

# BP Payment Guide

Processing of Manually  
Entered BP Commercial Cards



# 10.0 Processing of Manually Entered BP Commercial Cards

## **For the BP Business, BP BusinessPlus, BP Business Solutions Fuel Card, BP Business Solutions Fuel Card Plus or BP Business Solutions MasterCard:**

- Key-in the account number and the expiration date on the point of sale.
- The customer may be prompted for **ODOMETER**, **DRIVER ID** and **VEHICLE number** at the pin pad.
- The customer should **key in the data** for each prompt at the pin pad.
- Whether or not the customer receives any fleet prompt, be aware that customer should respond to the **TOTAL CORRECT Y/N** prompt at the pin pad accordingly.