



Fuel Invoice – Reference Guide



1 SAMPLE COMPANY LTD
MR A N OTHER
ANY STREET
ANY TOWN
ANY COUNTY
AB1 CDE

VAT Invoice – Transaction Detail

4 Invoice Net Value 784.63
Invoice VAT Value 137.30
Invoice Gross Value 921.93

2 Client a/c No. 123456

3 Invoice Date/Tax Point 03/07/2006
Invoice No. 1001234567
Invoice centre HO

5 VAT Registration No. GB 224 2359 85

Page No. 1 of 1

Card/Vehicle Data		Transaction Data										Transaction Values					
Card No	Reg No / Driver Name	Reg No	Order No / Customer Ref No	Purchase Date /end Date	Supplier	Town	Mileage/ Km	Trans ID	Trans Ref	Product	Brand	Litres/ Qty	Pence per Ltr/Unit Price	Net Value £	VAT Code	VAT Value £	Gross Value £
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
6 707260012345678	X123ABC	X123ABC	00000553	23/06/2006	CHISELDON SERVICE S	SWINDON	0000000	00142027	947500	DIESEL	ESSO	47.16	96.90	38.89	A1	6.81	45.70
	X123ABC	X123ABC	00000553	29/06/2006	CHISELDON SERVICE S	SWINDON	0000000	00143871	911155	DIESEL	ESSO	55.19	95.91	45.05	A1	7.88	52.93
	ANDY SMITH											102.35		83.94		14.69	98.63
707260023456789	AB05ABC	AB05ABC	00154635	24/06/2006	PACE SHOW MEADOW	SWINDON	0000000	00006576	906815	DIESEL	BP	47.50	97.89	39.57	A1	6.93	46.50
	AB05ABC	AB05ABC	00000000	28/06/2006	FROGWELL CHIPPENHAM	CHIPPENHAM	0000001	00810773	914816	DIESEL	TESCO	46.44	96.90	38.30	A1	6.70	45.00
	CHRIS GREEN											93.94		77.87		13.63	91.50
707260034567890	YG02BCD	YG02BCD	00000553	26/06/2006	COPEL HALL SERVICE	SWINDON	0000000	00119936	904000	DIESEL	ESSO	62.69	98.90	52.77	A1	9.23	62.00
	YG02BCD	YG02BCD	00000553	29/06/2006	COPEL HALL SERVICE	SWINDON	0061375	00120637	911774	DIESEL	ESSO	58.65	98.89	49.36	A1	8.64	58.00
	DAVE JONES											121.34		102.13		17.87	120.00
707260045678901	BN51CDE	BN51CDE	00105233	23/06/2006	MALTHURST ROMAN ROA	READING	0000000	00001237	910162	DIESEL	BP	38.82	97.91	32.35	A1	5.66	38.01
	BN51CDE	BN51CDE	00000000	29/06/2006	J SAINSBURY PLC	SWINDON	0000000	00678152	948930	DIESEL	SAINSBUR	51.63	94.91	41.70	A1	7.30	49.00
	ED BROWN											90.45		74.05		12.96	87.01
707260056789012	Y123ABC	Y123ABC	00002319	27/06/2006	EYNHAM EXPRESS	WITNEY	0000001	00827051	909627	DIESEL	ESSO	71.65	98.90	60.31	A1	10.55	70.86
	PHIL JOHNS											71.65		60.31		10.55	70.86
707260067890123	CM03DCB	CM03DCB	00165520	23/06/2006	MALTHURST ABBOTS CR	SWINDON	0050709	00000245	909228	UNLEADED	BP	17.04	93.90	13.62	A1	2.38	16.00
	CM03DCB	CM03DCB	00165520	23/06/2006	MALTHURST ABBOTS CR	SWINDON	0050709	00000245	909228	DIESEL	BP	65.02	96.89	53.62	A1	9.38	63.00
	CM03DCB	CM03DCB	00154050	28/06/2006	MOTO READING WEST S	READING	0000000	00008059	945823	DIESEL	BP	67.37	103.90	59.57	A1	10.43	70.00
	JOHN DAVIDS											149.43		126.81		22.19	149.00
707260078901234	T123CDE	T123CDE	00055305	24/06/2006	MALTHURST ABBOTS CR	SWINDON	0000000	00000297	909228	DIESEL	BP	55.42	96.90	45.70	A1	8.00	53.70
	T123CDE	T123CDE	00000000	28/06/2006	J SAINSBURY PLC	SWINDON	0000000	00394935	948207	UNLEADED	SAINSBUR	19.58	91.93	15.32	A1	2.68	18.00
	T123CDE	T123CDE	00052150	29/06/2006	SWINDON EXTRA PFS	SWINDON	0054169	00828356	916577	DIESEL	TESCO	49.52	94.91	40.00	A1	7.00	47.00
	GREG PHILLIPS											124.52		101.02		17.68	118.70
707260089012345	DG55BCD	DG55BCD	00165223	26/06/2006	SWINDON EXTRA PFS	SWINDON	0000001	00811648	910350	DIESEL	TESCO	68.71	94.91	55.50	A1	9.71	65.21
	DAVE RICHARDS											68.71		55.50		9.71	65.21
				16/08/2006	ARVAL UK LTD	SWINDON	0000000	56957						96.00	A1	16.80	112.80
							8	TOTAL CHARGES	0024					96.00		16.80	112.80
				21/08/2006	ARVAL UK LTD	SWINDON	0000000	80008						7.00	A1	1.22	8.22
								TOTAL CHARGES	052 COMMERCIAL					7.00		1.22	8.22
								TOTAL TRANSACTIONS	003					784.63		137.30	921.93
								TOTAL FOR COST CENTRE	003					784.63		137.30	921.93

REGISTERED OFFICE
Allstar Business Solutions
P.O. Box 1463,
Windmill Hill,
Swindon,
SN5 6PE
Reg. No.: 2631112 England

PAYMENTS
Banking Services,
ARVAL,
Post Dept 27,
ARVAL Centre,
Windmill Hill,
Swindon, SN5 6PE

QUERIES
Tel:0870 902 0645
Fax:0870 902 0633

INTEREST WILL BE CHARGED ON OVERDUE AMOUNTS
VAT Rate Key: A0 = Zero Rated (0%), A1 = Standard Rate (17.5%), A2 = Exempt (0%), A3 = Goods within EU
9 A4 = Services within the EU A5=Goods & Services Outside the EU A6=Reduced Rate (5%)
A7=Disbursements (0%) for Recharges to Clients AV=Vat Only Invoices OO=Outside scope - Output Tax
E=Estimated *Same Day Transaction V=Voucher Not Signed By Driver

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The VAT Invoice – The invoice provides you with a detailed list of all fuel product charges submitted via the Allstar Business Solutions fuel card. The invoice date and payment due dates on the invoice are aligned to the agreement between Allstar Business Solutions and your organisation.

Key

- 1 **Customer Name and Address** – This is the name and address of your organisation and is where we send your invoice.
- 2 **Client Account Number** – This is a unique account number allocated by Allstar Business Solutions.
- 3 **Invoice Date/Tax Point** – This is the date the invoice is despatched to your organisation.
Invoice Number – This unique number is allocated by Allstar Business Solutions when the invoice is generated.
Invoice Centre – This is the code allocated either by your organisation or Allstar Business Solutions to identify which area should be charged.
- 4 **Invoice Value** – This summarises the overall invoice value by Net, VAT and Gross totals.
- 5 **VAT Registration No** – This is Allstar Business Solution's company registration number that must be displayed on the invoice to comply with HM Revenue & Customs requirements.
- 6 **Line Data** – This line provides all of the information for the transaction.
- 7 **Card Total** – This shows the total value billed to the fuel card number.
- 8 **Total for Cost Centre** – This shows the total amount billed to that specific cost centre.
- 9 **VAT Rate Key** – This identifies the rate of VAT that has been applied against each transaction. Please refer to the codes under Line Data – column P, VAT Code.

Line Data

- A **Card No** – This is the fuel card number.
- B **Reg No/Driver Name** – This column will contain the vehicle registration number and/or driver name that is linked to the fuel card number. If there is no driver name linked to this vehicle, then this column will contain only the vehicle registration number.
- C **Reg No** – This is the registration number of the vehicle recorded by the garage attendant at the time of the transaction. Manual entry errors can occur. Where the registration number is not declared by the driver, this field is blank.
- D **Order No/Customer Ref No** – This number is created by the garage and acts as an authorisation number for the individual transaction.
- E **Purchase Date/End Date** – This is the date the transaction is processed through the terminal at the garage.
- F **Supplier** – This is the name of the supplier where the vehicle has refuelled.
- G **Town** – This is the location of the supplier where the vehicle refuelled.
- H **Mileage/KM** – This is the mileage of the vehicle recorded at the time the vehicle refuelled. This is supplied by the driver and then keyed by the garage attendant. Keying errors can occur. Where it is not supplied this field is blank.
- I **Trans ID** – This shows the number that is on the receipt/voucher that the driver signs. This number is required if you should need to request a copy voucher.
- J **Trans Ref** – This unique Allstar Business Solutions reference indicates whether the transaction was processed electronically or by a manual voucher.
- K **Product** – This will show the item purchased, e.g. Diesel/Unleaded/oil.
- L **Brand** – This shows the brand of supplier used.
- M **Litres/Qty** – This will show the quantity of product purchased.
- N **Pence per Ltr/Unit Price** – This will show the pence per litre or the unit of product purchased.
- O **Net Value** – The Net cost of the item (before VAT is applied).
- P **VAT Code** – This column contains the code which is supported by the VAT Rate Key in the bottom right hand corner of the invoice (refer to Key point 9).
- Q **VAT Value** – The total of any VAT to be added to the Net cost (column O).
- R **Gross Value** – The overall total of the Net and VAT (columns O & Q added together).



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Additional Information

- Copy Voucher** – These are free of charge if the transaction is three months or less from the date of the invoice. Vouchers older than three months from the invoice date are charged at £10 each.
- Queries** – For any queries relating to your invoice or to report a lost or stolen card, please contact Allstar Business Solutions on 0870 902 0645.

Frequently Asked Questions

Q. What is the anniversary charge?

A. This is an annual service charge for the administration of fuel cards and applies to each active card you have on your account. The charge is to cover the costs of operating the card for a year. The charges are broken down by cost centre.

Q. What am I charged when I order a new card?

A. Where additional cards are added to the account part way through a year a pro-rated charge is applied. The invoice will show the number of months remaining until the annual renewal date for all cards issued when the fuel account was opened. The charge that appears is the pro-rated amount for the balance of the year to allow new cards to be aligned with the overall renewal on the anniversary of the fuel account.

Q. What happens if a driver disputes a charge for fuel?

A. At your request Allstar Business Solutions will obtain a copy of the fuel voucher and check the validity of the transaction with the garage.

Q. Why is there a different registration number on the invoice under 'Reg No' compared to the registration number embossed on the fuel card and on the invoice under 'Reg No/Driver Name'?

A. This could happen because the registration number was declared or keyed incorrectly at the time of the transaction.

Q. If I change a cost centre in the middle of the month when will I see the change on the invoice?

A. On your next invoice. The cost centre change happens immediately after you make the request to Allstar Business Solutions.

Q. Why have I been charged twice for the same transaction?

A. Transactions for the same amount are not uncommon. For example, some drivers will buy fuel to a value such as £40.00 while others may fill the tank each time. The way to check if the transaction is a duplicate is to compare the transaction information, specifically the Transaction ID and Reference (Ref.) These are unique numbers. If they are the same for both transactions please contact Allstar Business Solutions for assistance.

Q. My pence per litre is not correct?

A. Each fuel station transaction received by Allstar Business Solutions includes the gross value of the transaction and the number of litres purchased. The pence per litre amount is then calculated using the calculation below:

$Gross\ Value/Litres = Pence\ Per\ Litre.$

The gross value on the voucher is always correct. This is the value of the transaction signed for and therefore authorised by the driver at the time of the transaction. The volume of litres may be entered automatically from the fuel pump and when this happens the pence per litre calculated is correct. At some fuel stations the number of litres for the transaction is entered manually by the garage cashier. If this is keyed incorrectly, then the pence per litre figure will also be incorrect because the number of litres is used to calculate the pence per litre (as above).