



CARDS

Order Card

- **Order Card:** Allows you to place an order for new card(s). You can order up to 20 cards in a single card order.

The screenshot shows the 'Card list' page in a system. The left sidebar contains navigation items: Homepage, Cards (highlighted with a red box), Reports, Finance, and Administration. The main header has tabs for 'CARD LIST' (highlighted with a red box), 'RESTRICTIONS', and 'CARD GROUPS'. A blue callout box labeled 'Step 2' points to the 'CARD LIST' tab with the text 'Click on "Card List" Tab'. Below the header, the 'Card list' title is displayed, followed by a description: 'of all your cards and their statuses. From here you can select individual cards details or perform other useful actions.' A blue callout box labeled 'Step 1' points to the 'Cards' menu item with the text 'Click on "Cards" page'. To the right, there are three buttons: 'Order cards' (highlighted with a red box and a right arrow), 'Download list' (with a download icon), and 'Other actions' (with a three-dot menu icon). A blue callout box labeled 'Step 3' points to the 'Order cards' button with the text 'Click on "Order cards" Button'. Below the buttons is a summary bar with five colored segments: a yellow segment for '259 CARDS', a dark blue segment for '20 ACTIVE >', a dark blue segment for '2 BLOCKED >', a dark blue segment for '0 EXPIRING >', and a dark blue segment for '128 CANCELLED >'. At the bottom, there is a search bar with the text 'Cards for All accounts' and a search icon. Below the search bar, the column headers 'LAST USED', 'EXPIRES', and 'STATUS' are visible.

*The function or interface page may be unavailable or differ subject to access given & country settings.

Step 4: Vehicle type
Choose one option

Step 5: Order with a template (Optional)
Click to choose a saved template to ease your card ordering experience. Otherwise, ignore if you would like to fill up the card details separately.

Step 6: Card Type
Kindly remain the card type as it is.

The screenshot shows the 'Order cards' page in the Shell app. At the top left is the Shell logo and a menu icon. Below it is a breadcrumb '← CARD LIST' and a progress indicator 'Step 1 of 6'. The main heading is 'Order cards' with a sub-heading 'Ordering cards is straight forward. Provide the following details then you're ready to get started.' The page is divided into three sections: 'A few details to get started', 'Order with a template', and 'Select a card type.' The 'Vehicle type' section has two radio buttons: 'Small vehicle' (selected) and 'Large vehicle'. The 'Order with a template' section has a dropdown menu 'SELECT A TEMPLATE' with the option 'Don't use template' selected. The 'Select a card type.' section has a dropdown menu 'CARD TYPE' with the option 'MY FLT NAT SIN R1' selected. At the bottom right, there is a 'Card details →' button and a 'Click to Proceed' button.

Card details →

Click to Proceed

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Step 7: Number of cards to order
Choose a number of cards to order.
Maximum 20 cards at one time.

Step 8: Enter card details
Enter details of the card in the
boxes.

Note that the Company Name is
fixed.

← ORDER CARDS

Card details

Step 2 of 6

Step 1

Number of cards to order

SELECT THE NUMBER OF CARDS TO ORDER

You can order up to 20 cards at the same time.

1

Step 2

Enter card details

Card details

Enter a driver name or vehicle registration number, or both.

Shell Card

1234567890123456789

AMIR

VRN 1234

COMPANY TEST D

AUG 20

DRIVER NAME

AMIR

This is optional if a Vehicle Registration Number has been entered.

VEHICLE REGISTRATION NUMBER

VRN 1234

COMPANY NAME

COMPANY TEST D

Assign to card group

A card group can belong to one card group at a time.

ADD TO A CARD GROUP

MARKETING

Purchase options →

Click to Proceed

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Note: Only set your preferred card limit, 10 minutes after card creation to ensure the card limit will be reflected successfully.

Note: For normal Diesel, kindly add both:
1) Shell Fuelsave Diesel Euro 5 B10 Standard
2) Shell Fuelsave Diesel Euro 5 B20 Standard

Step 9: Purchase options
Choose one based on your preference.

Purchase options

Step 3 of 6

Step 3
Purchase category
Limits on spend and purchase restrictions can be set after the order is placed.

1 **PC1**
1 - All Fuel Products

- Shell Fuelsave Diesel Euro 5 B10 Standard
- Shell VPower Racing
- Shell Fuelsave Diesel Euro 5 B7 Premium
- Shell VPower 97
- Shell Fuelsave Diesel Euro 5 B20 Standard
- Shell FuelSave 95

2 **PC2**
2 - All Fuels Products and Lubricants

- Shell Fuelsave Diesel Euro 5 B10 Standard
- Shell VPower Racing
- Shell Fuelsave Diesel Euro 5 B7 Premium
- Shell VPower 97
- Shell Fuelsave Diesel Euro 5 B20 Standard
- Shell FuelSave 95

3 **PC3**
3 - No Restrictions

- Shell Fuelsave Diesel Euro 5 B10 Standard
- Shell VPower Racing
- Shell Fuelsave Diesel Euro 5 B7 Premium
- Shell VPower 97
- Shell Fuelsave Diesel Euro 5 B20 Standard
- Shell FuelSave 95

Restrictions →

Restrictions

#Step 4 of 6

Select a purchase category to determine what the card can be used for purchasing. This selection cannot be changed once the card has been ordered.

Step 4
Set restrictions for your card

Apply restriction profile
No profile applied

Security →

Step 10: Restriction Profile
Click to set a preset restriction profile to the card.

If you are unable to set restriction profile, you can set it after the card ordering is completed.

Click to Proceed

Click to Proceed

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← RESTRICTIONS

Security

#Security settings ensure your cards are being used safely.

Step 5
#PIN settings

#You can choose your own PIN for new cards but don't forget to keep a secure record of it.

#Set your own PIN

#Card 1 PIN

ENTER PIN SHOW CONFIRM PIN SHOW

Driver identification

If you'd like your drivers to identify themselves at the point of sale, choose from the following.

Fleet ID

#Description of toggle lorem ipsum

Current mileage

Your driver will be asked to record their mileage at the point of purchase

Summary →

Step 11: PIN settings

Toggle on to set your own PIN for new card.

Please keep a record since the PIN will not be delivered when you set your own PIN.

Step 12: Driver Identification

Fleet ID: Turn on to enable Fleet ID feature on the card. Driver will need to key in Fleet ID for each purchase.

Current Mileage: Turn on if driver is required to record their mileage at the point of purchase.

Click to Proceed →

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SECURITY

Order Summary

If you are ordering 1# card with the following settings. Please check the details carefully. For security you will receive your PIN in the post approximately five working days after your card.

#Step 6 of 6

- ✓ #1. Basic details
- ✓ #2. Card details
- ✓ #3. Purchase options
- ✓ #4. Restrictions
- ✓ #5. Security
- #6. Order summary**

#Basic details

ACCOUNT	COMIWAY TEST U	NETWORK COVERAGE	National #Shell network
VEHICLE SIZE	C# #Small vehicle		

#Card 1

DRIVER NAME	CARD TYPE	MY FLT NAT SIN R1
AMIR	CARD GROUP	MARKETING
VEHICLE REGISTRATION NUMBER	DELIVERY ADDRESS	
VRN 1234		

#Purchase options and restrictions

Purchase options	PURCHASE CATEGORY	1 - PC1
Restrictions	RESTRICTIONS	No profile applied

Security

#CARD PIN	#Individually set
FLEET ID	Disabled
CURRENT MILEAGE	Disabled

Place order →

You may click and choose the steps here to navigate between the pages to edit.

Step 13: Order Summary
Check your order summary before proceeding to Place Order

ORDER CARD

Order confirmed

We have received your order for 1 card.

Once dispatched, your card should be with you within 5 working days.

ORDER REF: 1707847 DATE / TIME: 21/10/20 12:28 PM

ACCOUNT

Order details

1 card will be delivered to the following address:

AMIR C# VRN 1234 MARKETING	CARD DETAILS 1 - PC1 Type: MY FLT NAT SIN R1 Shell network National
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Order more cards +

Card list →

Click to Proceed →

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