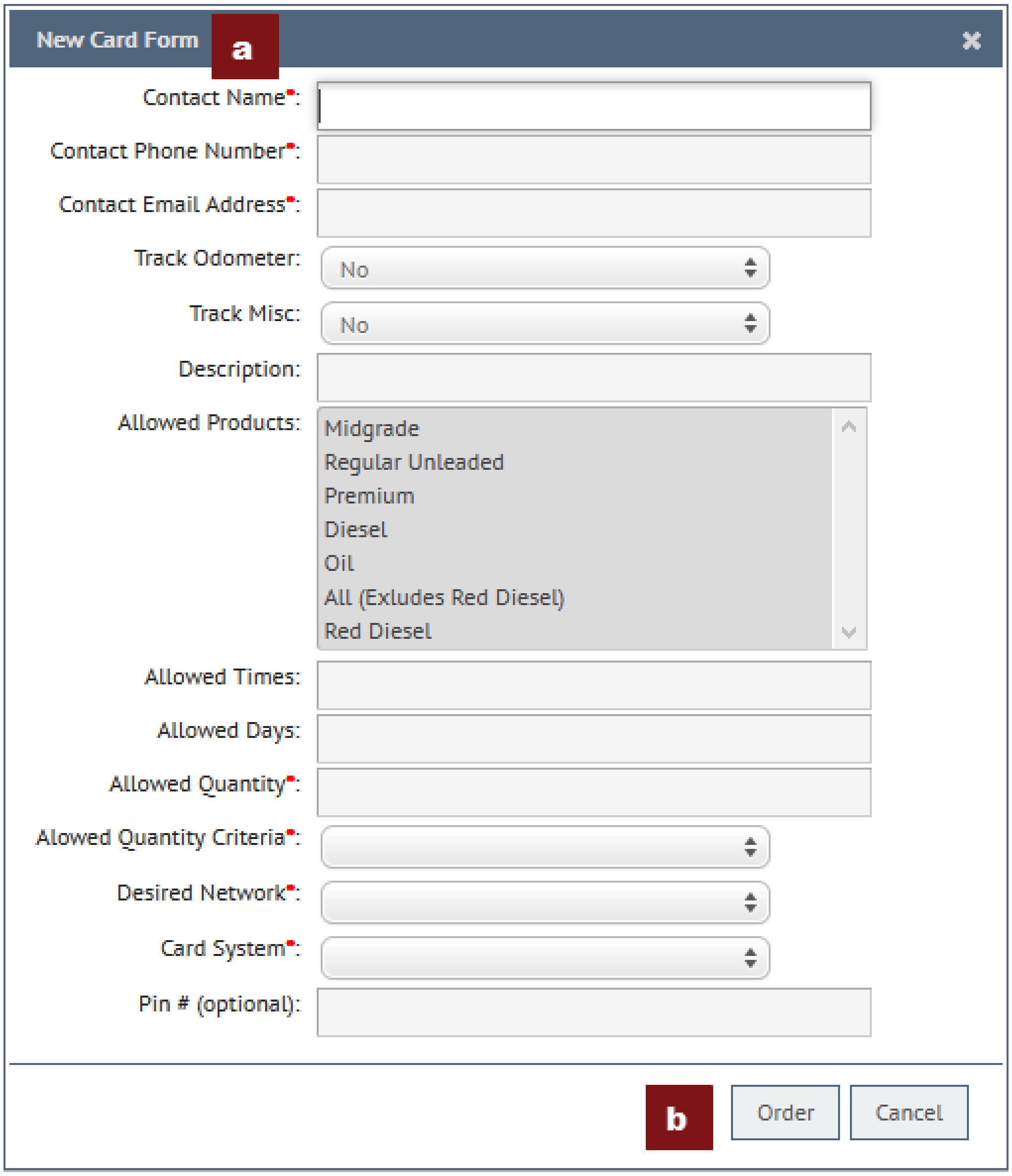
1- Export: This feature allows you to export your sales data to Excel, csv, or text file. Click on the link to access the export utility window.



a. <u>File Destination:</u> Select if the Card data will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
b. <u>Cards:</u> Select the type of card data desired for the export. Options are Active, Canceled, or All Cards.
c. <u>Export Formats:</u> Choose the preferred format for the export. The choices are CSV (Comma Separated Value), XLS (Excel Format), or Fixed Width.
d. <u>Available Fields:</u> As a default none of the fields are selected. Click on the "Select All Fields" box to select all fields or click on individual items to select only certain fields
e. <u>Export:</u> Once all information has been entered, click on the "Export" button to export the data.

The download will export the selected information in the format selected, or it will be emailed directly to the email address provided.

2- <u>New Card Request:</u> The New Card Request option is only available to current card holders. This link will only be present if that function has been enabled by Supreme Oil Company. The New Card Request feature provides an online form to request a new card.

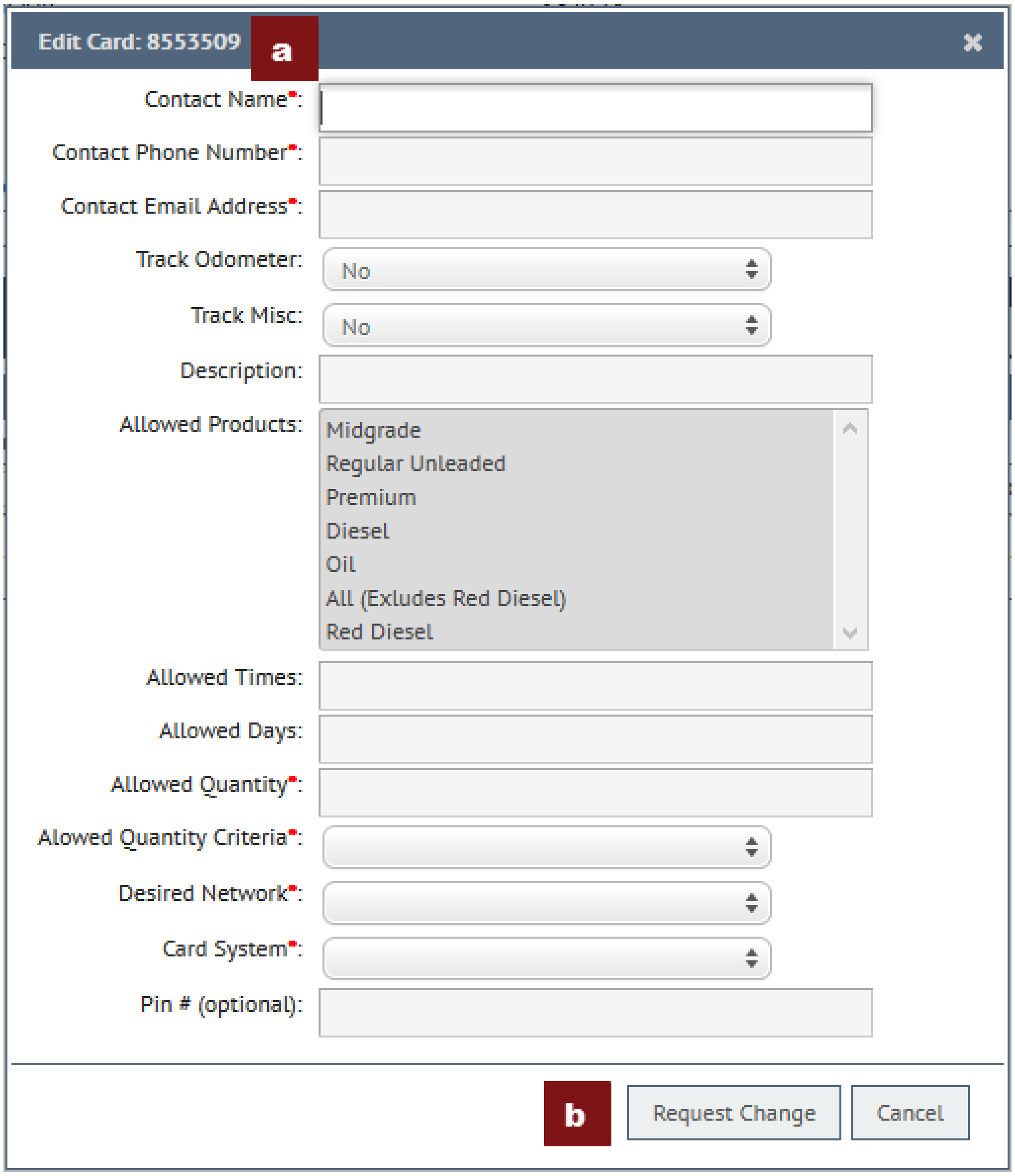


a. Form: Fill out the form provided. Note than any fields with a red asterisk (*) are required and must be filled out accordingly.
b. Order: Once the form has been filled out click on the "Order" button to submit the request.

Once the request has been submitted an email will be sent to both Supreme Oil Company, and the user containing the card information provided.

3 – Card Disable Request: If the red "" is clicked it will bring up the "Disable Card Request" form. Fill out the form with the information requested, then click on the "Submit" button to submit the request. Once the request has been submitted an email will be sent to both Supreme Oil Company, and the user containing the card information provided.

4 – <u>Change Card Settings Request:</u> If the pencil icon " " is clicked it will bring up the "Change Card Settings" form. Use this feature to request changes for certain settings on an existing card.

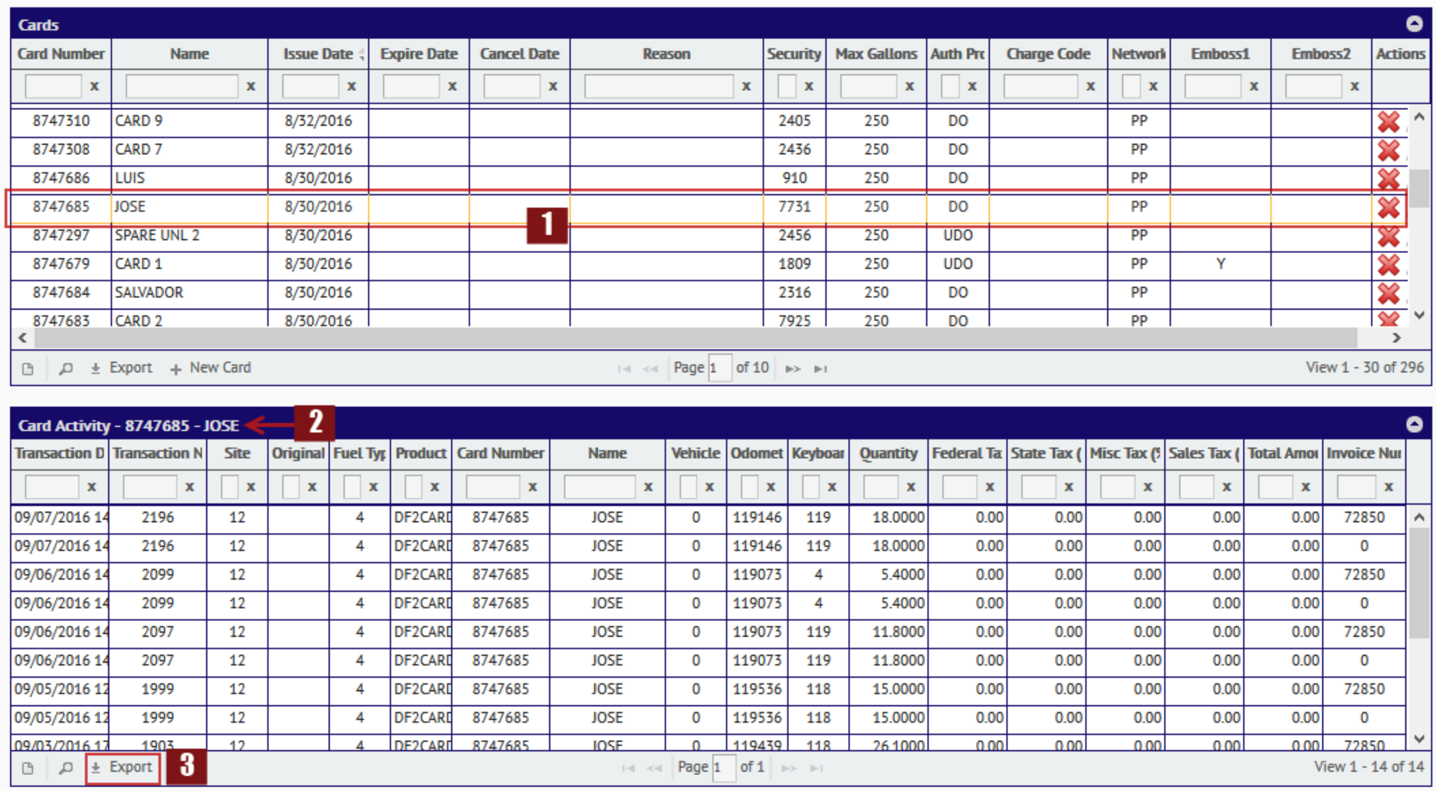


a. <u>Form:</u> Fill out the form provided. Note than any fields with a red asterisk (*) are required and must be filled out accordingly.
b. <u>Request Change:</u> Once the form has been filled out click on the "Request Change" button to submit the request.

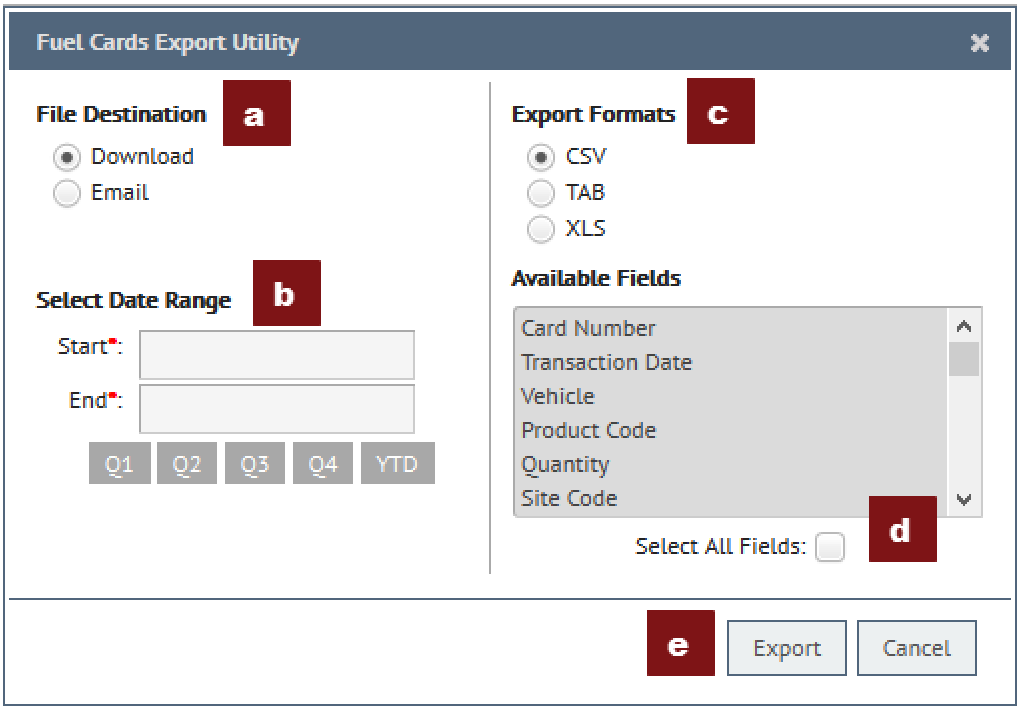
Once the request has been submitted an email will be sent to both Supreme Oil Company, and the user containing the card information provided.

Card Activity (Cardlock Transactions)

The Card Activity section displays the latest activity on any cards. This module has a unique feature where it works simultaneously with the "Cards" section. If a card is selected under the "Cards" menu bar, the data will display below in the "Card Activity" grid. The data that shows will change as different cards are selected. All card activity can also be viewed under the "Card Activity" tab.



3 – Export: This feature allows you to export your sales data to Excel, csv, or text file. Click on the link to access the export utility window.



a. <u>File Destination:</u> Select if the Card Activity data will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
b. Enter "start" and "end" dates for the export, or choose Q1(First Quarter), Q2(Second Quarter), Q3(Third Quarter), Q4(Fourth Quarter) or YTD(Year-to-date).
c. <u>Export Formats:</u> Choose the preferred format for the export. The choices are CSV (Comma Separated Value), XLS (Excel Format), or Fixed Width.
d. <u>Available Fields:</u> As a default none of the fields are selected. Click on the "Select All Fields" box to select all fields or click on individual items to select only certain fields
e. <u>Export:</u> Once all information has been entered, click on the "Export" button to export the data.

The download will export the selected information in the format selected, or it will be emailed directly to the email address provided.

Documents

The Documents section presents monthly Statements, Tax Recap and other special documents in PDF format which are generated automatically per Supreme Oil Company.

Documents

Date Of Doc	Type Of Doc	Actions
02/28/2015	Statement	1 Download
01/31/2015	Statement	Download
12/31/2014	Statement	Download
11/30/2014	Statement	Download
10/31/2014	Statement	Download
09/30/2014	Statement	Download
08/31/2014	Statement	Download
07/31/2014	Statement	Download
06/30/2014	Statement	Download

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1 - Click on the "Download" button to download and view the document.

Vehicle Cards

Many customers have cards assigned to a particular vehicle - This section displays vehicle information along with any fuel cards associated with it.

Vehicles

Vehicle Code	Vehicle Description	Comment	Last Odometer Date	Last Odometer Reading	Charge Code Override	Cfn Vehicle Card	Pac Pride Vehicle Card	License State	License Plate	Vin	Max Gallons	Max Gallons Type	Override Card Number
11001	F-350 CARGO	WHITE CARGO TRUCK	10/01/2014	10564	45DFG57	98HA87AA	321D4562AB	AZ	MSA-AZ1	19UYA31581L000000	20	REG	12345678
11002	F-250 TRUCK	BLUE TRUCK	10/01/2014	12364	45DFG56	98HA87CC	321D4562AC	AZ	MSA-AZ2	19UYA31581L000022	20	REG	12345679
11003	F-150 TRUCK	SMALL WHITE TRUCK	10/02/2014	118002	45DEG56	98HG89BB	32					REG	12345680

Select a Vehicle Card to view transaction activity associated with it.

Vehicle Activity

This section displays card activity by Vehicle Card.

Vehicle Activity

Transaction Date	Transaction Number	Site	Original Site	Fuel Type	Product	Card Number	Name	Vehicle	Odometer	Keyboard	Quantity	Federal Tax (%)	State Tax (%)	Misc Tax (%)	Sales Tax (%)	Total Amount	Invoice Number
09/13/2016 19:06:00	7	99	3C	9	CPST	8214160	BOB S	0	0	0	-608.8000	0.00	0.00	0.00	-110.81	-110.81	74154
09/13/2016 19:00:00	5	99	3C	9	CPST	8214161	LOUIS	0	0	0	-174.0000	0.00	0.00	0.00	-31.67	-31.67	74154
09/13/2016 15:23:00	3	99	3E	9	CPST	8318399	SPARE	0	553246	0	-170.3000	0.00	0.00	0.00	-32.27	-32.27	73471
09/13/2016 05:43:00	1	99	AH9	9	CPST	8038662	CARD 25	0	0	0	-25.2000	0.00	0.00	0.00	-4.78	-4.78	74722
09/13/2016 05:37:00	2	99	3E	9	CPST	8408716	CHRIS VEDDER	0	559764	0	-162.0000	0.00	0.00	0.00	-30.70	-30.70	73471
09/13/2016 00:00:00	-4332	8888		12	RCF	8748642	JEFF FIELD RED	0	47554	0	1.0000	0.00	0.00	0.00	0.00	3.00	73984
09/13/2016 00:00:00	-6240	8888		12	RCF	8747953	CHRIS	0	210744	0	1.0000	0.00	0.00	0.00	0.00	3.00	73541
09/13/2016 00:00:00	-6889	8888		12	RCF	8747678	OFFICE 10	0	0	0	1.0000	0.00	0.00	0.00	0.00	3.00	72946
09/13/2016 00:00:00	-8028	8888		12	RCF	8747676	OFFROAD 10 RED	0	112500	0	1.0000	0.00	0.00	0.00	0.00	3.00	74201

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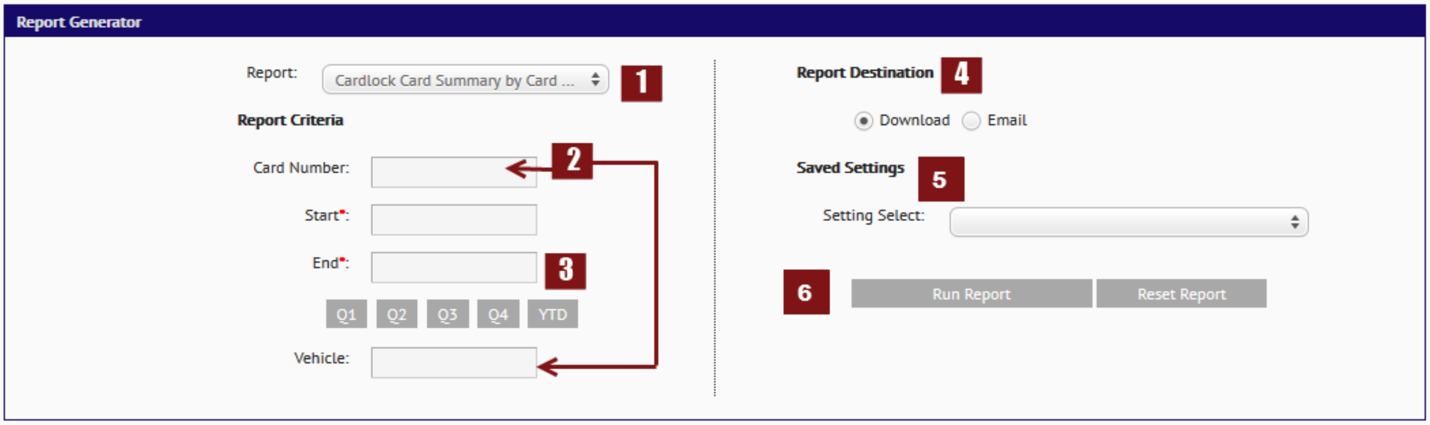
Click on a Vehicle card under the "Vehicle Card" section to view any transaction activity associated with it. Please not that all fuel card activity regardless of network or type will display under the "Card Activity" tab.

Reports

The reports tab presents the option to access and run different reports. Some of the reports available are:

- IFTA(International Fuel Tax Agreement)
- Card Summary by Card and Product
- Cardlock Totals by Card
- Cardlock Totals by Department
- Cardlock Totals by Fuel Type
- Cardlock Totals by Vehicle.

If there is a special type of report the user would like to have available on their account, contact Supreme Oil Company to have it set up.



1- <u>Report:</u> Click on the drop down menu to select the report you want to run.
2- <u>Report Criteria:</u> The option to run the report for a specific card number or vehicle is available under this section. Just enter the required information under the "Card Number", and "Vehicle" section. Otherwise, to run the report for all available data, leave the two fields blank.
3- <u>Transaction Date:</u> Select the date ranges for the desired data by entering the date. There is also an option to select the date by quarters. Choose Q1(First Quarter), Q2(Second Quarter), Q3(Third Quarter), Q4(Fourth Quarter) or YTD (Year-to-date). Clicking any of the buttons mentioned will automatically adjust the date.
4- <u>Report Destination:</u> Select if the report will be downloaded or emailed. If the email option is selected, a valid email address must be entered in the email slot provided.
5- <u>Saved Settings:</u> In this section the option to save report settings is provided. This allows the user to select certain settings for the report and then save the settings to use them again when ever needed. To save settings select "New" from the drop down menu under "Saved Settings". Enter a name or title in the "Save Name" slot to save the report under that name, and then click on the "Save" button. Access the settings previously saved by clicking on the drop down arrow under "Saved Settings", and selecting the desired report.
6- Once all the information has been entered, click on the "Run Report" button, and the report will pop up in a PDF format or it will be delivered to the email address provided. The "Reset Report" button will clear all entries previously entered.

<u>Report Descriptions</u>

Cardlock Card Summary by Card & Product

This report presents a list of cards grouped with product dispensed, and totaled by gallons and dollars amount by card and product for the two week billing period.

Totals By Card

Transactions broken down by tax authority: Total quantity purchased by each card, the average price paid, the total Federal Excise Tax (FET), State Excise Tax (SET), Miscellaneous Excise Tax (MET), total State Sales Tax (SST) and the total dollar amount.

Totals by Fuel Type

Total Transactions grouped by fuel type. Provides a quick look at the average price paid, total gallons, total taxes, and total dollar amounts by each product purchased by your company.

Totals by Department

Total Transactions grouped by Department. Departments are defined by the client and often considered to be "charge codes" or coded to provide an aide to accounting departments. A concise look at the total gallons purchased by department, along with the total taxes and total dollar amounts due.

Totals by Vehicle

Drivers have the option of entering a code, using the misc/keyboard option on the fuel card, at the point of fueling to indicate a vehicle code. Report lists vehicle code long with taxes and average dollar amounts in a compact list.

IFTA Report & Summary

The IFTA report is a quarterly report that breaks down the information by state and vehicle. The vehicle number is generated using the misc/keyboard option on your fuel cards. The IFTA Summary Report is a quick glance at the quarterly total gallons and cost by state and vehicle.

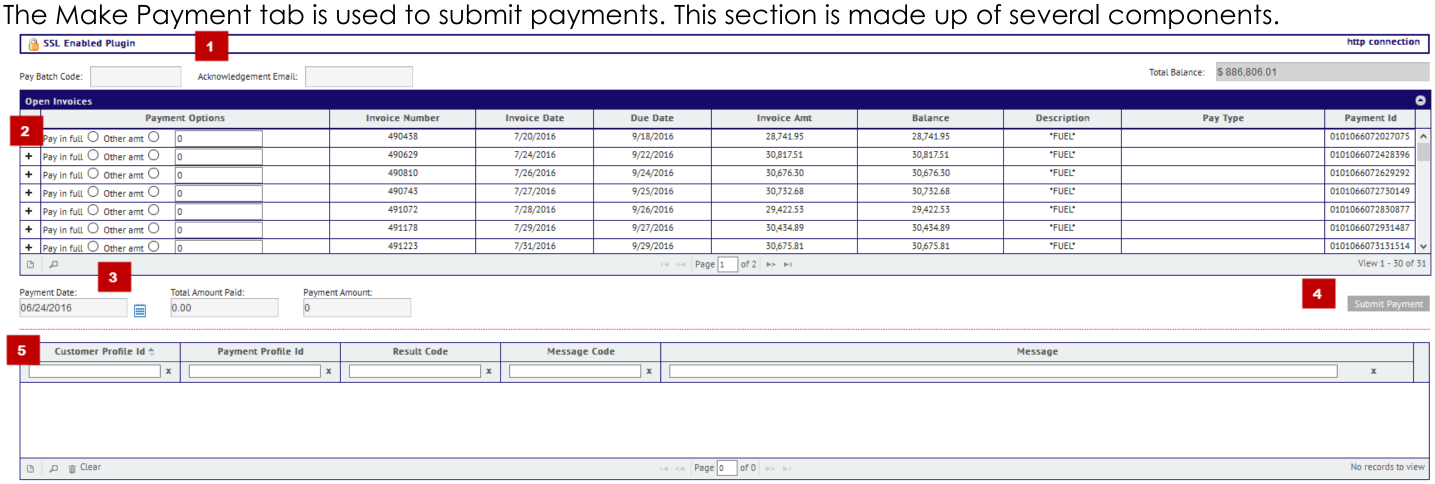
Payments

There are 3 tabs related to payments:

1. Make Payment – this section allows user to pay an open invoice.
2. Payment Activity – this section will display any payments that have been processed as well as any pending payments.
3. Register Accounts – this sections consists of two sub-tabs which can be used to register a credit card or a bank account. Registering an account allows the user to store their payment information which can be used for payments in the future. This is helpful if payments will be made often using the same credit card or bank account.

Make Payment

The Make Payment tab is used to submit payments. This section is made up of several components.

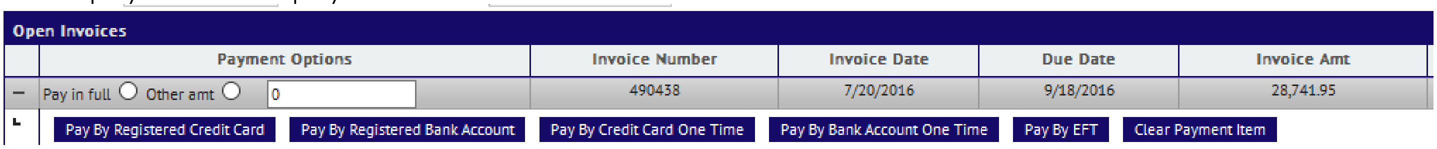


1 – SSL Enabled Section: This section will become active when a payment is submitted and will display connection activity.
2 – Open Invoice Grid: This section displays the open invoices and allows the user to select which invoice to pay, the amount, and by what method. There are 4 payment options available.

3 – Payment Date: This control allows you to select a date for payment.
4 – Submit Payment Button – Once all payment sections have been properly filled, click on the "Submit Payment" button to submit your payment.
5 – This grid will display messages related to the payment once it has been submitted.

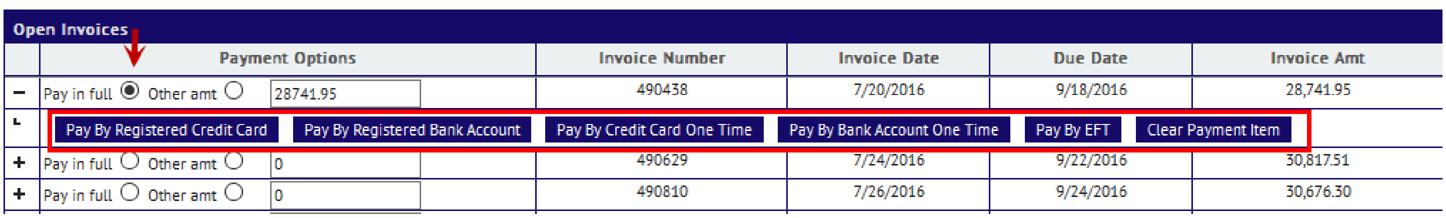
Payment options available are:

- Registered card – If same card is going to be used to pay invoices the user has the option to register the card under the "Register Accounts" tab. Once registered the card information is stored and can be used without having to enter the information each time.
- Registered bank account - If same bank account is going to be used to pay invoices the user has the option to register the bank account information under the "Register Accounts" tab. Once registered the bank information is stored and can be used without having to enter the information each time.
- One-time payment using a credit card – This option can be used if the card is not registered.
- One-time payment using a bank account – This option can be used if the bank account is not registered.
- EFT – Electronic Funds Transfer is an option that has to be previously arranged and setup between the payee and the payers bank.


Open Invoices

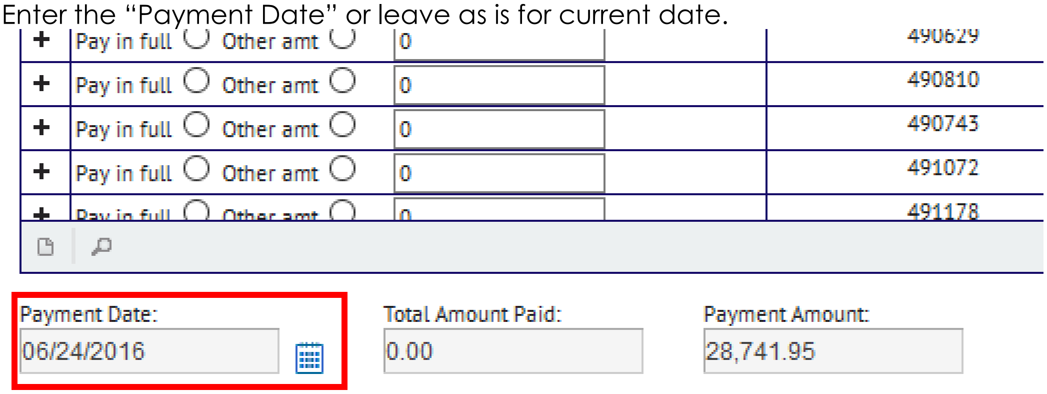
	Payment Options	Invoice Number	Invoice Date	Due Date	Invoice Amt
−	Pay in full ○ Other amt ○ 0	490438	7/20/2016	9/18/2016	28,741.95
	Pay By Registered Credit Card · Pay By Registered Bank Account · Pay By Credit Card One Time · Pay By Bank Account One Time · Pay By EFT · Clear Payment Item				

To make a payment select the invoice you would like to pay by clicking on either the "Pay in Full" option or "Other Amount". If the "Other Amount" option is selected an amount must be entered in the input field provided.


Open Invoices

	Payment Options	Invoice Number	Invoice Date	Due Date	Invoice Amt
−	Pay in full ◉ Other amt ○ 28741.95	490438	7/20/2016	9/18/2016	28,741.95
	Pay By Registered Credit Card · Pay By Registered Bank Account · Pay By Credit Card One Time · Pay By Bank Account One Time · Pay By EFT · Clear Payment Item				
+	Pay in full ○ Other amt ○ 0	490629	7/24/2016	9/22/2016	30,817.51
+	Pay in full ○ Other amt ○ 0	490810	7/26/2016	9/24/2016	30,676.30

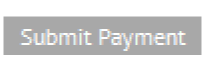
Next, select the method of payment.
Enter the "Payment Date" or leave as is for current date.

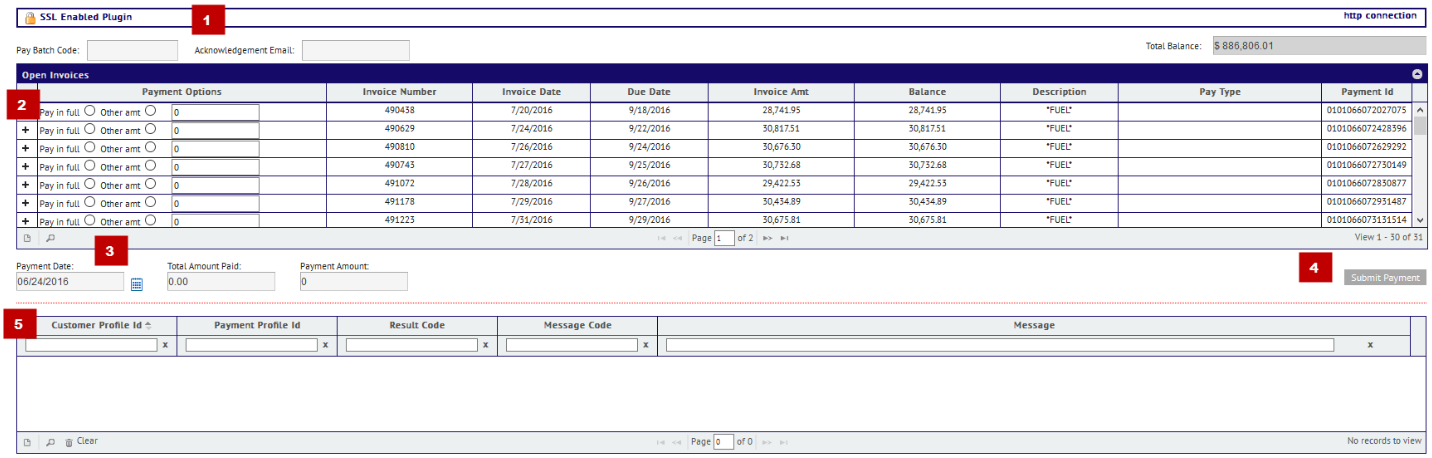


	Payment Options	Invoice Number
+	Pay in full ○ Other amt ○ 0	490629
+	Pay in full ○ Other amt ○ 0	490810
+	Pay in full ○ Other amt ○ 0	490743
+	Pay in full ○ Other amt ○ 0	491072
+	Pay in full ○ Other amt ○ 0	491178

Payment Date:	Total Amount Paid:	Payment Amount:
06/24/2016	0.00	28,741.95

Click on the "Submit" button to submit the payment.

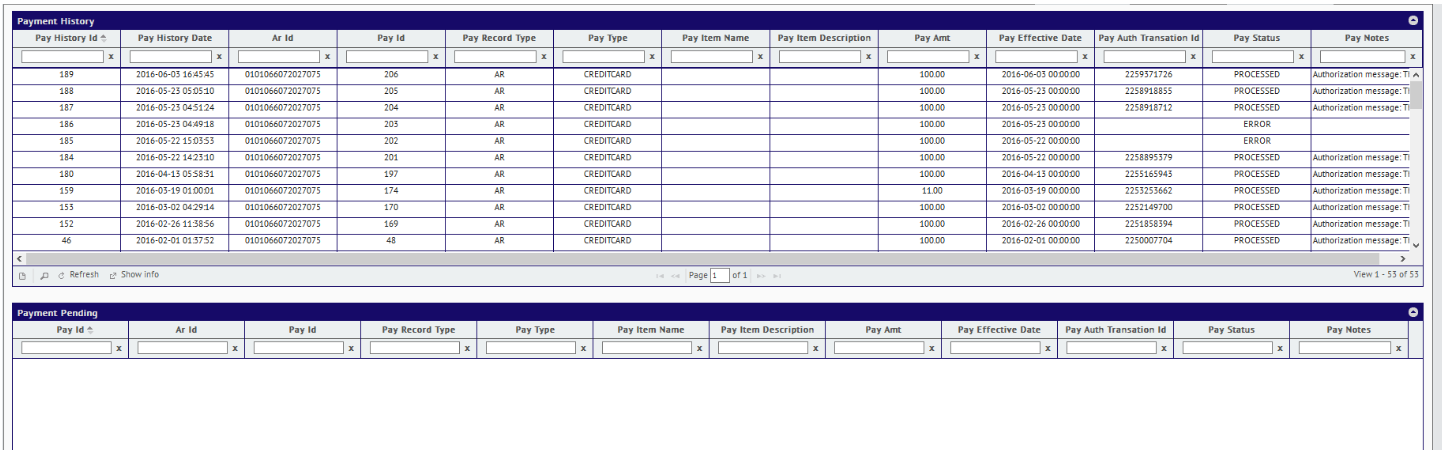




The section label "5" will display progress or any errors if the payment fails to go through. Once the payment goes through successfully it will appear under the "Payment Activity" tab.

Payment Activity

This tab contains information about any payments that have been submitted or pending.

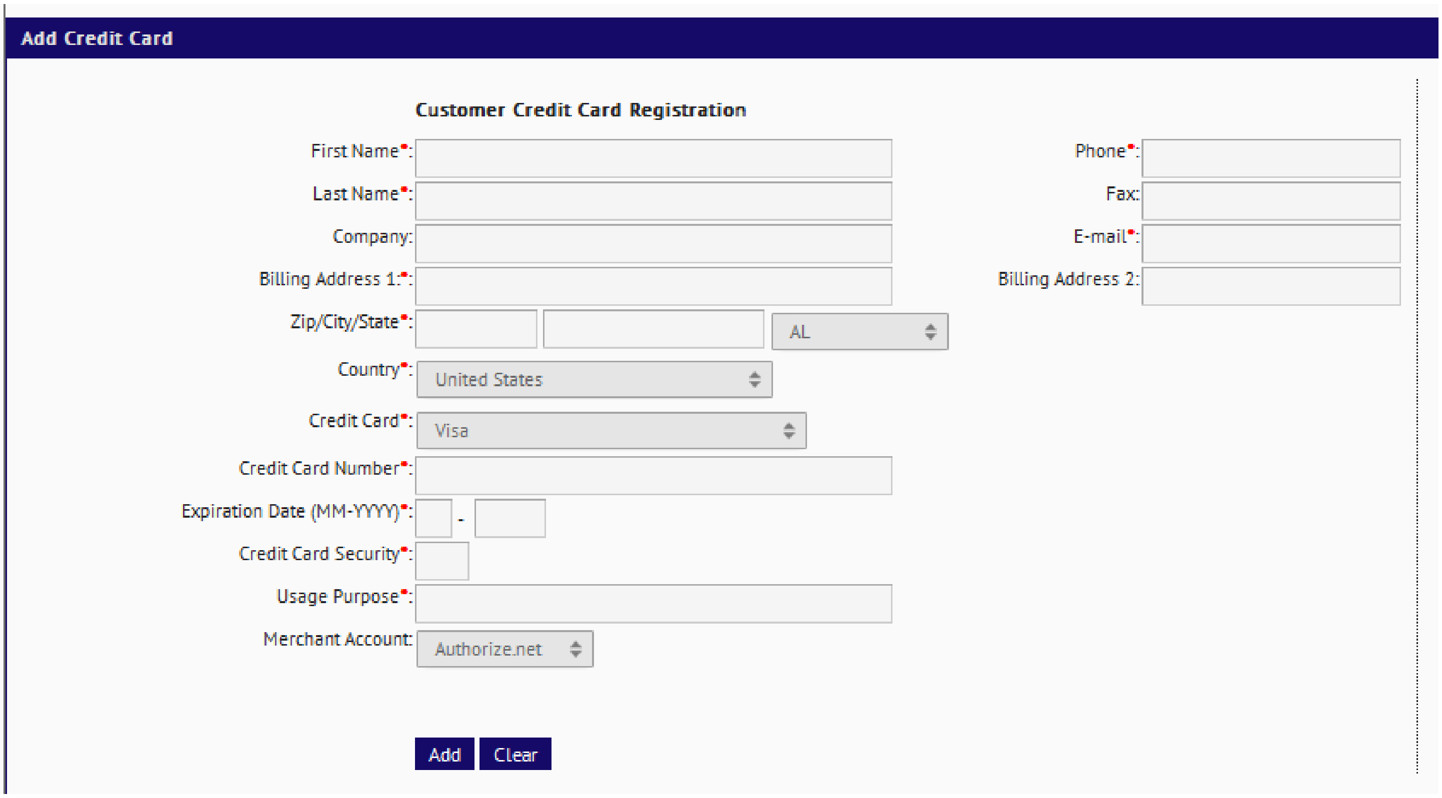


There are two grid in this section.
Payment History will display a list of any payments that have been processed. Payment Pending will display any future payments or any payment that has not been processed.

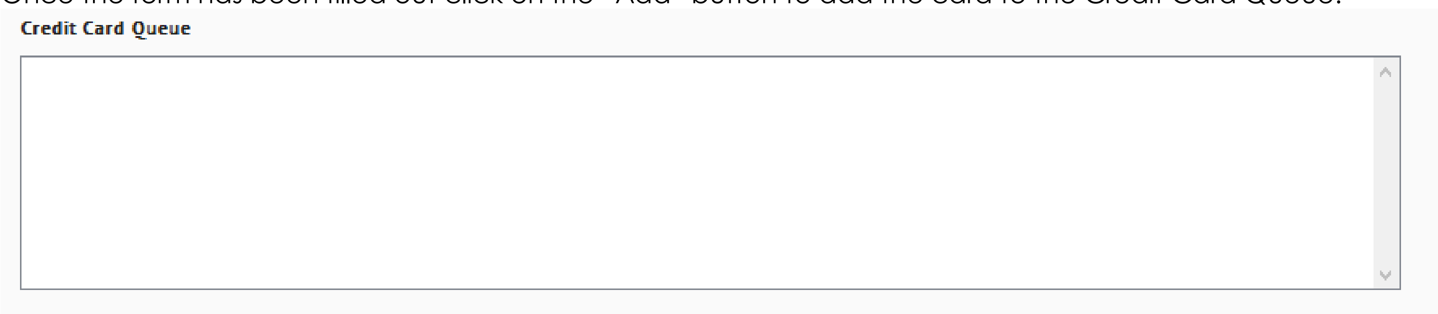
Register Accounts

This tab is made up of two sub-tabs and it's intent is to allow the user to register and store credit card or bank account information.

To register a credit card go to the Credit Cards tab and fill out the credit card form provided.

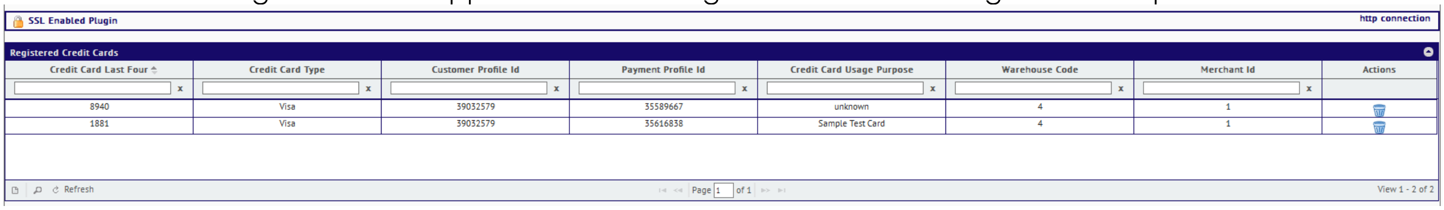


Once the form has been filled out click on the "Add" button to add the card to the Credit Card Queue.



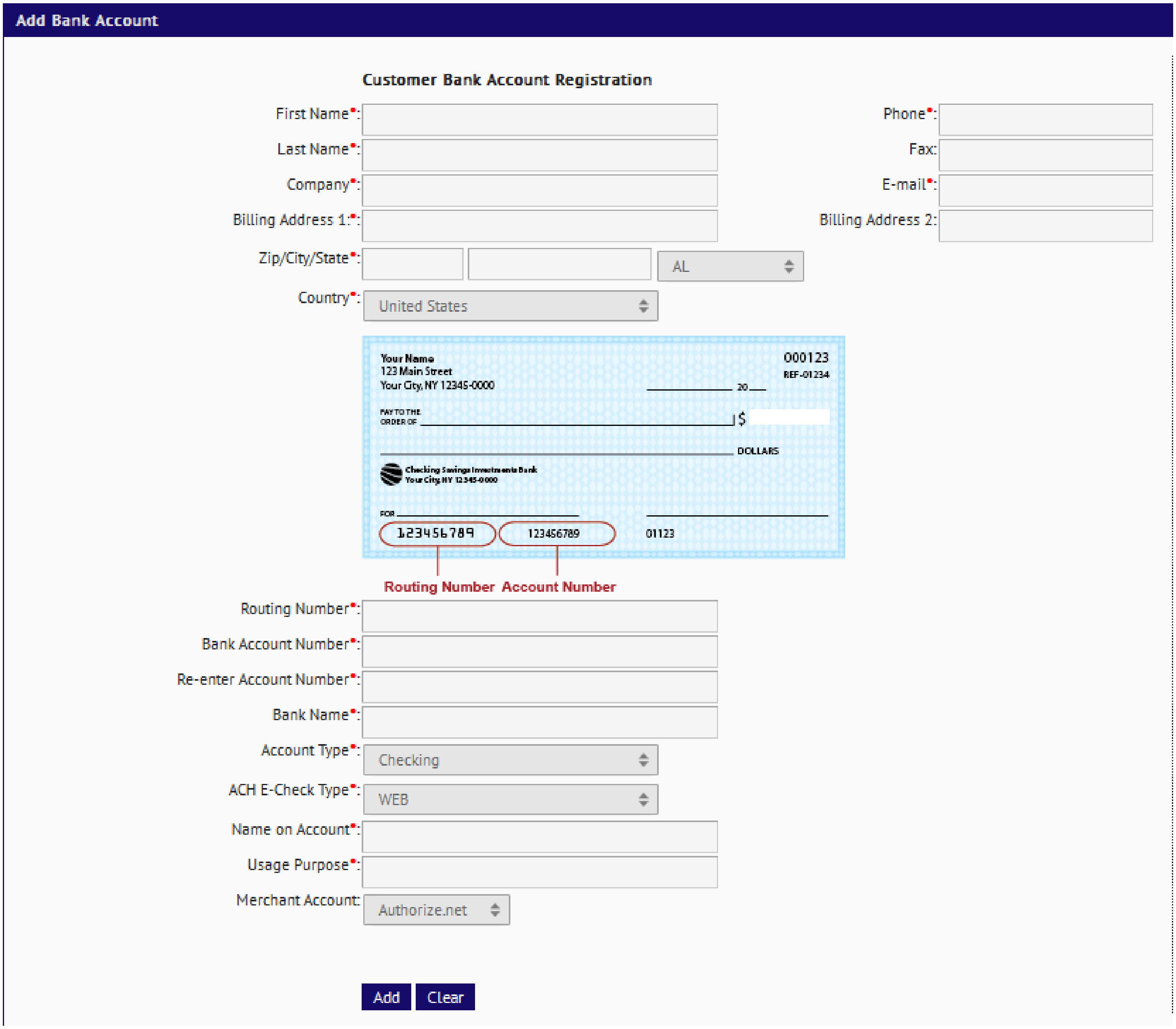
Once the card appears in the "queue" click on the "Submit" button to register the card.

Once the card is registered it will appear under the Registered Credit Cards grid at the top.



Once the card is the on the list it can be used to make payments with.

Registering a bank account is the same process as registering a credit card but instead select the "Bank Account" tab and fill out the form provided with valid bank information.



Technical Support

Please contact Supreme Oil Company for Support related to your online data.

Contact : <Jobber Contact>

Phone : <Jobber Phone>

Email : <Jobber Email>

NOTE:

Adobe Acrobat Reader can be downloaded for free by following this link:

http://www.adobe.com/products/acrobat/readstep2.html