



CARD ORDER FORM INSTRUCTIONS:

ACCOUNT INFORMATION (Both Forms):

1. Complete the company and contact information and include email addresses.
2. Choose if you would like E-Receipt and the email address you would like the email sent to.

SINGLE CARD ORDER FORM:

1. Enter the driver's full name.
2. If desired, enter your custom 5-digit pin. (PIN cannot start with a "0")
If you would like a random pin assigned, leave this section blank.
3. Fill in what access you would like the fuel cards to have, for example 2T/50G.
4. Choose if you would like to allow Extended Network / Fuelman Sites(CFN Only).

VEHICLE CARD & DRIVER PIN ORDER FORM:

DRIVER PIN PROFILE:

1. Enter driver's full name.
2. If desired, enter your custom 5-digit pin. (PIN cannot start with a "0")
If you would like a random pin assigned, leave this section blank.
3. Enter the driver's Transaction and gallon limits. (Day of week – Time of day - # of transactions)

VEHICLE CARD PROFILE:

1. Enter the vehicle or physical card description (example: Truck 1, Dispatch 2).
2. Enter the unit number, if applicable.
3. Enter the gallon limit for the vehicle.
4. Enter the authorized fuel for the vehicle.
5. Choose if you would like to allow Extended Network / Fuelman Sites(CFN Only).

DEFINITIONS:

E-Receipt: If you select "YES" you will receive an email each time the card is used. This feature will include fuel location, product, gallons, and card number. This can be set for the entire account or just selected cards.

Fuelman Sites: If you select "YES" you will be authorized to fuel at all CFN and Fuelman locations. Fuelman locations may not recognize your card restrictions such as fuel type.

NOTES:

All fuel cards must have gallon restrictions. If none are noted Dion will assign the cards to a default of 2 Transactions, 50 Gallons per transaction limit.

If more card entries are needed, please copy the form and fill out additional pages until completed.

All requests must be in writing and can be emailed to cardlockadmin@dionandsons.com , or faxed to (877) 741-6105.

Questions; please contact your Sales Rep or our Cardlock Customer Service at (877)-202-9065



E-RECEIPTS and EXCEPTION EXAMPLES:

CFN ONLY:

Station Receipt

Barataria Shell
 1950 Barataria Blv.
 Marrero, LA 70072

Shell ,57543051106

1950 BARATARIA BLVD
 MARRERO ,LA
 70072

09/18/2009 9:28:02 AM 2807
 XXXXXX XXXXX XX5022

INVOICE 472787
 AUTH 808276
 ODO 32429

PUMP #6
 REG UNL 8.771G
 PRICE/GAL \$2.499
 FUEL TOTAL \$21.92

TOTAL = \$21.92

E-Receipt

E-Receipt CFN Customer No. 1111
 Card 4315022

E-Receipt

CFN Customer No. 1111
 Card 4315022

CARD INFORMATION
 CFN Card 4315022 – John Doe
 Vehicle ID 0
 Customer No 1111
 Participant No 307

PURCHASE INFORMATION
 Site No 150179
 1950 BARATARIA BLVD
 MARRERO, LA 70072
 Date/Time 09/18/2009 09:29
 Transaction No 2787
 Manual Entry:
 Odometer Entry: 32429

E-RECEIPT

Product	Qty
Description	

1 04	8.770 *Regular
Unleaded	

Exception Report

Subject: Exception Report CFN
 Customer No. 1111 Card 4315022

Exception Report

CFN Customer No. 1111
 Card 4315022

CARD INFORMATION
 CFN Card 4315022 – John Doe
 Vehicle ID 0
 Customer No 1111
 Participant No 307

PURCHASE INFORMATION
 Site No 150179
 1950 BARATARIA BLVD
 MARRERO, LA 70072
 Date/Time 09/18/2009 09:29
 Transaction No 2787
 Manual Entry:
 Odometer Entry: 32429

EXCEPTION(S)

Exception: Invalid Product
 1 04 Regular Unleaded

Exception: Invalid Odometer
 Current Odometer [32429] is
 Greater Than Last Odometer [0] plus
 Tank Range [450] and Range
 Tolerance [10]

