

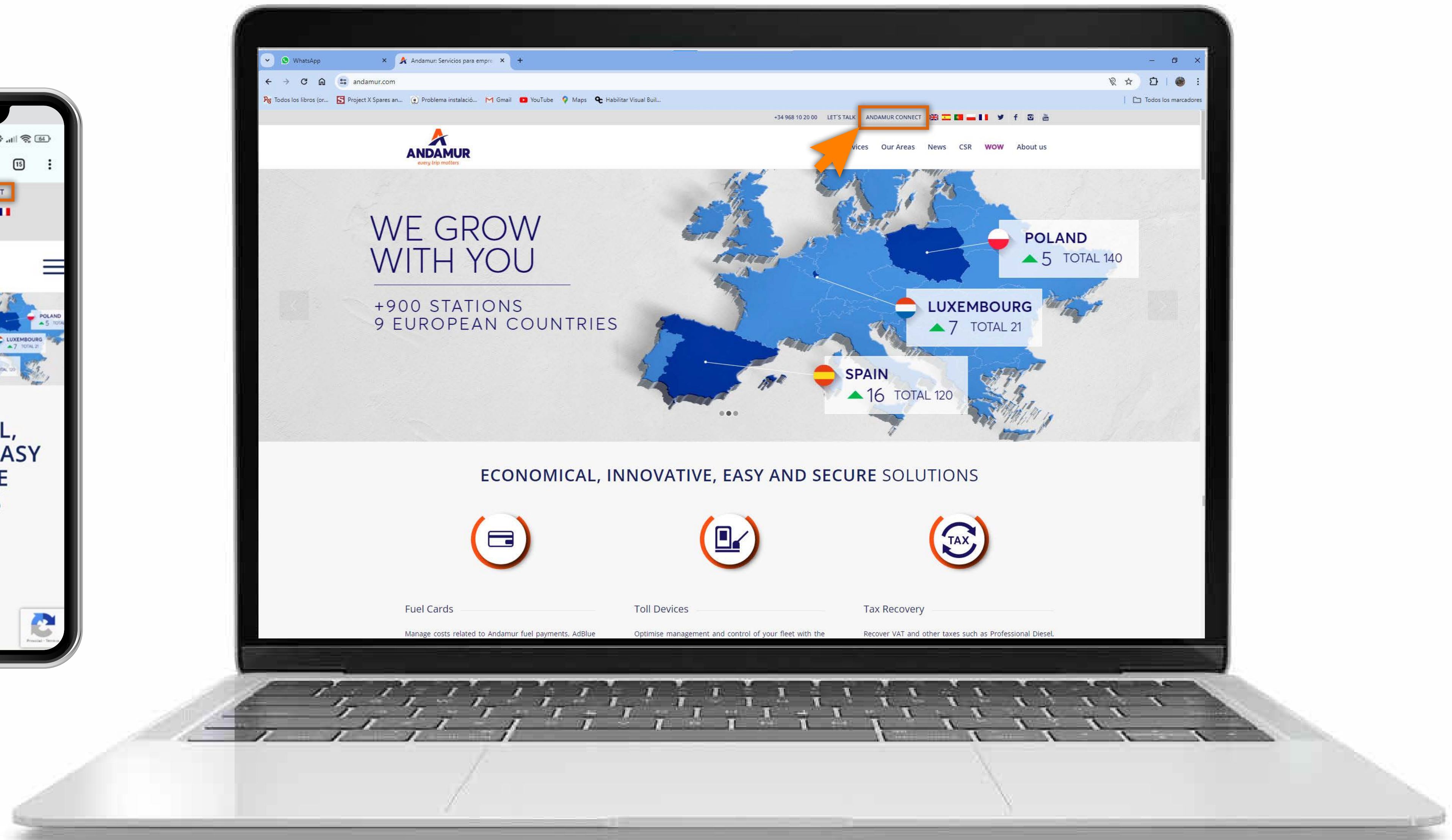


**ANDAMUR**  
**CONNECT**

**REQUESTING AND CANCELLING CARDS**

The background is a dark blue field filled with a complex network of lighter blue lines and semi-transparent triangles, creating a sense of depth and connectivity. The lines and shapes are scattered across the frame, with some appearing more prominent than others.

# HOW TO REQUEST A CARD

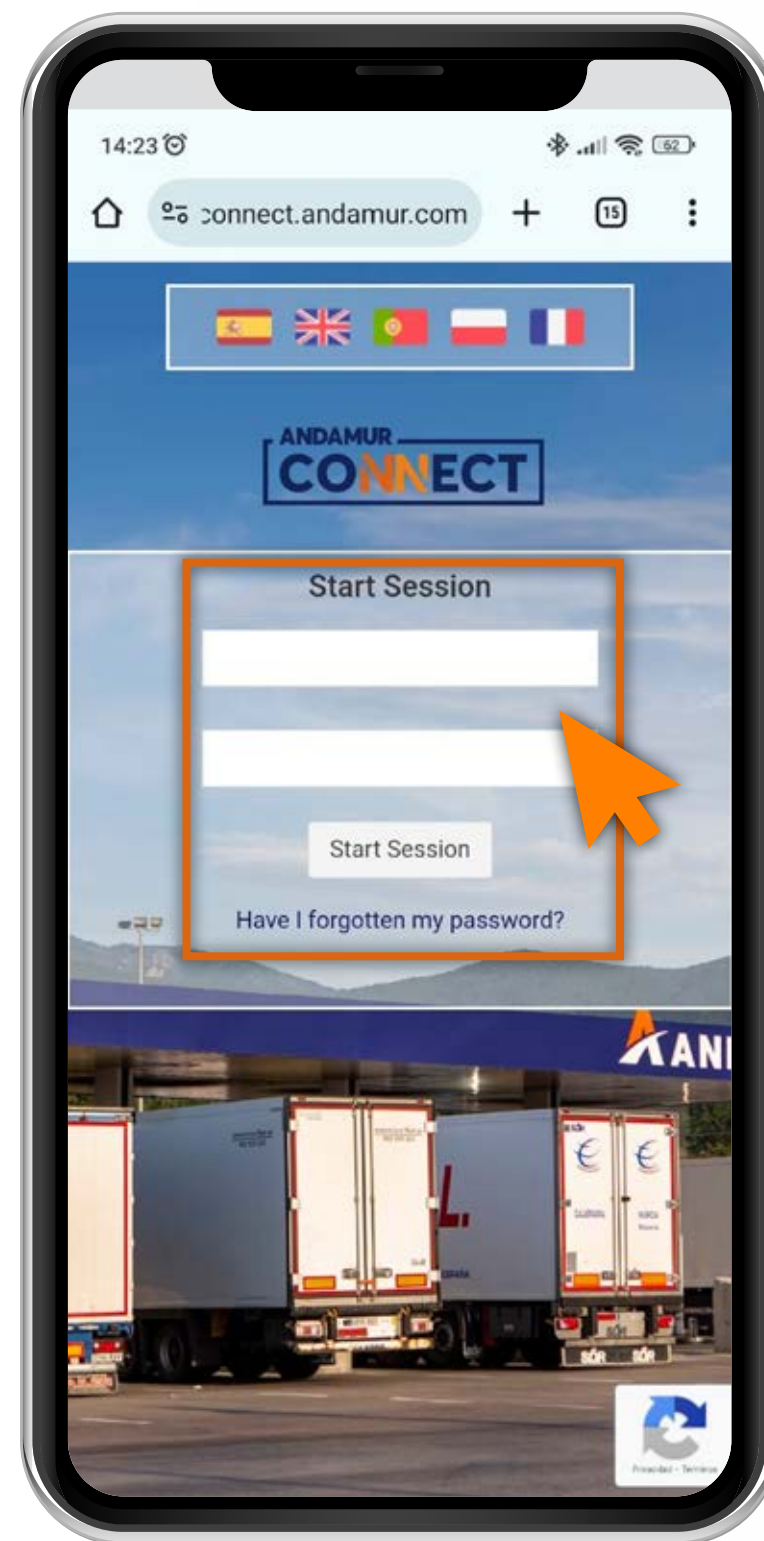


01

## Accessing Andamur Connect

You can **access it from the top right of the page at [www.andamur.com](http://www.andamur.com)**. It can be accessed **from any device**.



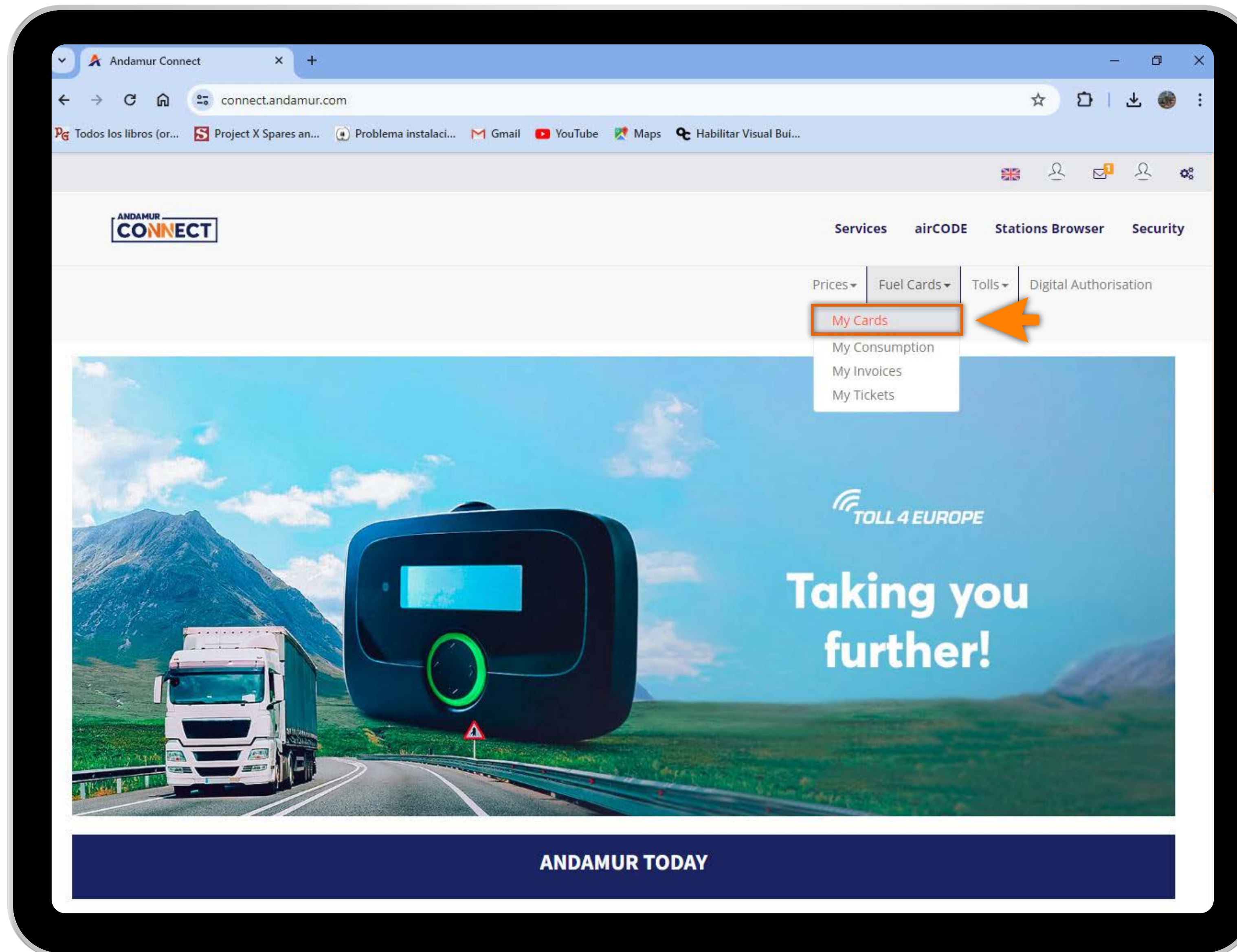


02

## 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?**



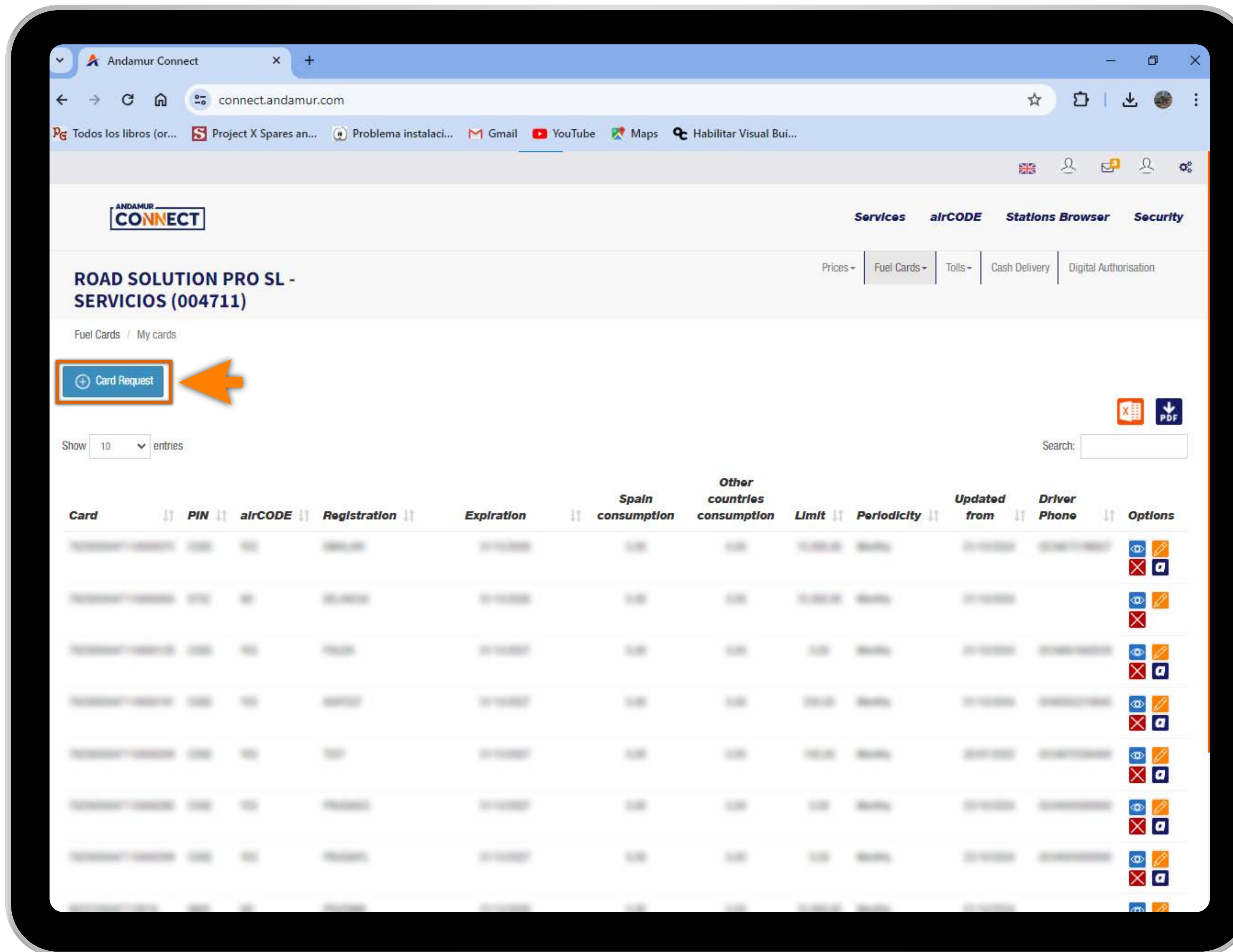


03

### Go to "Fuel Cards"

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



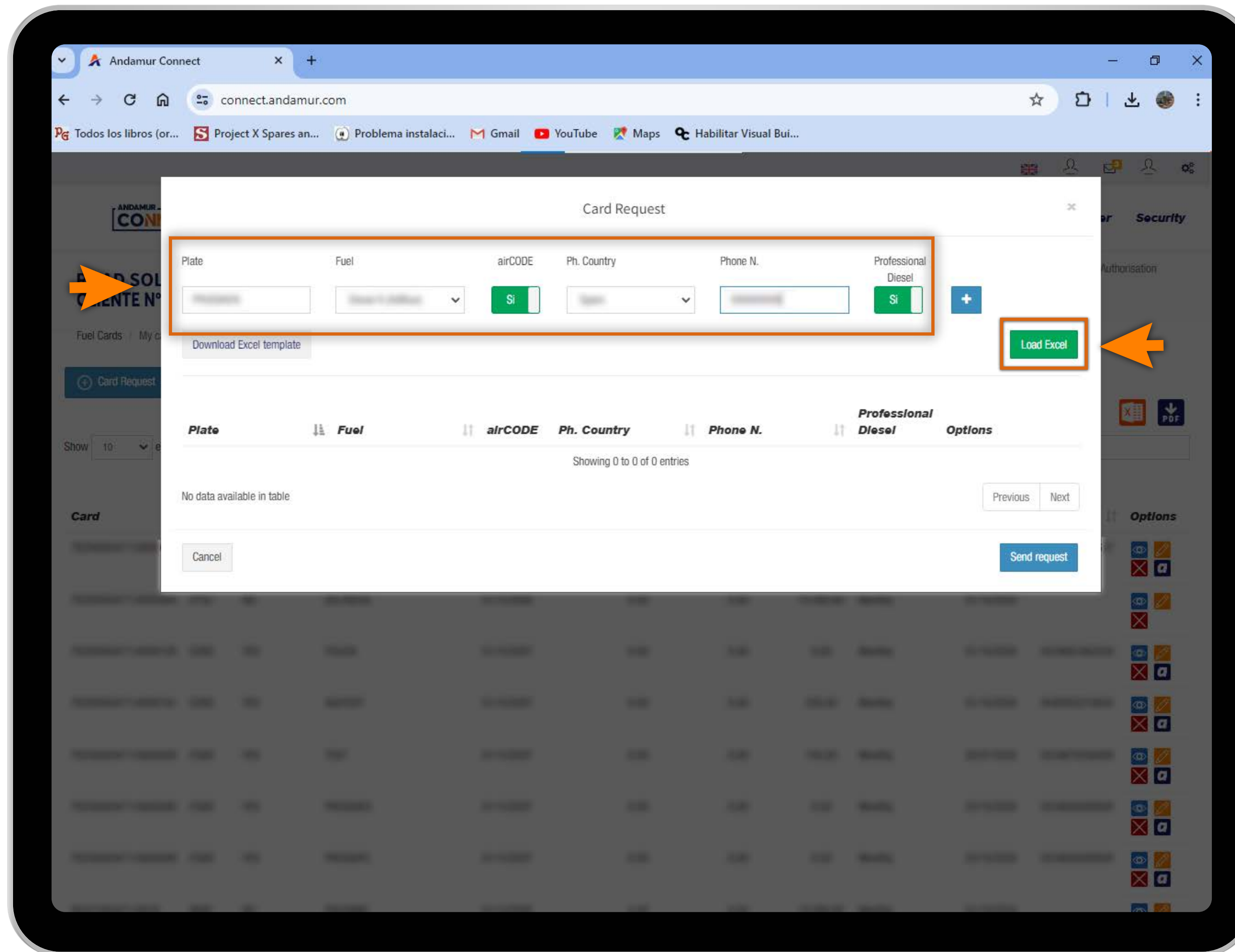


04

## Requesting a card

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

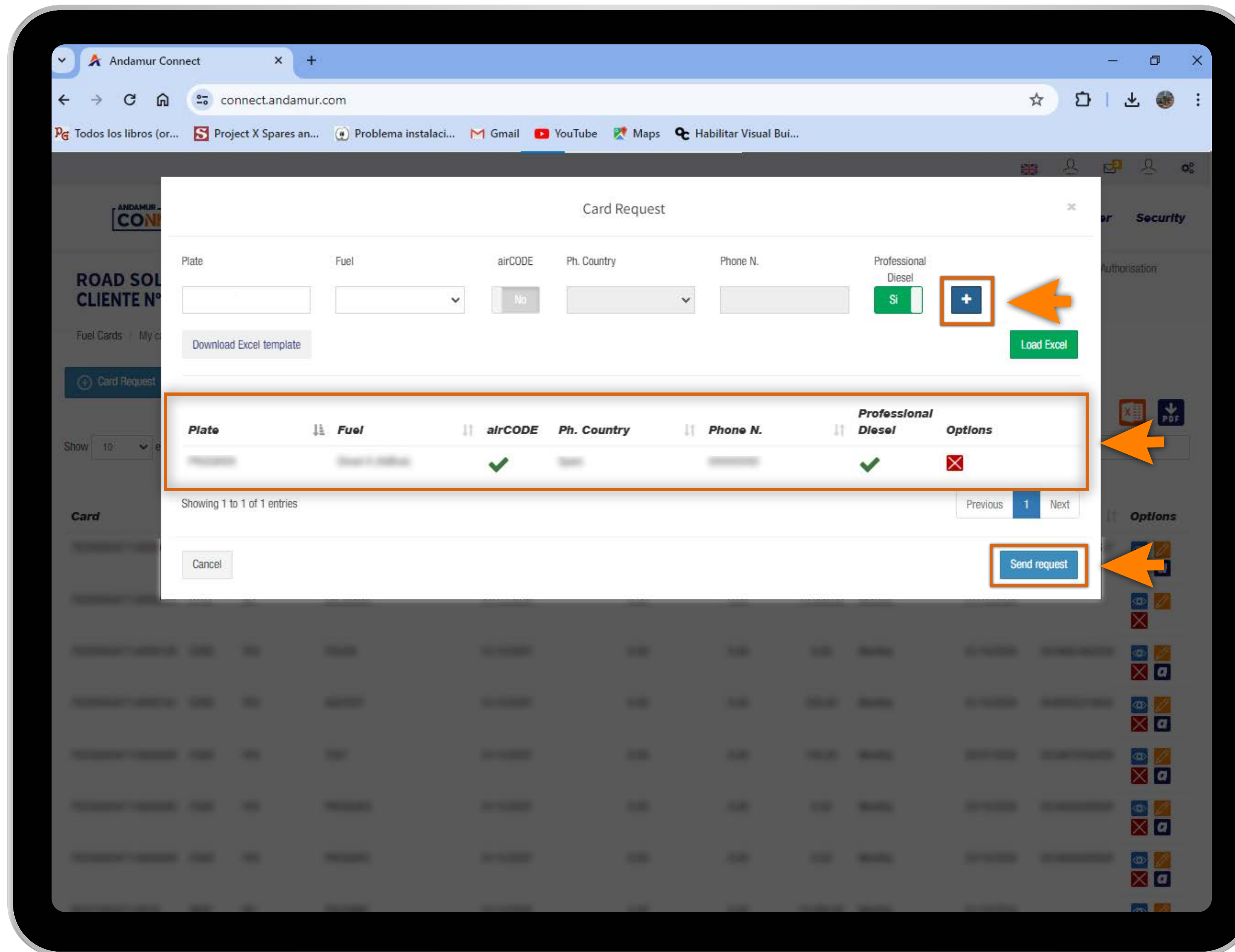




05

### 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.

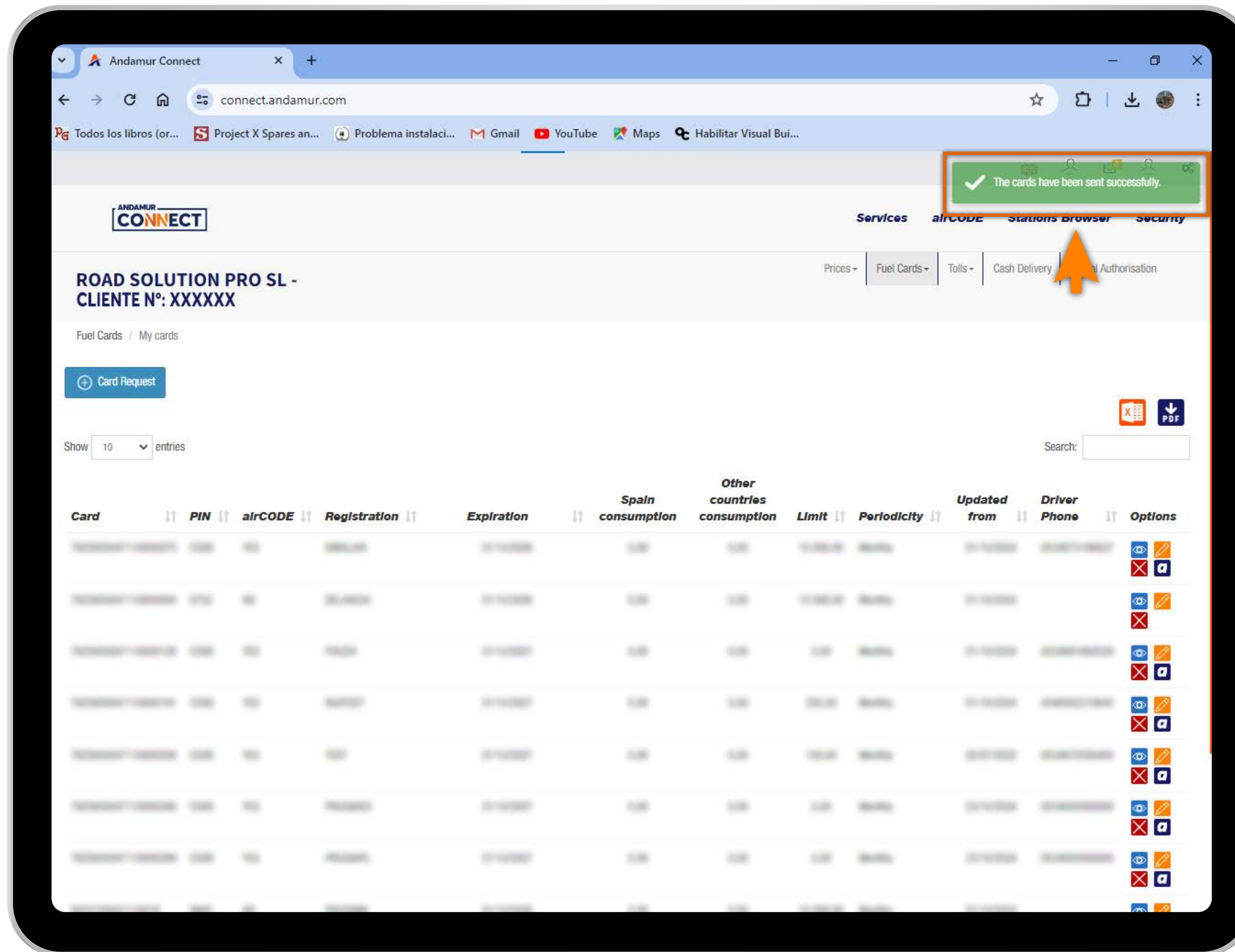


06

## 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**.





07

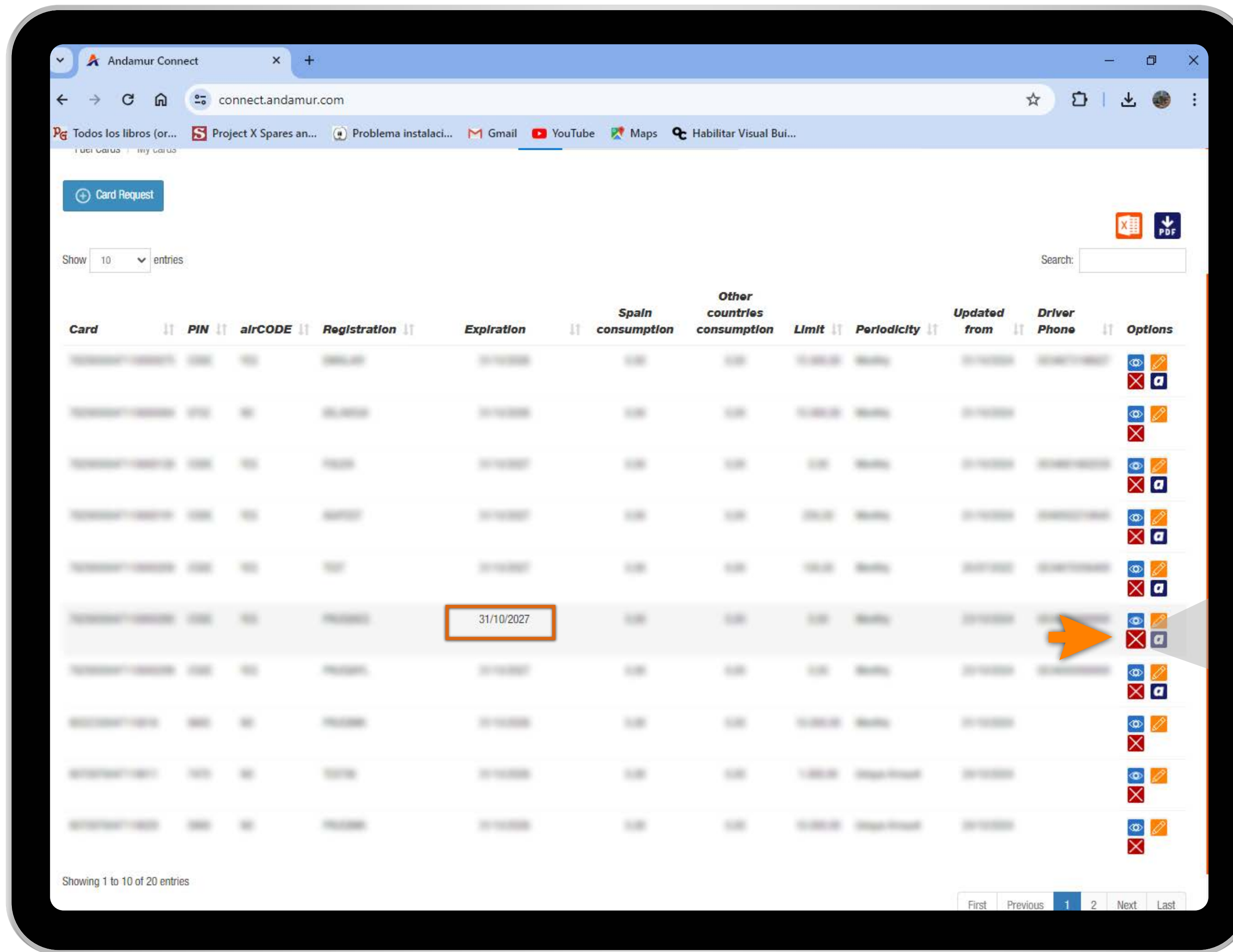
### Request sent successfully

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



The background is a dark blue field filled with a complex network of lighter blue lines and semi-transparent polygons, creating a sense of depth and connectivity. The lines and shapes vary in opacity and focus, with some appearing sharp and others blurred, suggesting a dynamic or digital environment.

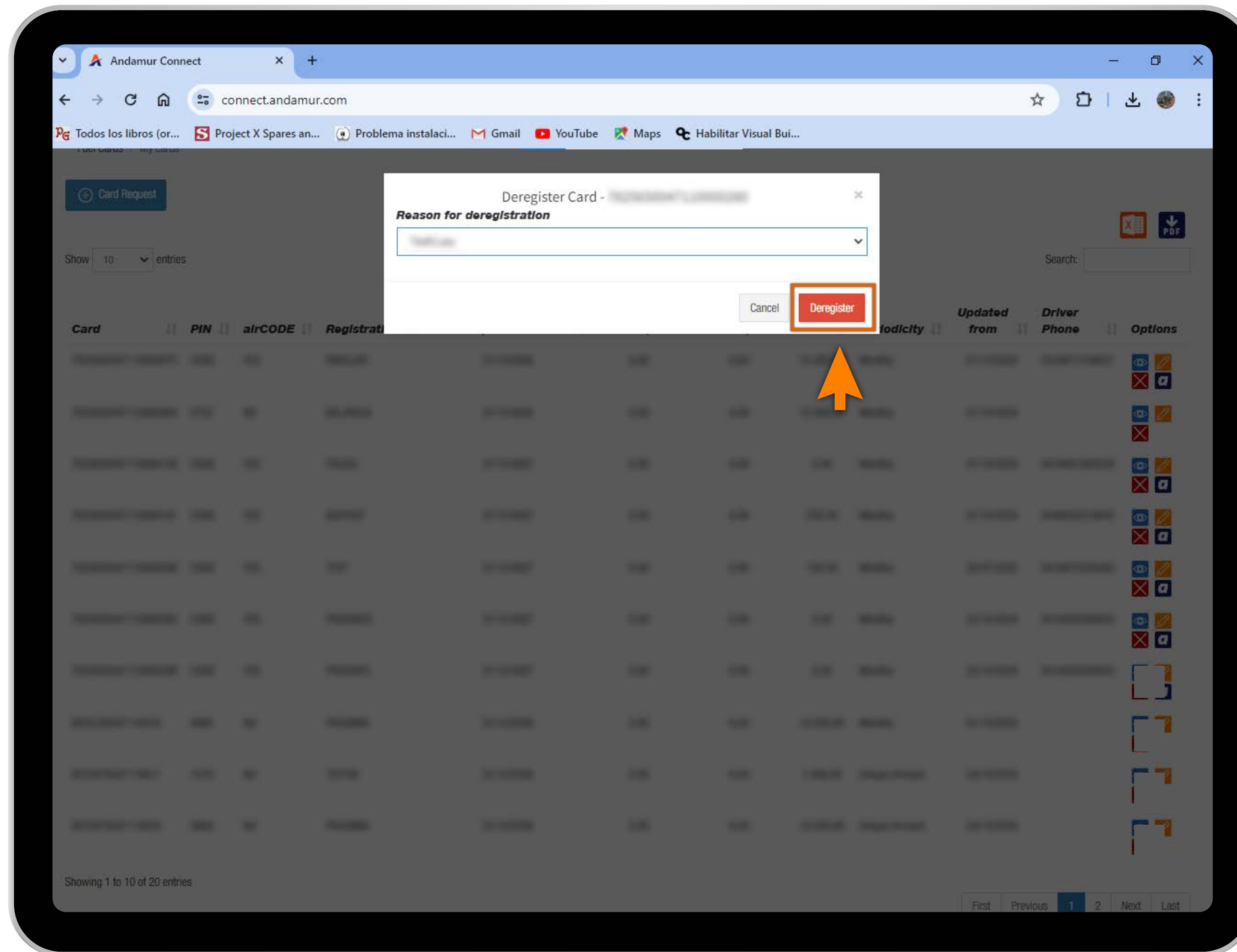
# HOW TO REMOVE A CARD



## Cancel card

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

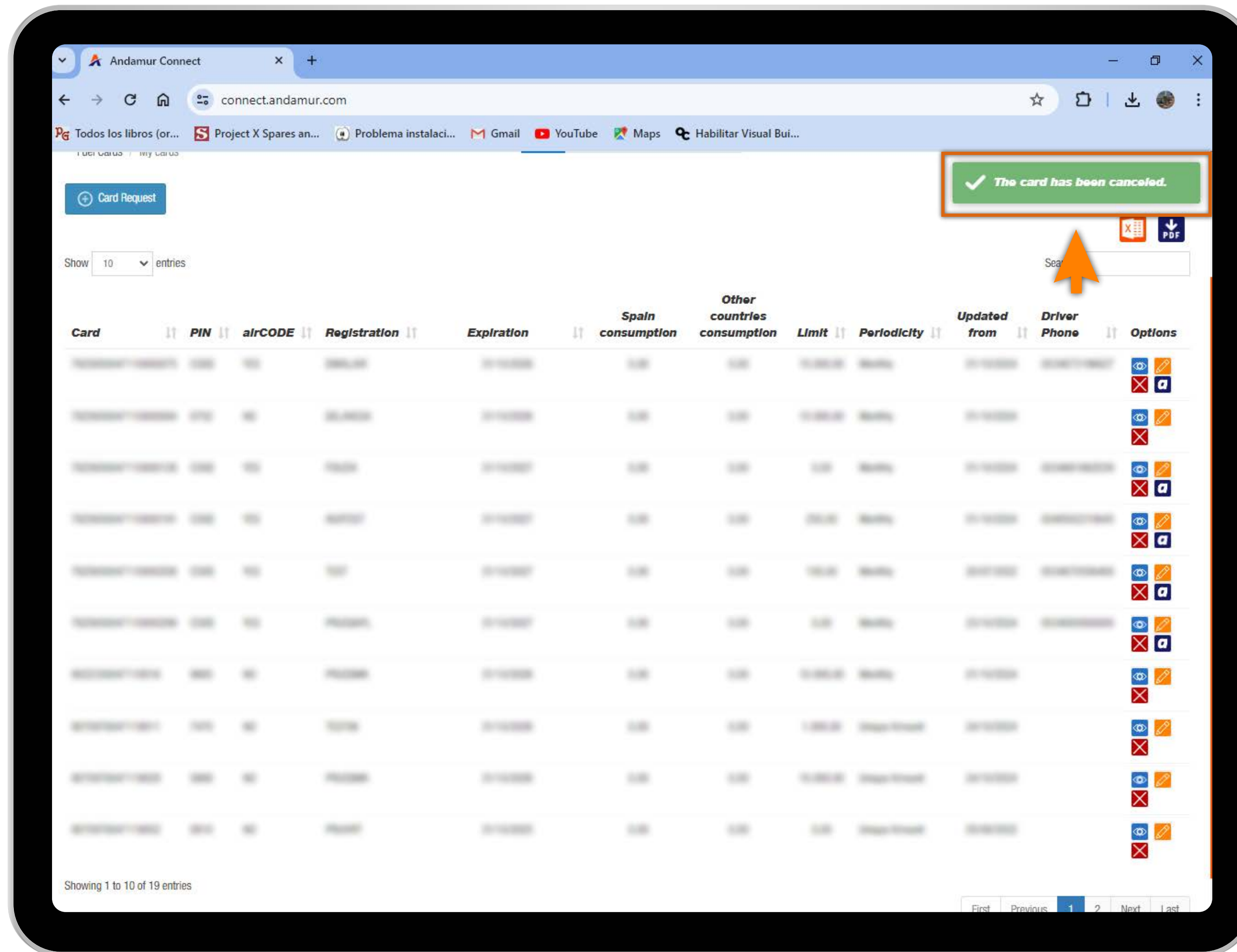




02

## Removing the card

After pressing the  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**.



03

### Removal confirmed

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

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