SILVEY fleet
DRIVING EFFICIENCY

Our online portal is an easy way for you to manage your fuel cards - in your time!
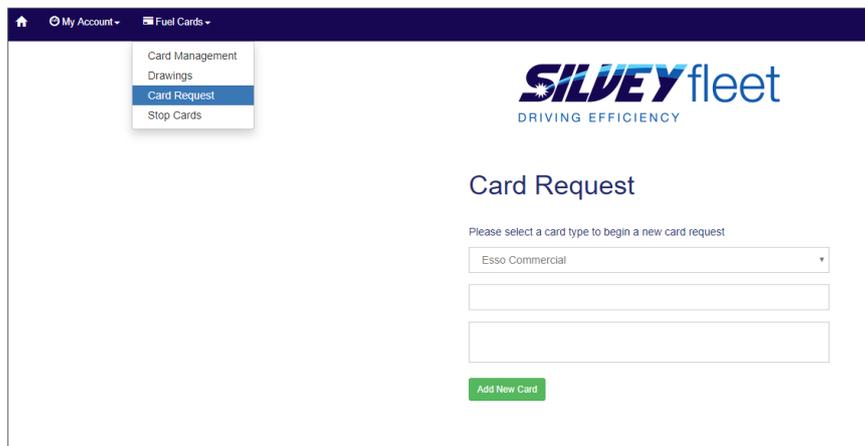
Here is a brief guide to show you how to complete some of your admin tasks online. To access the portal click this link.

If you need any further assistance please email priority@silvey.co.uk with your query.

How to

Order a new fuel card

Log into your online account and in the top left click 'Fuel Cards' and 'Card request'. Select the type of fuel card you'd like to order then add the card name and any additional information before clicking 'Add new card' to submit your request.

SILVEYfleet
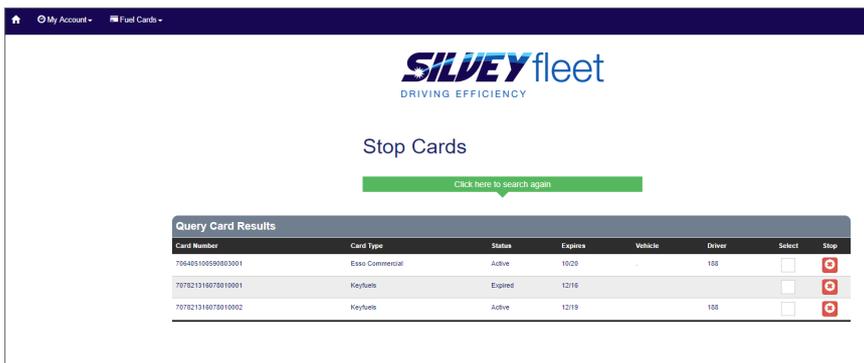DRIVING EFFICIENCY

How to

Stop existing cards

To stop an existing card log into your online account and in the top left click 'Fuel cards' and 'Stop cards'. There's a range of search criteria you can use to search for specific cards you'd like to cancel, or you can leave the filters blank to return results for all your cards. Click 'Get cards' to return your results.

From here you can select the specific cards you'd like to cancel by ticking under 'select' and clicking the 'Stop selected cards' button that appears at the bottom of the table. You'll be asked if you'd like to provide a reason for cancelling the card and whether you'd like a replacement card before confirming your cancellation by clicking 'Stop'.

You can reactivate a Keyfuels or Fastfuel fuel card after submitting the stop card request by contacting a member of the Silvey Fleet team. Once your request to reactivate the card is processed it can take up to 30 minutes for a Keyfuels card to become active again and up to 24 hours for Fastfuel fuel cards.

If you've stopped an Esso fuel card you can't reactivate it. You'll need to order a new card if you need a replacement.
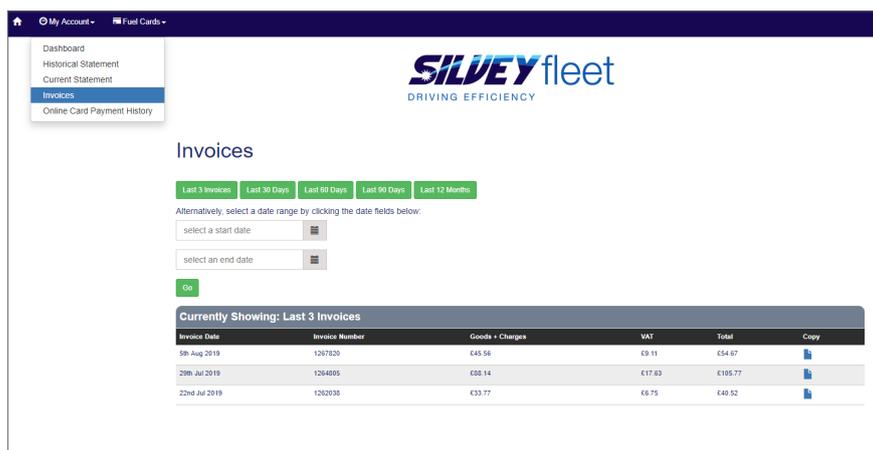
How to

View your invoices and payment history

Log into your online account and click 'My account' then 'Invoices' in the top left corner of the screen.

Your invoices will appear, listed by most recent first, or you can search for invoices by date range. To download a copy simply click 'Copy' at the end of the row and save as a PDF.

Likewise, to view your payment history click 'My account' and 'Online card payment history' in the top left corner of the screen to view and download copies of your card payments.

How to

Run drawing reports

Log into your online account and click 'Fuel cards' and 'Drawings' in the top left corner of the screen to view individual transactions that show the type of fuel drawn, the draw date, the site, the quantity of fuel drawn and the total amount for the transaction.

You can filter your results by specific cards, invoices and drivers. Simply click 'Get drawings' to see a list of results that match your search criteria.

How to

Run drawing reports

You can also filter your report by specific date ranges so you can compare how cards are being used across your business within set time periods.

To export your drawings select 'Export drawings' and choose the file format you'd like to export the report in. Confirm the email address you'd like the report sent to and then click 'Get drawings' to receive a copy of the report.