Mansfield Oil Company

Fuel Net Navigation

Commonwealth of Virginia
## Contents

To go to a specified page, please click on the name of the topic of your choice.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel Card Program Overview</td>
<td>3</td>
</tr>
<tr>
<td>About the Voyager Fuel Card</td>
<td>4</td>
</tr>
<tr>
<td>Contacts</td>
<td>5</td>
</tr>
<tr>
<td>Exception Codes</td>
<td>6</td>
</tr>
<tr>
<td>Welcome to Fuel Net!</td>
<td>7</td>
</tr>
<tr>
<td>The Home Screen</td>
<td>8</td>
</tr>
<tr>
<td>Reports</td>
<td>9</td>
</tr>
<tr>
<td>Compatibility Issues</td>
<td>12</td>
</tr>
<tr>
<td>Adding Vehicles</td>
<td>13</td>
</tr>
<tr>
<td>Modifying Vehicle Information</td>
<td>16</td>
</tr>
<tr>
<td>Cancel Requests</td>
<td>18</td>
</tr>
<tr>
<td>Reissue Card</td>
<td>20</td>
</tr>
<tr>
<td>Terminate Card</td>
<td>22</td>
</tr>
</tbody>
</table>
Fuel Card Program Overview

- Mansfield Oil Company will issue the Voyager card for the State Fuel Card Program. It provides the flexibility to fuel your vehicles at 90% of the retail stations nationwide. Contract prices under this program allow your cardholders to purchase tax exempt motor fuels at participating retail stations. The card will give your organization the ability to purchase all brands of fuel products. The Mansfield Oil/Voyager card is a powerful and dependable fleet card with extensive management features that increases accountability and security, providing you a method to eliminate theft and fraud.

- Access to numerous online tools will be available through the Mansfield Oil website. This presentation will assist you in navigating the Mansfield website and managing your account online.
About the Voyager Fuel Card

The Voyager fuel card consists of a 9 digit account number, the card number and a check digit.

Below is an example of a card and how the numbers are laid out on the card.

The back of the card has a toll free number to call for assistance. The number is 1-800-987-6591. Please be aware that this telephone number goes to Voyager Fleet Services and does not go to Mansfield Oil. You are welcome to request the Voyager representative to transfer you to Mansfield Customer Service.
Contacts

Mansfield Government Services - 1-866-275-7338

Freida McLendon – 678-450-2266 – Account Manager
Carla Collins – 678-207-3162 – Operations Specialist

Lost, Stolen or Damaged Cards

During normal business, please report on the FuelNet website.
After business hours please contact Voyager at 800-987-6591.

For Assistance while at the pump, contact Mansfield at 866-275-7338.

Questions regarding the DGS OFMS Fuel Card Program contact Patricia Roach at 804-367-6935.
Exception Codes

M (Mileage) – Odometer – Incorrect or no data entered.

D – Duplicate Transaction

O – Other than Fuel – This could be oil changes, parts for vehicle, car washes, etc...

A – After Hours (7pm – 5am)

H – High grade fuel (anything above unleaded)

P – Product Type

V – Aviation Fuel

W – Weekend

R – Propane

2-9 – Multiple Fuelings

S – Special – Over $15 carwash
Welcome to Fuel Net!

FuelNet is Mansfield Oil Company’s information portal for customers regarding card information, transaction reports and invoices.

To begin, go to www.mansfieldoil.com.

At the top, right of the webpage you will click on the FuelNet Login. You will enter your User name and your password where indicated.

If you receive an error message and have verified what you have entered was correct, please send an email to ccollins@mansfieldoil.com or fmclendon@mansfieldoil.com or call 866-275-7338 for assistance. Always include your agency name, account number, your name, your email address and your call back number.
The Home Screen

Once you login you will directed to the Home Page. Here you will be able to access Drivers, Vehicles, Reports and or Invoices depending on your access level. You will access Reports and Invoices thru the Reports tab and you will access Drivers and Vehicles through the Applications tab.
Reports

To access reports, click on Reports below the Home button that is highlighted in orange.

You will be redirected to the “Reports Portal”.

Place your mouse on top of “Transaction Reports”. A list of available reports will populate in a drop down box. You can place your cursor over each report for a description of information provided.

To select the report you want to run, simply click the report name. The selection will turn green in color and may take a few seconds or more to redirect you to the data entry page. You will only need to click it once.
Each report will have sections to specify the information you need including the date frame, site (backyard sites), start and end dates, and date criteria. Also, you will generally select “All” for the “Choose a Site” field. Below is a standard example of how to retrieve transaction details. When you have entered your information click “View Report”.

![Image of Mansfield software interface]

The screen will show a rotating green circle with the word “Loading”. The report will populate on the screen shown below. To save or print your report click on the blue save icon indicated below. You can choose the format you want to export the report. **If the report does not populate on your screen, you may experiencing compatibility issues. Please see the Compatibility Issues section to change your settings.**
A box will appear on your screen, normally on the bottom, asking if you want to open or save the report. Click OPEN.

The report will open up in the format you specified. You can now choose to save this report to your computer or print it by going to the file menu at the top left side of the screen.
Compatibility Issues

Sometimes users have upgraded to Internet Explorer 11. This upgrade has caused compatibility issues with running reports on Mansfield Oil Website. To ensure you are able to view and run reports you will need to put your browser in “Compatibility Mode” to run you transaction reports.

1. With Internet Explorer 11 open and the report portal page displayed, select the settings “gear” at the top of the screen and then select the Compatibility View Settings menu item.

2. After the Compatibility View Settings box opens, select the “Add” button to add Mansfieldfuels.com to the list.

3. Click Close

4. Close and then reopen the web browser and the reports should work as you expect.

5. After the servers are upgraded, Internet Explorer will ignore this setting so no further action will be necessary.
Adding Vehicles

Vehicles are tied to fleet fuel cards rather than drivers. When you add a vehicle to your fleet, you will need to request a new fleet fuel card for it.

From the Home Page on FuelNet, Go to Applications>Fleet Management>Vehicles>Vehicle Add

You should be at Step 1: Agency

On this screen please select your agency from the drop down box. Please enter the DEPT and Sub-Dept if applicable. Click “Next” when you have entered your information correctly.
Step 2: Enter Vehicles for Your Agency

You may enter up to 25 vehicles at a time.

For Vehicle ID it must be 6 digits only. You cannot enter letters or special characters.

For License, enter the license plate information.

For VIN, enter the 17 character VIN on the vehicle.

For Description, enter the Year, Make and Model (17 character limit including spaces)

For Tank Capacity, enter the amount of gallons the fuel tank holds.

For Product Restriction, select Unlimited or Fuel Only. Unlimited allows for the purchase of services.

Click Next at the bottom of the screen.
Step 3: Completed!
Modifying Vehicle Information
Occasionally vehicle information and license information will change (i.e. transferring of a license plate to another vehicle). To modify vehicle information go to Applications > Fleet Management > Vehicles > Vehicle History

Step 1: Search for Vehicle

Optional Filter: Choose between None, Vehicle ID, License, VIN, Description or Tank Capacity.

When you choose any of the choices other than “None” you will need to select from the adjacent drop down box “Equal To”, “Begins” or “Contains”. In the third box you will need to enter your criteria. For example if you want to search for a vehicle and you know the VIN ends with 12345, then Select VIN and “Contains” and then enter 12345 in the third box. It is not necessary to select your agency from the drop down box nor do you have to select your Account Number.

If you want to search for a vehicle by its card number you can enter the card number in the Card Number field and click Next.
Step 2: After you click Next a screen will appear with your vehicle information. The top line will have information pertinent to the vehicle. The bottom section will show the history of changes to the vehicle.

In the middle of the information you will see “Modify”, “Reissue” and “Deactivate” in green. It is always advisable to make your changes through Vehicle History simply because you have the opportunity to search and see your information before modifying it.

To Modify the information click on “Modify”.

You can modify the Department, Sub-Dept, License, VIN and Description. Simply make your changes and if you want you can change the Effective Date to coincide with your reporting. Click next.

After you click Next you will receive confirmation of your changes. It will take approximately an hour for the changes to take effect.
Cancel Requests
Sometimes there will be an instance when you enter a vehicle in error and need to cancel the request. If you act on this quickly enough, you can cancel it on FuelNet without having to terminate the card.

To cancel requests go to Application > Fleet Management > Vehicles > Cancel Requests

Step 1: Select vehicle requests to cancel

Verify the vehicle you want to cancel appears on the screen. Place a check in the box under “Cancel” and click Next.
Step 2: Complete!
Reissue Card

When a card is damaged, lost or stolen, the card will need to be reissued.

Go to Applications > Fleet Management > Vehicles > Vehicle History

Step 1: search for Vehicle

Optional Filter: Choose between None, Vehicle ID, License, VIN, Description, or Tank Capacity.

When you choose any of the choices other than “None” you will need to select from the adjacent drop-down box “Equal To”, “Begins” or “Contains”. In the third box you will need to enter your criteria. For example if you want to search for a vehicle and you know the VIN ends with 12345, then Select VIN and “Contains” and then enter 12345 in the third box. It is not necessary to select your agency from the drop-down box nor do you have to select your Account Number.
If you want to search for a vehicle by its card number you can enter the card number in the Card Number field and click Next.

Step 2: After you click Next a screen will appear with your vehicle information. The top line will have information pertinent to the vehicle. The bottom section will show the history of changes to the vehicle.

In the middle of the information you will see “Modify”, “Reissue” and “Deactivate” in green. It is always advisable to make your changes through Vehicle History simply because you have the opportunity to search and see your information before modifying it.

To Reissue the information click on “Reissue”.

Step 2: Update Data. To the far right under the “Reason” drop down box, select Lost, Stolen or Damaged. Be sure to click “Reissue” check box. If you don’t click the check box a card will not be issued. Click Next.

Step 3: Completed!
**Terminate Card**
When a card is no longer needed it will need to be terminated.

Go to Applications > Fleet Management > Vehicles > Vehicle History

![Image of FuelNet application]

**Step 1: Search for Vehicle**

Optional Filter: Choose between None, Vehicle ID, License, VIN, Description or Tank Capacity

When you choose any of the choices other than “None” you will need to select from the adjacent drop down box “Equal To”, “Begins” or “Contains”. In the third box you will need to enter your criteria. For example, if you want to search for a vehicle and you know the VIN ends with 12345, then Select VIN and “Contains” and then enter 12345 in the third box. It is not necessary to select your agency from the drop down box nor do you have to select your Account Number.
If you want to search for a vehicle by its card number you can enter the card number in the Card Number field and click Next.

Step 2: After you click Next a screen will appear with your vehicle information. The top line will have information pertinent to the vehicle. The bottom section will show the history of changes to the vehicle.

In the middle of the information you will see “Modify”, “Reissue” and “Deactivate” in green. It is always advisable to make your changes through Vehicle History simply because you have the opportunity to search and see you information before modifying it.

To terminate the information click on “Deactivate”.

Step 2: Vehicles to Deactivate. To the far right under the “Deactivate” column, click the check box. If you don’t click the check box the card will not be terminated. Click Next.

Step 3: Completed!