



November 15, 2008

GSA Fleet is proud to announce, **effective November 30, 2008**, Wright Express will be our new fleet card provider. Wright Express has built a first-rate national reputation as a fleet card for fuel and service purchases with acceptance at over 90% of U.S. retail fuel locations and more than 45,000 service locations.

As a vendor, for GSA Fleet only, please be sure to follow the following process:

- **For any fuel purchases and maintenance under \$100**, please see page 2 for detailed processing instructions.
- **For maintenance over \$100, tires or batteries**, call the Maintenance Control & Accident Management Centers at 1-866-400-0411.

Please be prepared with the following information when submitting transactions for payment:

- Transaction or Service Date
- 18 digit Account Number
- Expiration Date
- License Plate # (G-Tag)
- Odometer Reading
- PO # or Invoice #
- Product Description
- Number of Units Purchased
- Price per Unit
- Total Sale Amount

Payment will be issued to you in the form of a paper check by Key Bank on behalf of Wright Express. Checks will be printed and mailed from Nashville, Tennessee on the fifth business day of the month for the previous month's transactions.

To ensure proper transaction posting, reporting and settlement, please submit transaction information daily whenever possible. At a minimum, you must submit transactions at least once a month.

Sincerely,

Your Customer Service Team

See Page 2 for important processing information



Important Processing Instructions

WHAT IS CHANGING?

Spreadsheet Submission

For GSA cross service vendor sites that send a spreadsheet to process transaction information, you will need to now submit using the Wright Express submission spreadsheet. This should be very similar to the process you are using today. Please note the new product codes. The link to the new product codes and submission spreadsheet is provided below.

Submission Spreadsheet: http://www.raffelsystems.com/WEX/WEX_VendorCrossServTranEntry.xls
WEX Product Codes: http://www.raffelsystems.com/WEX/WEX_ProductCodes.xls

Telestream Application Submission

For GSA cross service vendor sites that use the Telestream Application, a new version will be provided that will work with Wright Express. This new version will be available for download after November 15, 2008. Be sure not to overwrite your current Voyager application, you should keep it for your records.

The new Wright Express application will work the same as you current application, however, you will not be required to enter the Wright Express card number. As long as the GSA tag is a valid number, it will be matched to the current card during processing.

WHAT IS STAYING THE SAME?

Bulk Data Submissions

For GSA cross service vendor sites that send in bulk transactions from automated fuel controllers, wash racks or maintenance systems, your submission process will stay the same. You will continue to submit your transaction information as you have before.

ASSISTANCE

- Additional information is available at the Raffel Systems site:
<http://www.raffelsystems.com/Telestream/>
 - Contact Phil Raffel at 1-602-954-9099 if you have any procedure questions.
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