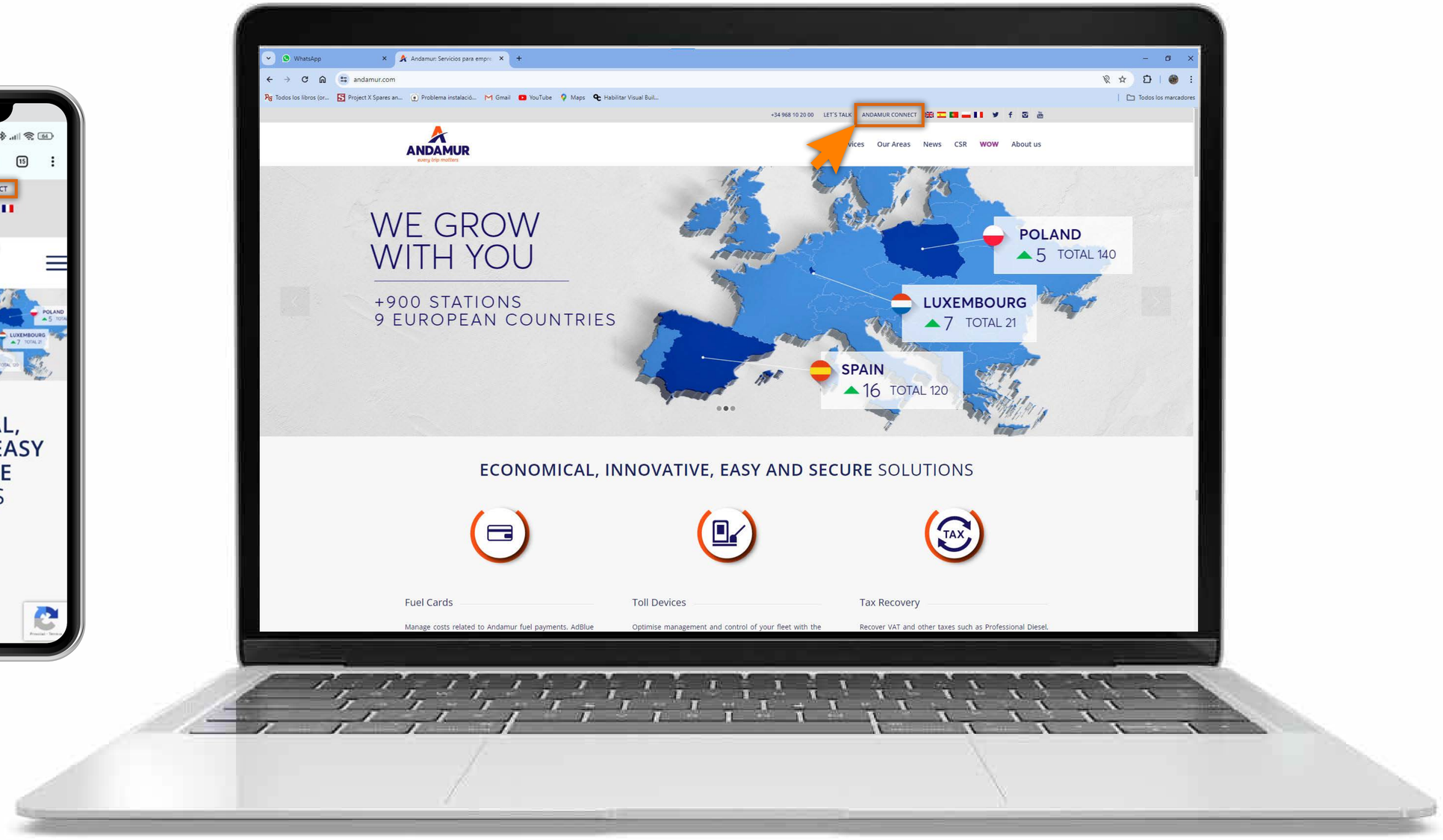
ANDAMUR

CONNECT

REQUESTING AND CANCELLING CARDS

HOW TO REQUEST A CARD



01

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.**

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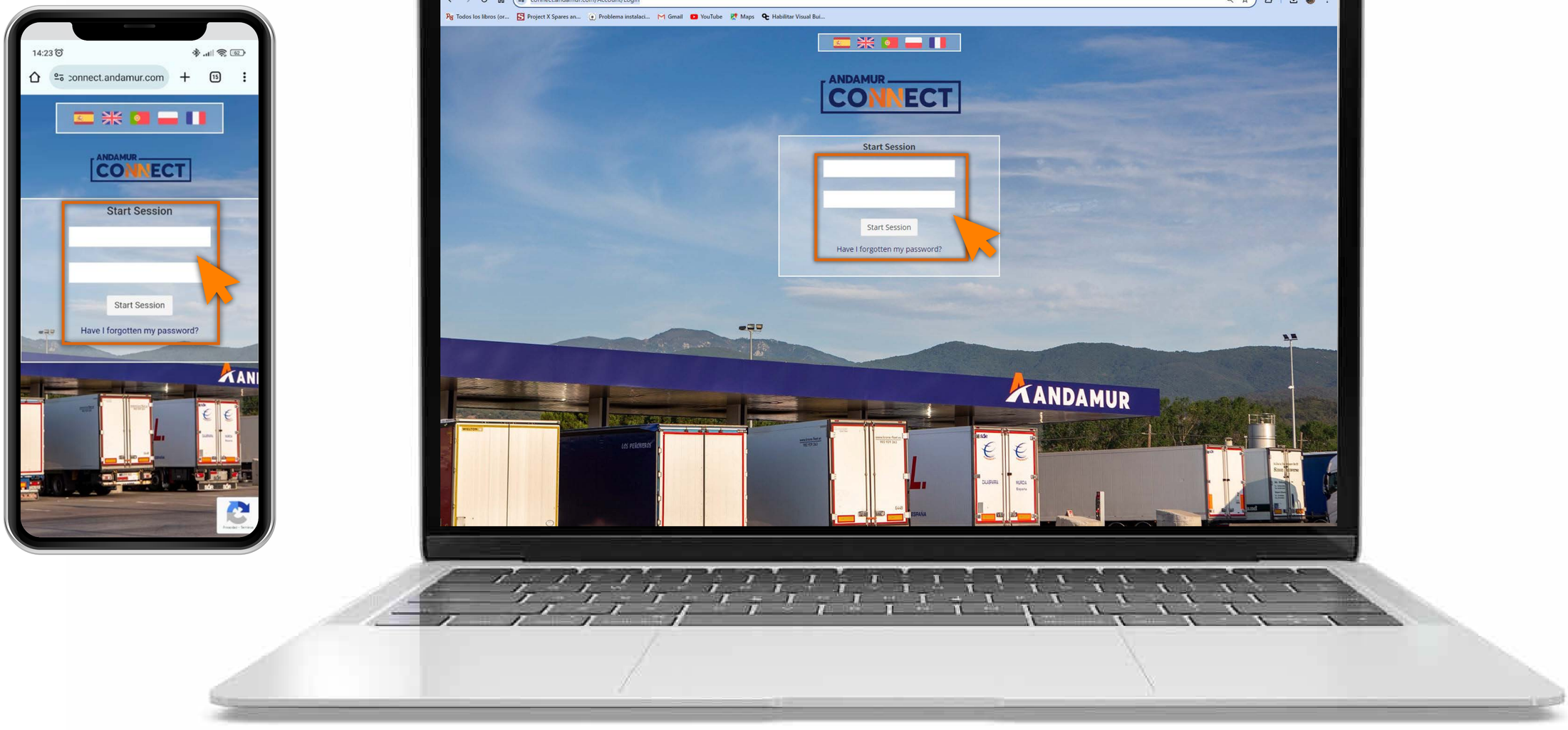

02

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?**

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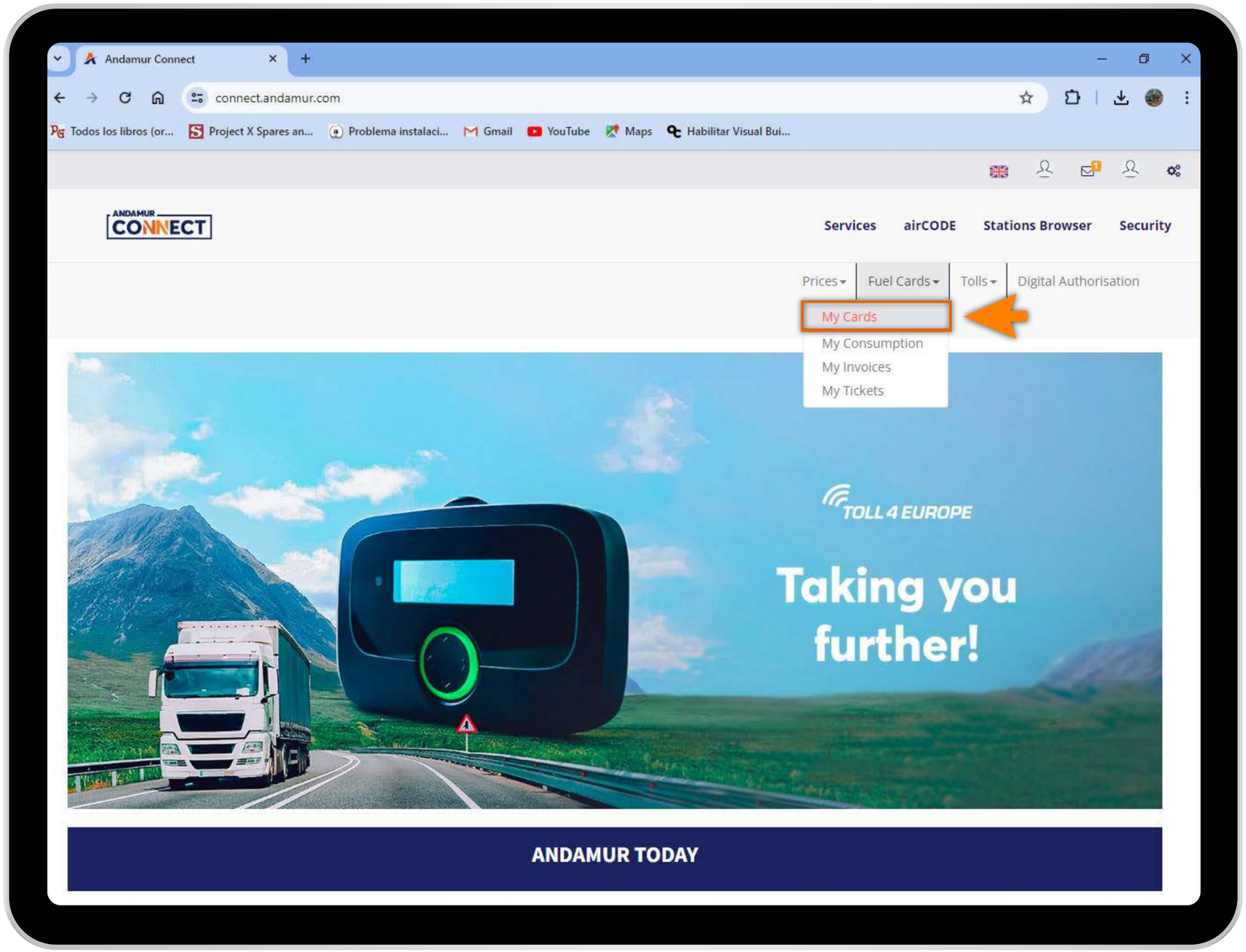
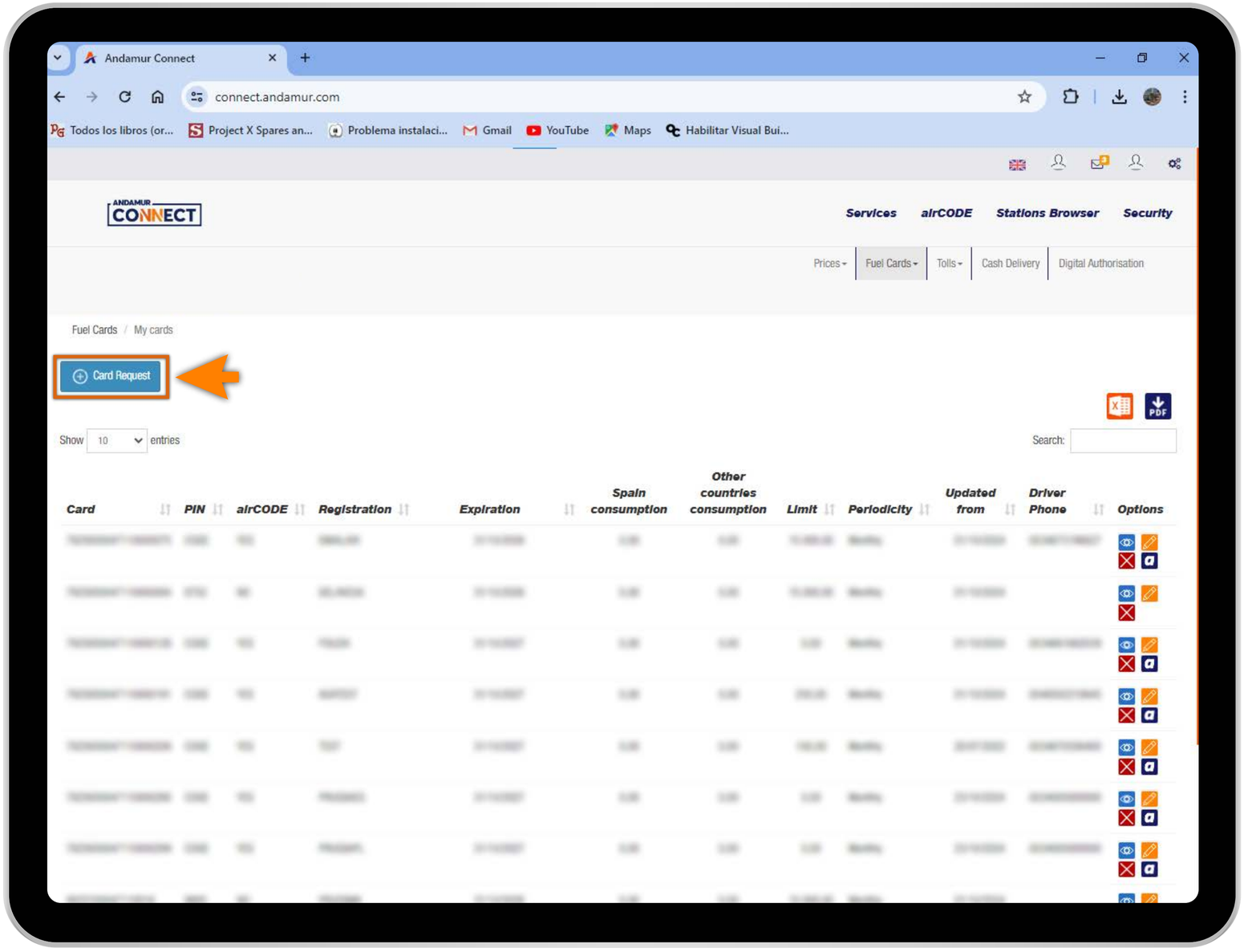


03

Go to “Fuel Cards”

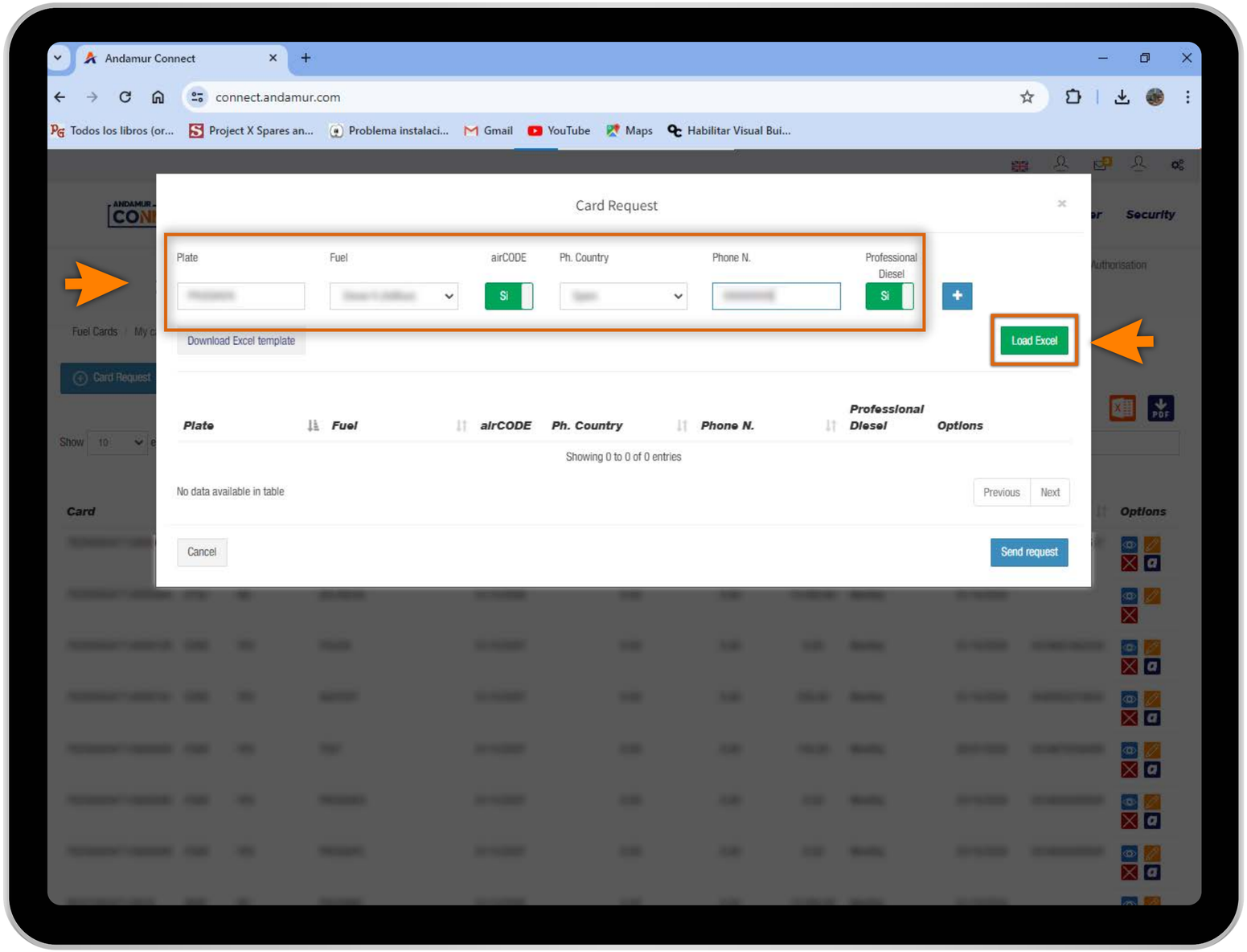
In the drop-down menu click on the **My Cards** section.



04

Requesting a card

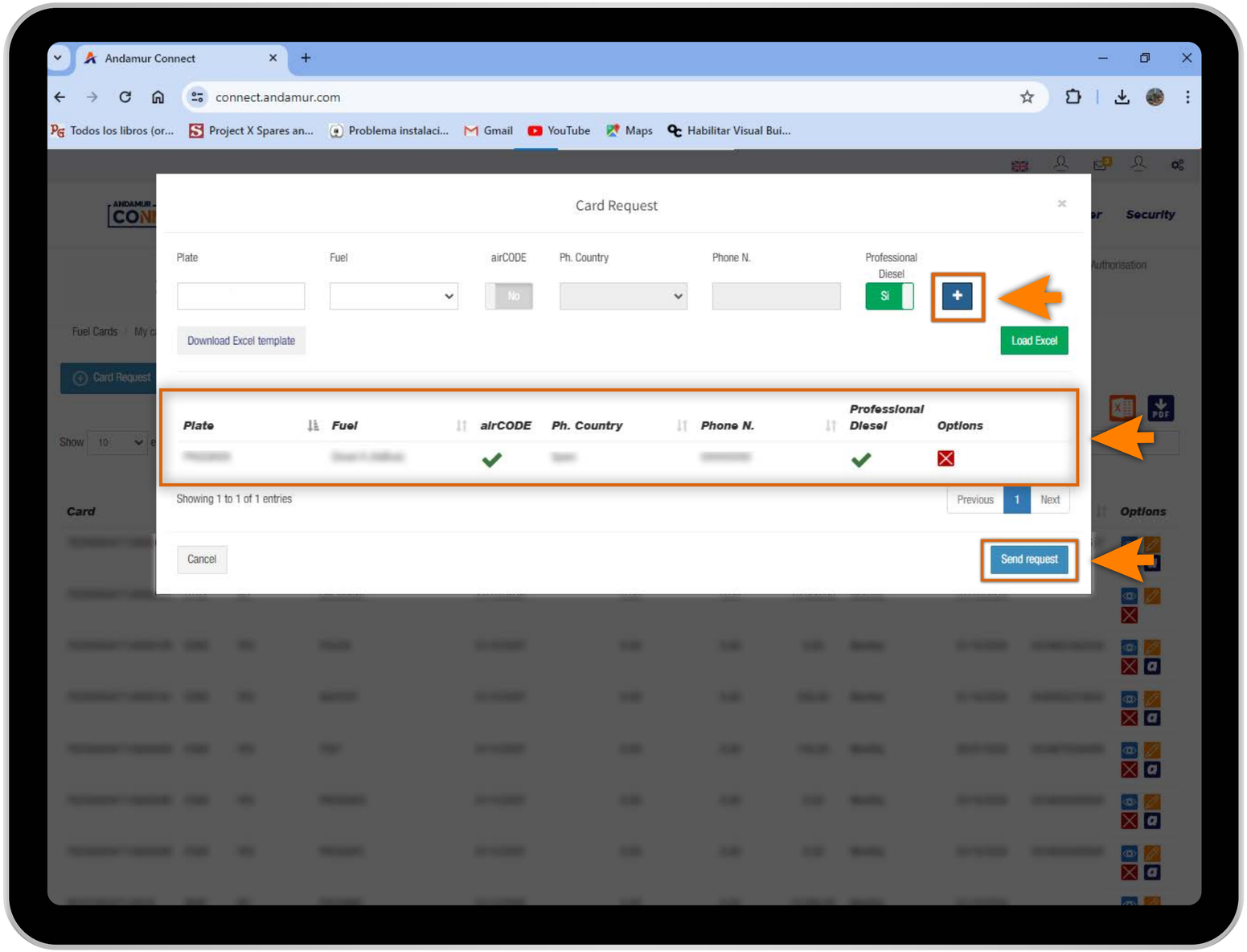
Click on the "Request Card" **button** to request a new digital card.



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.**

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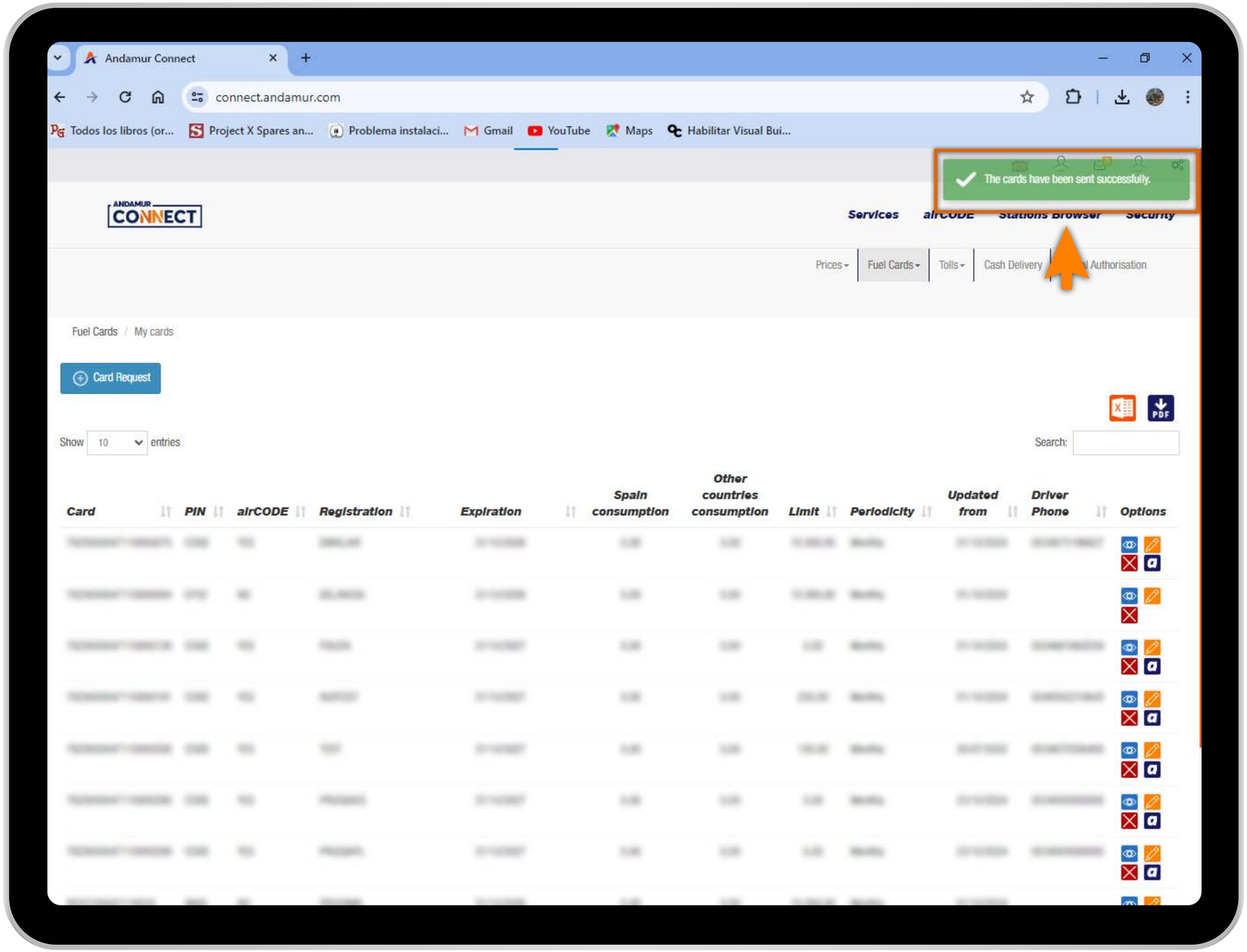
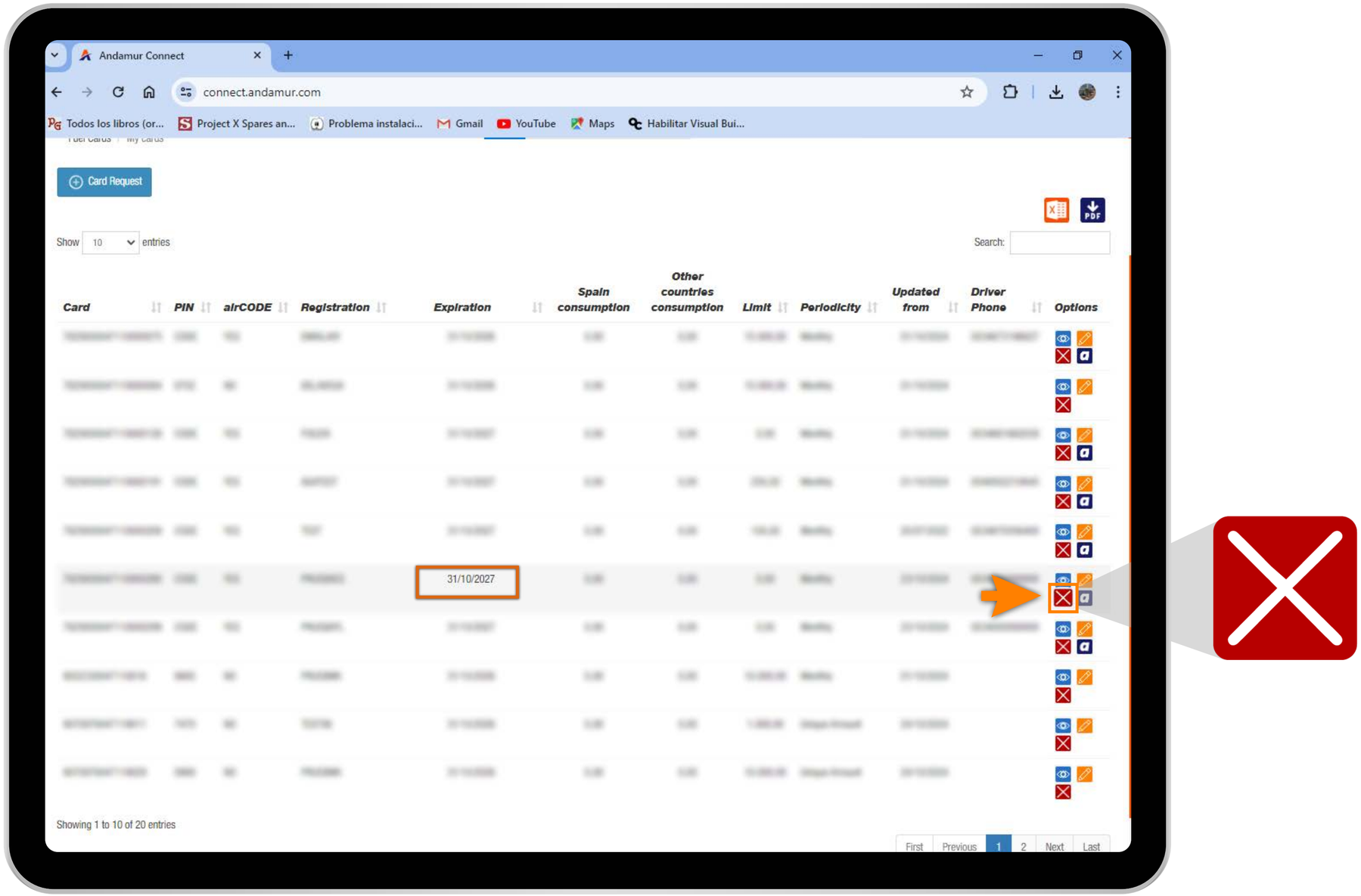


07

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.**

HOW TO REMOVE A CARD



01

Cancel card

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

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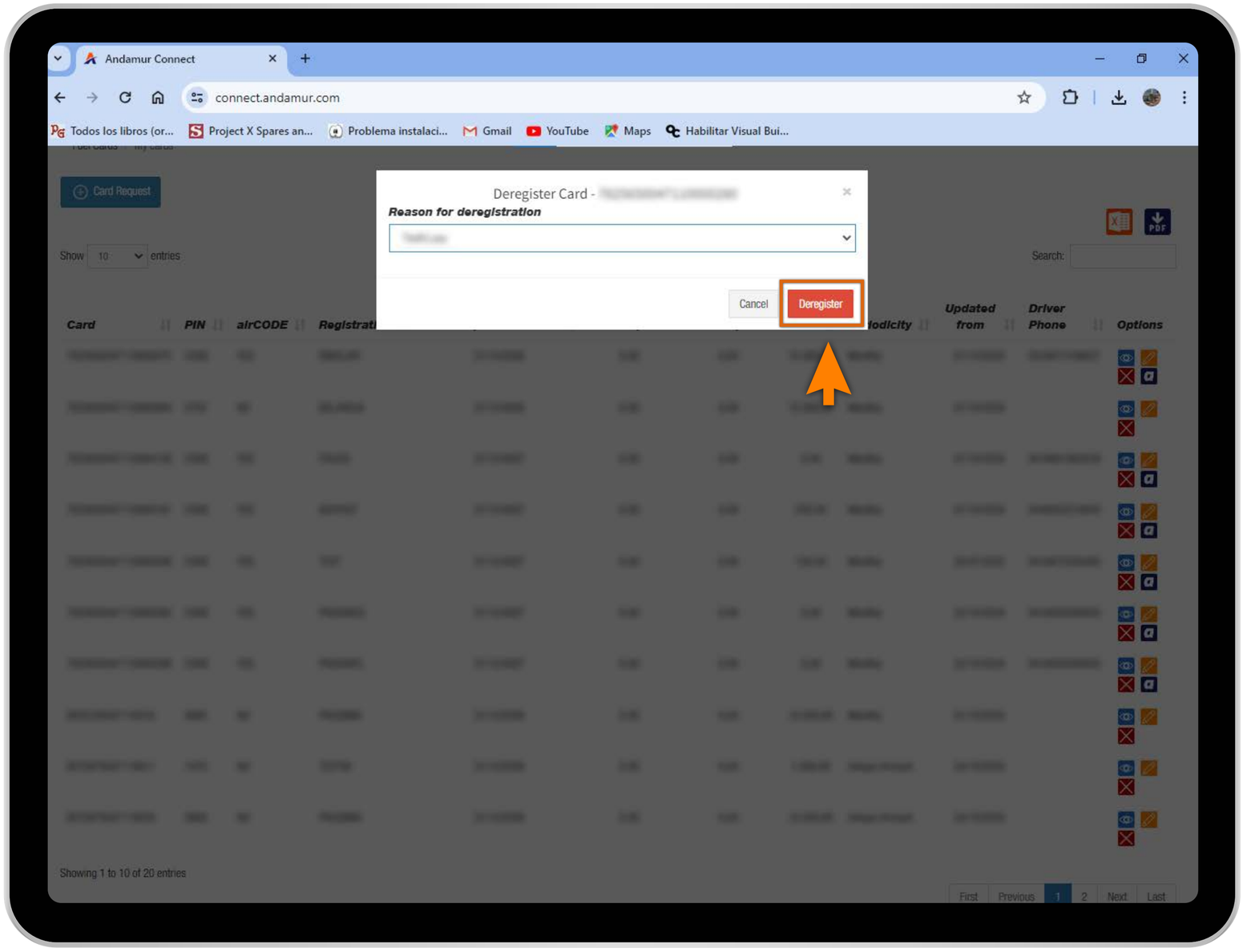

02

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**.

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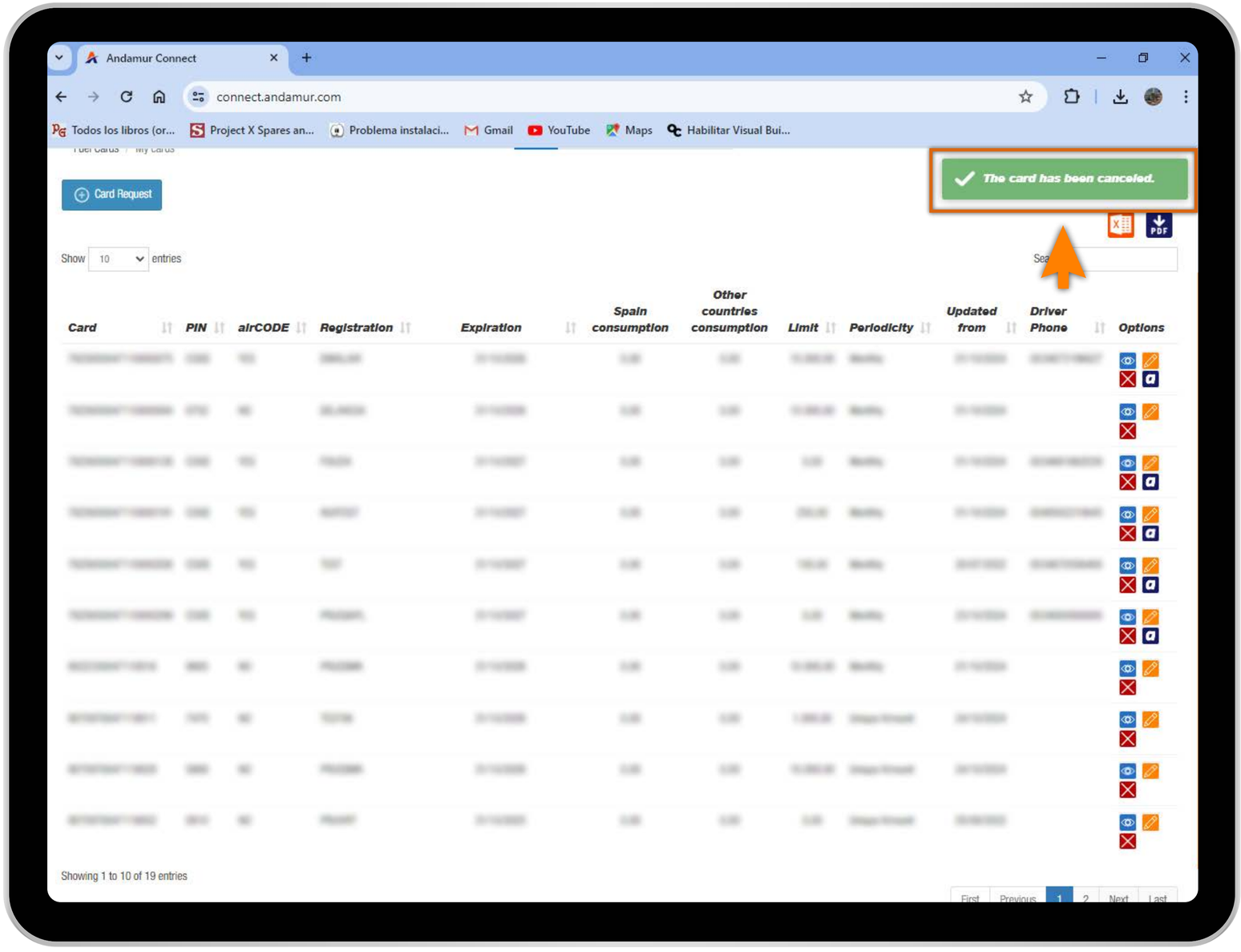

03

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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