

# Plavan Fleet Web Maintenance Tools

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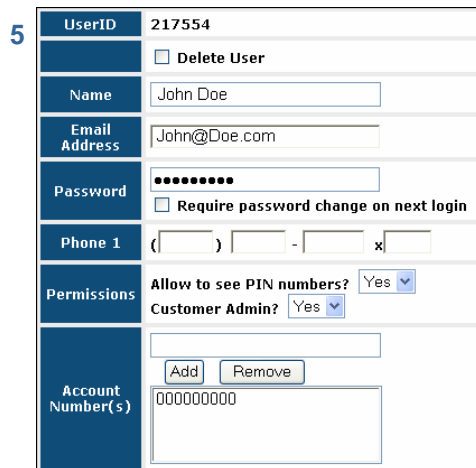
Manage your entire fueling program online 24 hours a day, seven days a week, from the convenience of any internet-ready computer.

- **Account Maintenance:** Manage your fuel program by controlling who has online access.
- **Card Management:** Quickly adjust card settings 24/7 to change PINs and controls or invalidate cards; Add and remove cards as your needs change with the click of a button.
- **Reporting:** Stay on top of your fuel program with easy reports featuring transaction histories, fuel usage summaries, invoices, and account statements.
- **Routing:** Reduce time with easy to use routing tools that will save you time and money.

# Account Maintenance



General account settings menu



Give fleet managers online access

Online access allows you to actively manage your fuel card program with the click of a button.

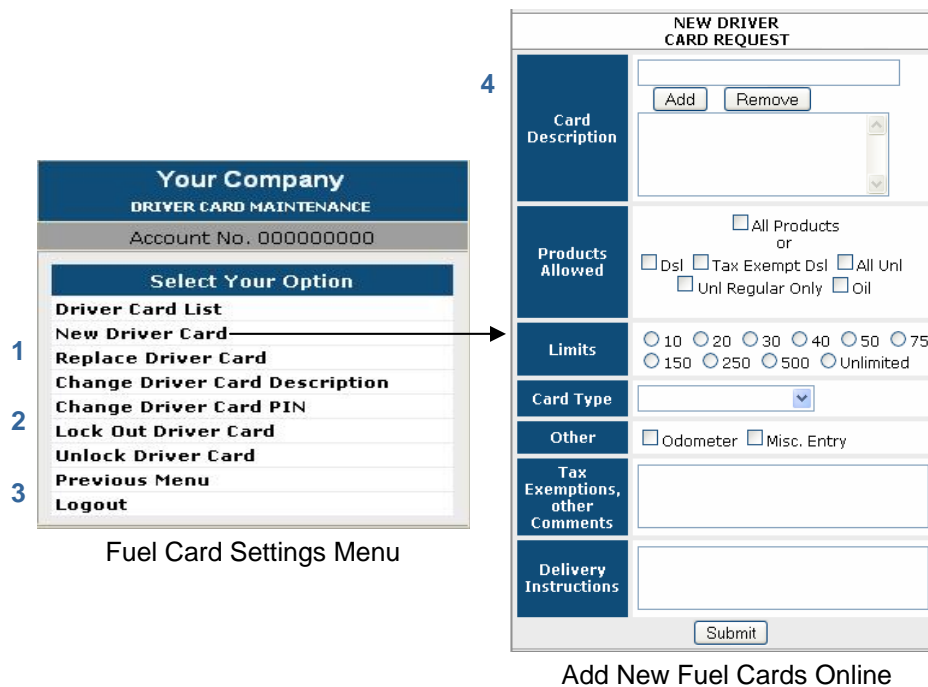
The online tools allow you to fine tune your fueling program, or allow other employees access to manage it for you. However you structure your business, these tools will complement your management structure.

Most information can be downloaded and viewed on your computer by selecting “Download File” as the output destination for your convenience.

To access these web tools please click “Account Maintenance” on the main menu described on page 2.

- 1 Manage who has online access to sensitive information.
- 2 Change your company contact information.
- 3 Access the card menus (page 4).
- 4 Return to the top menu or log out of the web tools.
- 5 Adding online users.

# Card Controls



**1** Fuel Card Settings Menu

**2** New Driver Card

**3** Previous Menu

**4** NEW DRIVER CARD REQUEST

Card Description: [Add] [Remove]

Products Allowed:  All Products or  Dsl  Tax Exempt Dsl  All Unl  Unl Regular Only  Oil

Limits:  10  20  30  40  50  75  150  250  500  Unlimited

Card Type: [Dropdown]

Other:  Odometer  Misc. Entry

Tax Exemptions, other Comments: [Text Area]

Delivery Instructions: [Text Area]

[Submit]

Add New Fuel Cards Online

**5**

Card Number	Description	Stat	Limit Code	Product Code	PIN	Last Used	Date Ordered
5000001	TRUCK 1	V	7	02	0001	6/11/08	10/16/06
5000002	TRUCK 2	V	7	02	0002	6/15/08	10/16/06
5000003	TRUCK 3	V	7	02	0003	6/05/08	10/16/06

RETURN TO MENU

View Card and Driver Lists

You have the ability to modify your fuel program online with control over fuel cards and security parameters.

- View driver/vehicle cards
- Add or remove cards
- Lock or unlock cards
- Add or remove drivers
- Order replacement cards
- Change PINs
- Change card security controls

To access these tools please click "Driver/Vehicle Card Maintenance" on the Account Maintenance menu described on page 3. **1** Request new cards or change the card info. **2** Restrict access to a card through the PIN or by locking it. **3** Return to the previous menu or log out of the web tools. **4** The new card request menu including security controls. **5** Sample card listing.

# Reporting

1

PLAVAN FLEET		TRANSACTION INQUIRY						
Trans Date	Trans Time	Card Number	Product	Qty	\$/Unit	Amt	Location	
6/3/2008	6:21 AM	5000001 TRUCK 1	CARB DSL	42.0	4.920	206.63	LOS ANGELES, CA	
6/5/2008	5:23 AM	5000003 TRUCK 3	CARB DSL	105.822	4.694	496.76	LOS ANGELES, CA	
6/9/2008	8:39 AM	5000001 TRUCK 1	CARB DSL	51.0	5.085	259.35	LOS ANGELES, CA	
6/11/2008	1:38 AM	5000001 TRUCK 1	CARB DSL	73.622	4.931	362.99	LOS ANGELES, CA	
6/15/2008	6:15 AM	5000002 TRUCK 2	CARB DSL	34.46	4.944	170.37	LOS ANGELES, CA	

TRY ANOTHER SEARCH      RETURN TO MENU

Complete Transaction History

2

FUEL SUMMARY REPORT							
Dates: 6/01/08 Thru 6/30/08							
		QUANTITY	AMOUNT				
DRIVER #:	5000001 TRUCK 1	166.62	328.97				
DRIVER #:	5000002 TRUCK 2	34.46	170.37				
DRIVER #:	5000003 TRUCK 3	105.82	496.76				
		TOTAL	AVERAGE	SALE	FEDERAL	STATE	LOCAL
PRODUCT	QUANTITY	PRICE	AMOUNT	TAX	TAX	TAX	SALES
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CA - CALIFORNIA							
CARB DSL 2	306.9	4.8748	1,255.43	74.88	55.24	0.73	109.81
** TOTAL GALLONS:		306.9	** TOTAL PURCHASES THIS ACCOUNT:		1,496.10		

3

4

FUEL SUMMARY REPORT							
Dates: 6/01/08 Thru 6/30/08							
FUELING LOCATION	DATE	TIME	ODOM.	MPG	PROD QUANTITY	PRICE	AMOUNT
DRIVER #: 5000001 TRUCK 1							
LOS ANGELES, CA	6/03/08	6:21 AM	2481	12.50	DSL 42.0	4.920	206.63
LOS ANGELES, CA	6/09/08	8:39 AM	7535		DSL 51.0	5.085	259.35
LOS ANGELES, CA	6/11/08	11:38 AM	3918		DSL 73.6	4.931	362.99
DRIVER TOTALS:						166.62	328.97

Fuel Usage Showing Account Summary and Card Detail Views

Various account reports are accessible online as well. These simple reports show all card activity and allow you to verify transactions.

Fuel usage reports show how much fuel is being used overall, or details how much is being used by each truck or driver.

Tracking fuel usage is straight forward and simple using these free online tools.

To access these web tools please click "Inquiries & Reports" on the main menu described on page 2, then Click on the report desired. 1 Complete transaction log. 2 Fuel summary by driver. 3 Account balance. 4 Transaction detail for individual card.

# Billing

1

PLAVAN FLEET STATEMENT						Statement Date:	06/18/08
INV DATE	DUE DATE	REFERENCE	DESCRIPTION	CHARGE	CREDIT	BALANCE	
05/15/08	05/15/08	CL00000-IN	FLEET FUELING INVOICE	1,717.04			
05/20/08			PAYMENT REF: EFT00001		1,717.04		0.00
05/31/08	05/31/08	CL00001-IN	FLEET FUELING INVOICE	395.20			
06/04/08			PAYMENT REF: EFT00002		395.20		0.00
06/15/08	06/15/08	CL00002-IN	FLEET FUELING INVOICE	1,496.10			1,496.10

2

Account Payment History

3

CUSTOMER NUMBER: 0000000		INVOICE DATE: 6/15/2008					
INVOICE NUMBER: CL00002		DUE DATE: 6/15/2008					
		QUANTITY			AMOUNT DUE		
<b>INVOICE TOTALS:</b>		<b>306.9</b>			<b>\$1,496.10</b>		
SUMMARY BY STATE BY FUEL TYPE		QTY	FET	SET	MET	SST	AMT
CALIFORNIA	03 CARB DSL 2	306.9	74.88	55.24	0.73	109.81	1,496.10
SUMMARY BY CARD TYPE		QTY	FET	SET	MET	SST	AMT
5000001	TRUCK 1	166.6	40.65	29.99	0.40	60.89	828.97
5000002	TRUCK 2	34.5	8.41	6.20	0.08	12.51	170.37
5000003	TRUCK 3	105.8	25.82	19.05	0.25	36.41	496.76
SUMMARY BY DEPT/GL ACCT		QTY	FET	SET	MET	SST	AMT
ALL BLANK DEPT/GL ACCT		306.9	74.88	55.24	0.73	109.81	1,496.10
		306.9	74.88	55.24	0.73	109.81	1,496.10

4

Individual Invoice Detail View

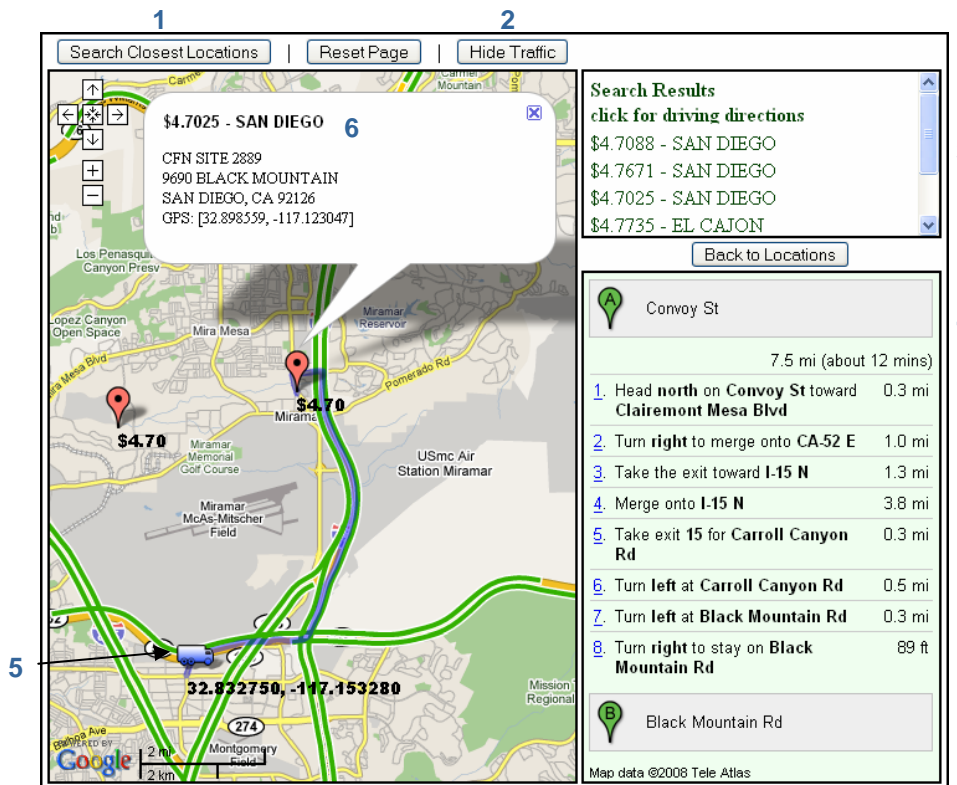
Always feel confident with your fuel program by taking control of billing.

Complete billing history and straight forward invoices allow you to quickly understand fuel usage.

Invoice details are formatted to show card summaries, overall usage, and may be broken into department/GL code for your company's accounting convenience.

To access these web tools please click "Inquiries & Reports" then the appropriate report, or "Reprint Invoice" on the main menu described on page 2. 1 Account history. 2 Current balance. 3 Individual invoice details. 4 Individual invoice balance.

# Routing



Individual Invoice Detail View

Convenient web routing allows you to quickly find the closest fuel sites, plan trips, view live traffic, and check traveling times.

PlavanPricing incorporates live pricing in the routing tools, allowing you to route your drivers to lower cost fuel site, saving you money with minimal effort.

To access the routing tools please visit [www.plavan.com/map](http://www.plavan.com/map).

- 1 Search for sites from your current location.
- 2 Toggle live traffic.
- 3 Closest sites to your current location.
- 4 Directions to selected fuel site.
- 5 Current driver location.
- 6 Fuel site information including price and GPS

# Control Your Fuel with Plavan Fleet

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Plavan Fleet prides itself on providing you with the most accurate and up to date information possible as a leading provider of innovative fuel and information management.

There is no added charge to use any of these web tools, nor are there any transaction fees, or additional charges of any kind. They are free with your service.

For additional help with these online tools, please call 800.499.4645.

Thank you for taking the time to learn about a better way to manage your fueling needs. Take control now!