

# BP Payment Guide

## Table of Contents



# Table of Contents

- 1.0 Acceptable Payment Methods**  
Refer to this section for all acceptable forms of payment and the corresponding authorization requirements.
- 2.0 Electronic Payment System (EPS)**  
Refer to this section for specific information about the card processing system.
- ! Important 3.0 Settlement**  
Refer to this section for information on the differences sites will see in relation to Settlement Reports with the EPS system.
- 4.0 Contracts**  
Refer to this section to make sure your contracts with BP are up-to-date and valid.
- 5.0 Sales Authorization**  
Follow these step-by-step instructions for processing payments and work authorizations.
- 6.0 Manual Sales Ticket Processing**  
Refer to this section for information on manual imprinter equipment, processing manual sales tickets and submitting manual sales tickets for reimbursement.
- 7.0 Debit Cards**  
Reference this section for debit card acceptance, transaction and processing tips.
- 8.0 BP Gift Card**  
Reference this section for acceptance, activation and processing procedures for the BP Gift Card.
- 9.0 RFCO/Chargebacks/Credit Card Fraud**  
Refer to this section for tips on how to avoid unnecessary chargebacks by processing your paperwork correctly.
- 10.0 Processing of Manually Entered BP Commercial Cards**  
Follow these step-by-step instructions for manually entered BP Commercial Card transactions.
- 11.0 In-Station Cards**  
Refer to this section for application and processing information for In-Station Cards.
- ! New 12.0 Securing Cardholder Information**  
Refer to this section for an explanation of your responsibilities for safeguarding cardholder account information.
- 13.0 Site Rewards**  
Refer to this section for information on recovering credit cards (your site could be eligible for a reward).
- 14.0 Frequently Asked Questions (FAQs)**  
Find answers to the most Frequently Asked Questions (FAQs) here.
- 15.0 Important Phone Numbers**  
Reference this section for credit card authorization and customer service numbers.
- 16.0 Glossary**  
Reference this section for definitions of the terms found in this Guide.