

REQUESTING AND CANCELLING CARDS



HOW TO REQUEST A CARD





Accessing Andamur Connect

You can access it from the top right of the page at www.andamur.com. It can be accessed **from any device**.









Entering login details

In the boxes, first enter **your username** and, secondly, **your password.** If you do not have them or you have forgotten them, you can recover them by clicking on Have I forgotten my password?









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Go to "Fuel Cards"

In the drop-down menu click on the **My Cards** section.



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Requesting a card

Click on the "Request Card" button to request a new digital card.





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Enter the card details

You must **fill out the details** in the table or click on the Load Excel option to upload several cards at the same time.





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Upload your card details

Once you have filled out the information, **press the + button**. The details will appear below. If you uploaded an Excel file, the details will appear at the bottom automatically. To complete it click on Send Request.





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Request sent successfully

The green indicator confirms that the entry has been saved correctly. The card will be registered after Andamur has checked and validated the details.





HOW TO REMOVE A CARD



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Cancel card

The card can be **cancelled** before its expiry date. Click on the \bigotimes icon to remove the card.



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Removing the card

After pressing the \bigotimes icon, a message showing the number of the card you want to cancel and a drop-down menu with the reasons for removing it will appear. Complete the field and click on **Deregister**.

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Removal confirmed

The green notification confirms that the card has been cancelled with immediate effect. The card will no longer appear in the list.

