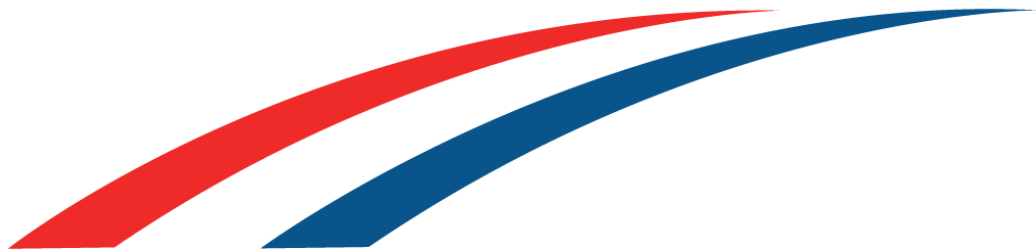




# State of Maryland Customer Portal User Guide





<https://portal.carrollmotorfuels.com>

\*\* To request access to the Customer Portal – please submit the below information to [Jack.Phelps@carrollfuel.net](mailto:Jack.Phelps@carrollfuel.net) and [Nicole.Geisendaffer@carrollfuel.net](mailto:Nicole.Geisendaffer@carrollfuel.net) \*\*

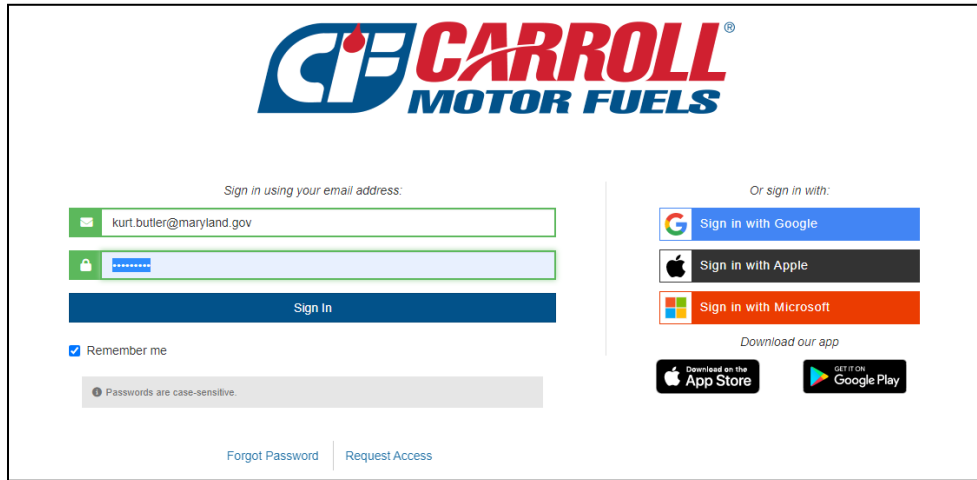
- First & Last Name
- Email Address
- Phone #
- Agencies needing portal access to

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I. PORTAL LOGIN:

A. Open the webpage <https://portal.carrollmotorfuels.com>

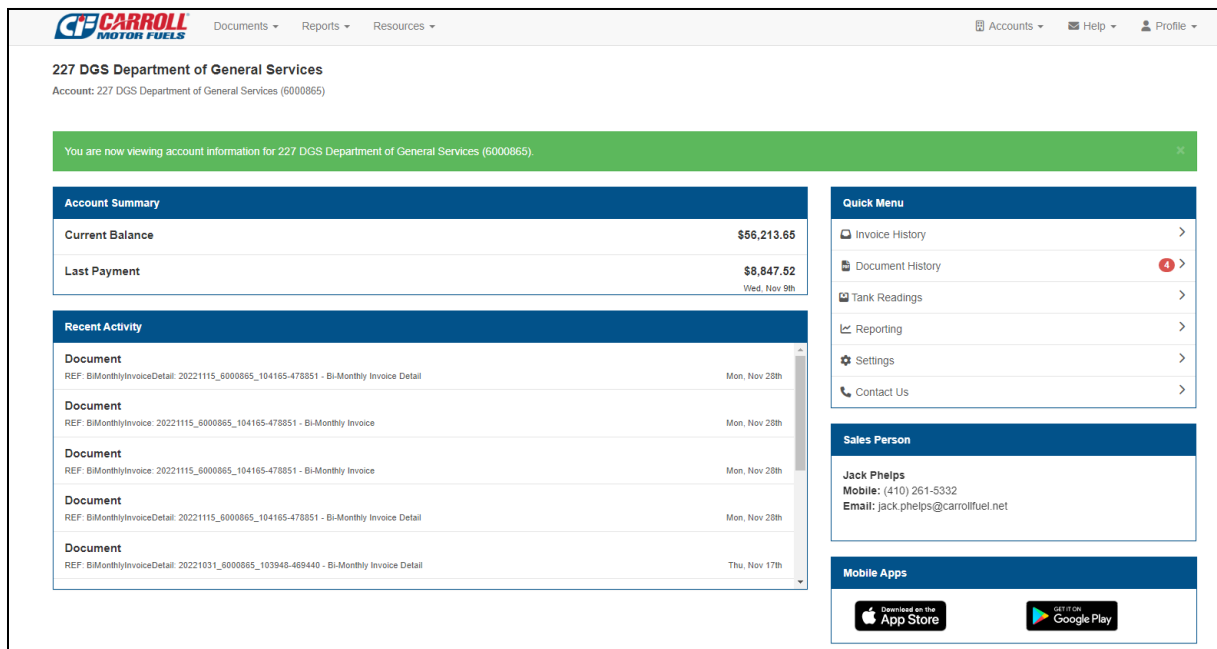


B. Login with your email address and password

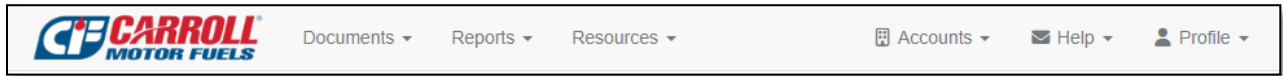
1. If you forgot your password, select Forgot Password & a password reset email will be sent to email address

C. Click Sign In

II. PORTAL HOME PAGE

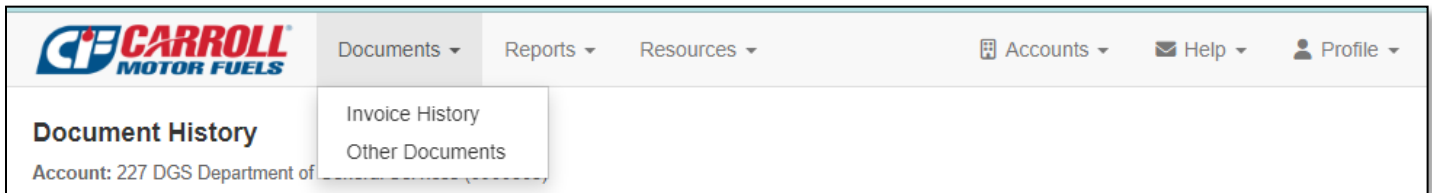


A. Navigation Bar



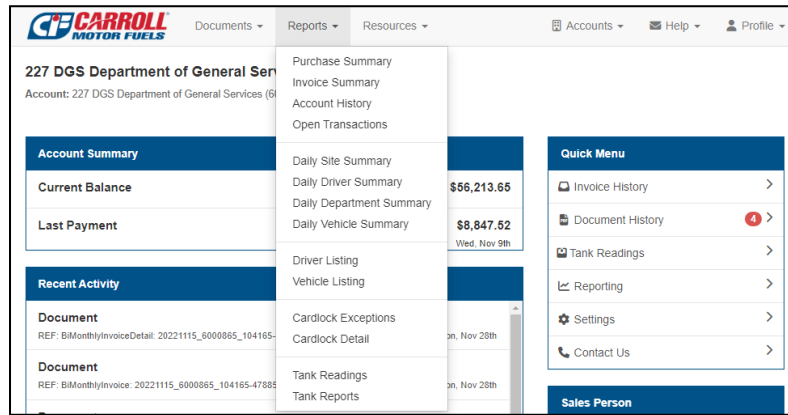
1. Documents

- a) *Invoice History – report reflecting all bulk delivery invoices, service invoices and consigned/fleet daily transactions*
- b) *Other Documents – report reflecting all posted Documents including the consigned/fleet Bi-Monthly Invoices & Invoice Details*



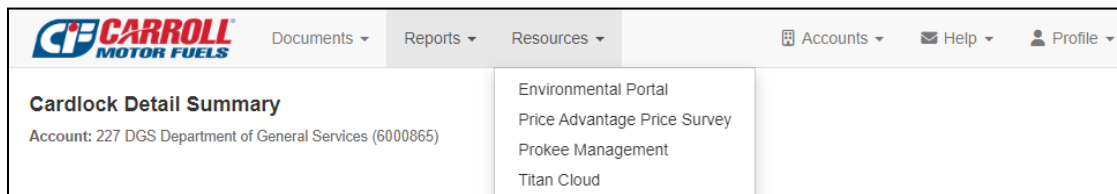
2. Reports

- a) *Purchase Summary – Summary of all fuel purchases*
- b) *Invoice Summary – Total dollar amount for all invoices including taxes*
- c) *Account History – History of all transactions within a specific date range*
- d) *Open Transactions – Current open transactions*
- e) *Daily Site Summary – Report showing all consigned purchases in a specific date range by site*
- f) *Daily Driver Summary – Report showing all consigned purchases in a specific date range by driver*
- g) *Daily Department Summary – Report showing all consigned purchases in a specific date range by department*
- h) *Daily Vehicle Summary – Report showing all consigned purchases in a specific date range by vehicle*
- i) *Driver Listing – Report of all drivers \*this is where interactive updates can be made\**
- j) *Vehicle Listing – Report of all vehicles \*this is where interactive updates can be made\**
- k) *Cardlock Exceptions – Exception report containing consigned/fleet transaction level details*
- l) *Cardlock Detail – Report containing all consigned/fleet transactions in a specific date range*
- m) *Tank Readings – not applicable for State of Maryland agencies*
- n) *Tank Reports – not applicable for State of Maryland agencies*

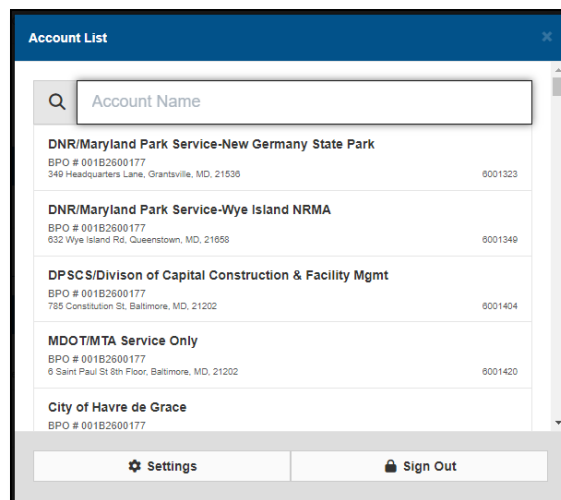


3. Resources

- a) Environmental Portal – not applicable for State of Maryland agencies
- b) Price Advantage Price Survey – not applicable for State of Maryland agencies
- c) Prokee Management – All Driver & Vehicle modifications should be handled under the Driver & Vehicle reports. Removing from Portal Website 12/15/22.
- d) Titan Cloud – Link to compliance portal for State of Maryland Consigned Fueling Locations
  - (1) If access is needed to compliance portal, please contact [StateService@carrollfuel.net](mailto:StateService@carrollfuel.net)

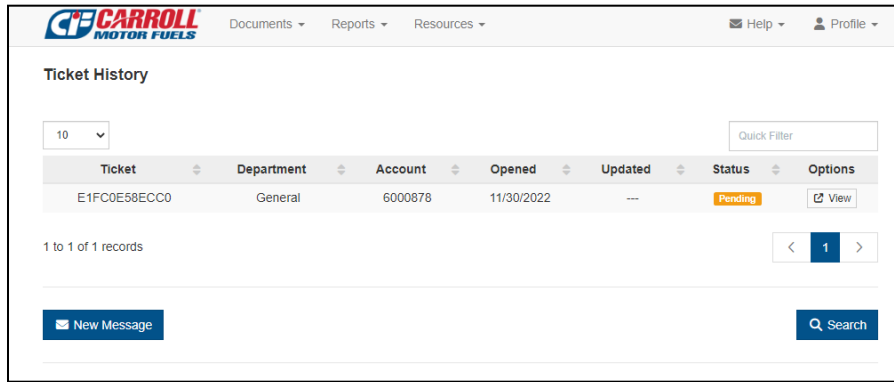


4. Accounts – Portal users with access to more than one Carroll Fuel Account Number can move between the different accounts by selecting the account from the list. Use the Search Field to limit list if preferred.

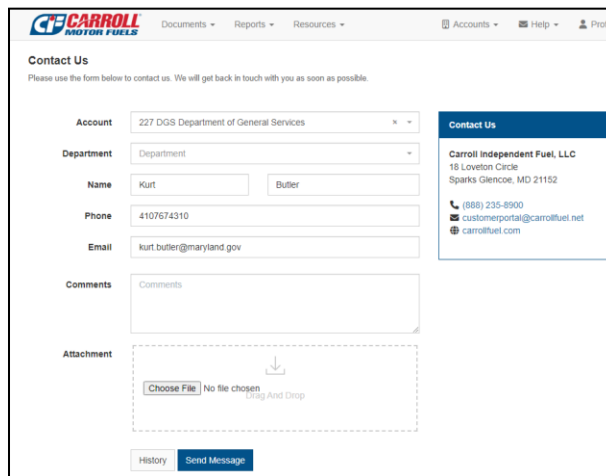


5. Help

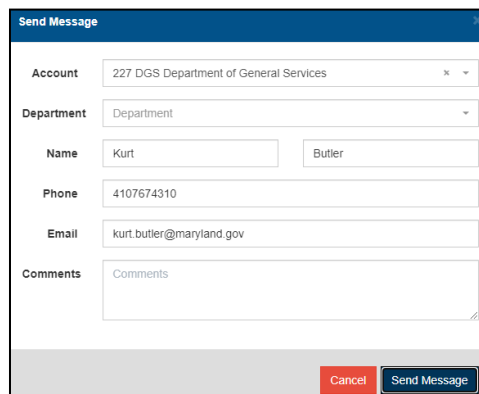
a) *Support – will display any tickets that were submitted via the Contact Us button*



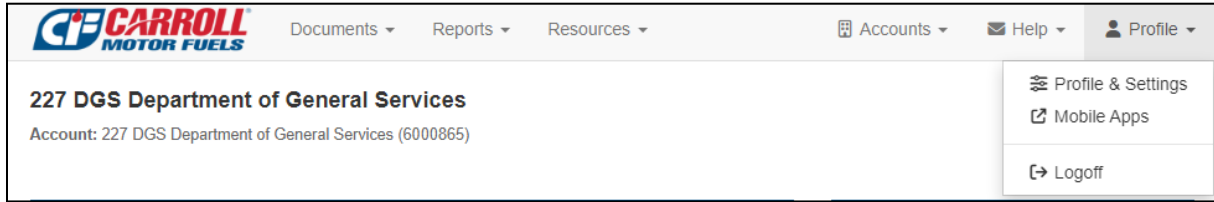
b) *Contact Us – allows you to send a message with attachments to our Customer Portal email address. \*\*Please note, this mailbox is monitored monthly and not on a daily basis. Response time may be delayed\*\**



c) *Send Message -- allows you to send a message to our Customer Portal email address. \*\*Please note, this mailbox is monitored monthly and not on a daily basis. Response time may be delayed\*\**

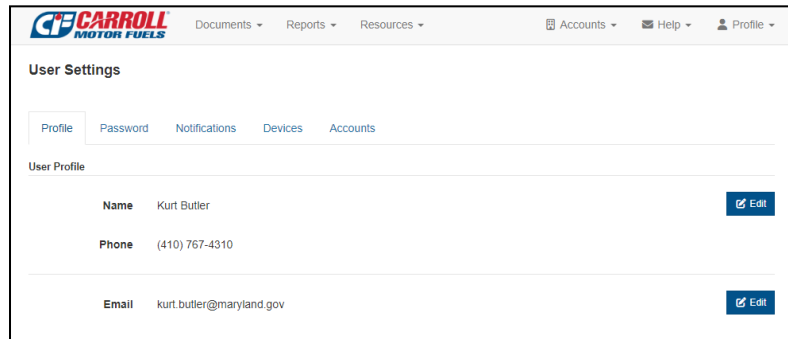


## 6. Profile

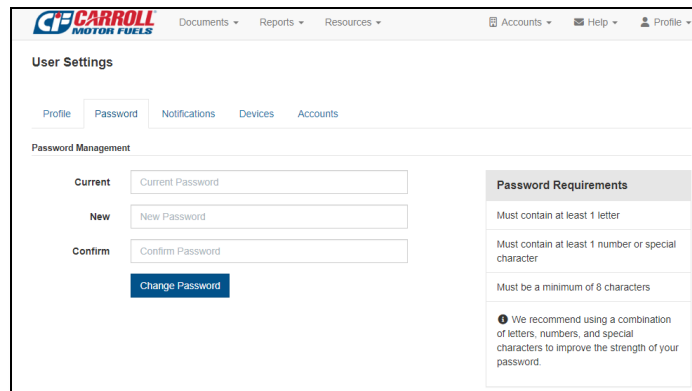


### a) Profile & Settings

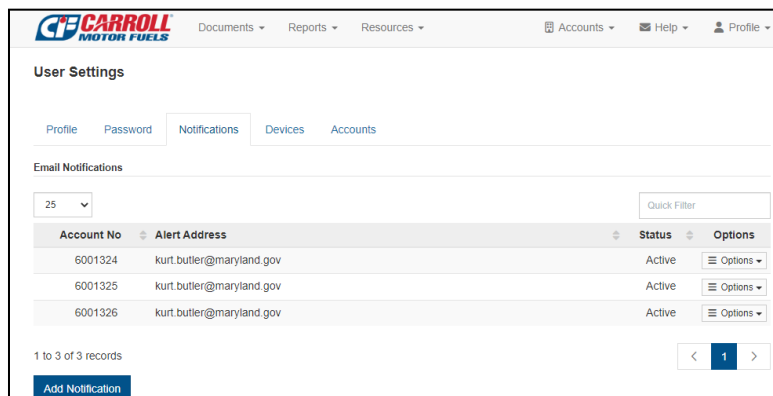
(1) User Profile – can edit your name and phone number



(2) Password – this is where you will modify your Customer Portal password



(3) Notifications – notifications are set for each account the user has access to.



Account No	Alert Address	Status	Options
6001324	kurt.butler@maryland.gov	Active	Options
6001325	kurt.butler@maryland.gov	Active	Options
6001326	kurt.butler@maryland.gov	Active	Options



- (a) To edit an existing notification, select options & edit notification
- (b) To delete an existing notification, select options & remove notification

Account No	Alert Address	Status	Options
6001324	kurt.butler@maryland.gov	Active	Options
6001325	kurt.butler@maryland.gov		Edit Notification
6001326	kurt.butler@maryland.gov		Remove Notification

- (c) To add a new notification select Add Notification at the bottom left. Always ensure to turn on notifications for both Documents & Invoices. Repeat for all accounts.

**Manage Notifications**

Account: 227 DGS Department of General Service

Email: kurt.butler@maryland.gov

**Notifications**


Documents

Invoices

Tickets

Cancel
Add Notification

- (4) Devices – this is not applicable for State of Maryland Agencies
- b) Mobile Apps – User can download the app on both Google Play and Apple Store to access 24/7 on a mobile device





**Mobile Apps**

Carroll Fuel offers industry leading online services to manage your account. This is a key aspect of our desire to provide a superior customer service experience for our customers. With this service, you can access your account anytime 24 hours a day, 7 days a week so that you have the information you need when you need it.

And of course, this service is in addition to our already excellent customer service. As always, we are only a phone call away during normal business hours.

Access your account from the convenience of a mobile app. Download our free mobile apps for your device from one of the app stores below.

- c) Logoff – This is where the user can come to log out of the Customer Portal

B. Account Summary

1. Current Balance – Total of all open items on the account
2. Last Payment – Date and total of last payment received

Account Summary	
Current Balance	\$56,248.46
Last Payment	\$8,847.52 Wed, Nov 9th







C. Recent Activity

1. This section will display the 10 most recent transactions on the account

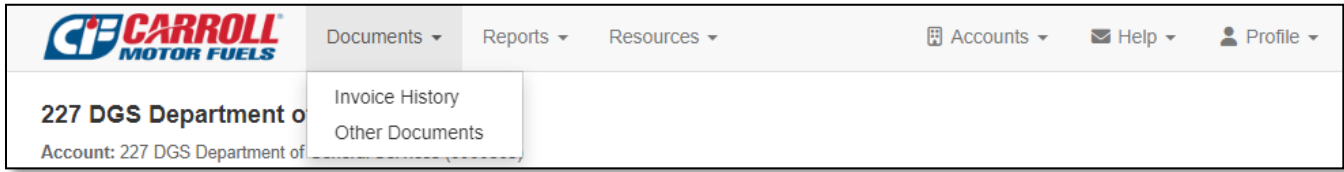
Recent Activity	
Document REF: BiMonthlyInvoiceDetail: 20221115_6000865_104165-478851 - Bi-Monthly Invoice Detail	Mon, Nov 28th
Document REF: BiMonthlyInvoice: 20221115_6000865_104165-478851 - Bi-Monthly Invoice	Mon, Nov 28th
Document REF: BiMonthlyInvoice: 20221115_6000865_104165-478851 - Bi-Monthly Invoice	Mon, Nov 28th
Document REF: BiMonthlyInvoiceDetail: 20221115_6000865_104165-478851 - Bi-Monthly Invoice Detail	Mon, Nov 28th
Document REF: BiMonthlyInvoiceDetail: 20221031_6000865_103948-469440 - Bi-Monthly Invoice Detail	Thu, Nov 17th

D. Quick Menu – This section is a quick access menu bar to the top used items on the portal

1. Invoice History – will take the user to the invoice history page
2. Document History – will take the user to the document history page
3. Tank Readings – this is not applicable for State of Maryland Agencies
4. Reporting – will take the user to the Purchase Summary Report
5. Settings – will take the user to the User Settings page
6. Contact Us – will take the user to the Contact Us Form

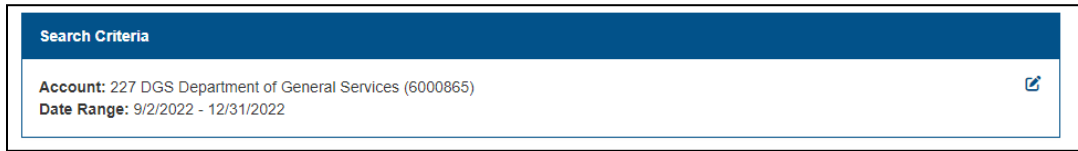
Quick Menu	
 Invoice History	>
 Document History	>
 Tank Readings	>
 Reporting	>
 Settings	>
 Contact Us	>

### III. DOCUMENTS TAB



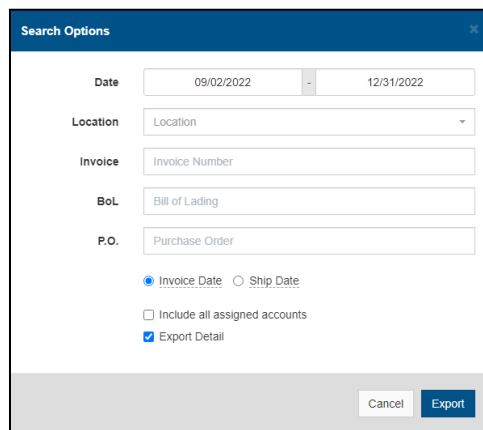
A. Invoice History – report reflecting all bulk delivery invoices, service invoices and consigned/fleet daily transactions within a specific date range. This will show daily consigned/fleet transactions for inventory purposes but will not contain the bi-monthly invoices

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

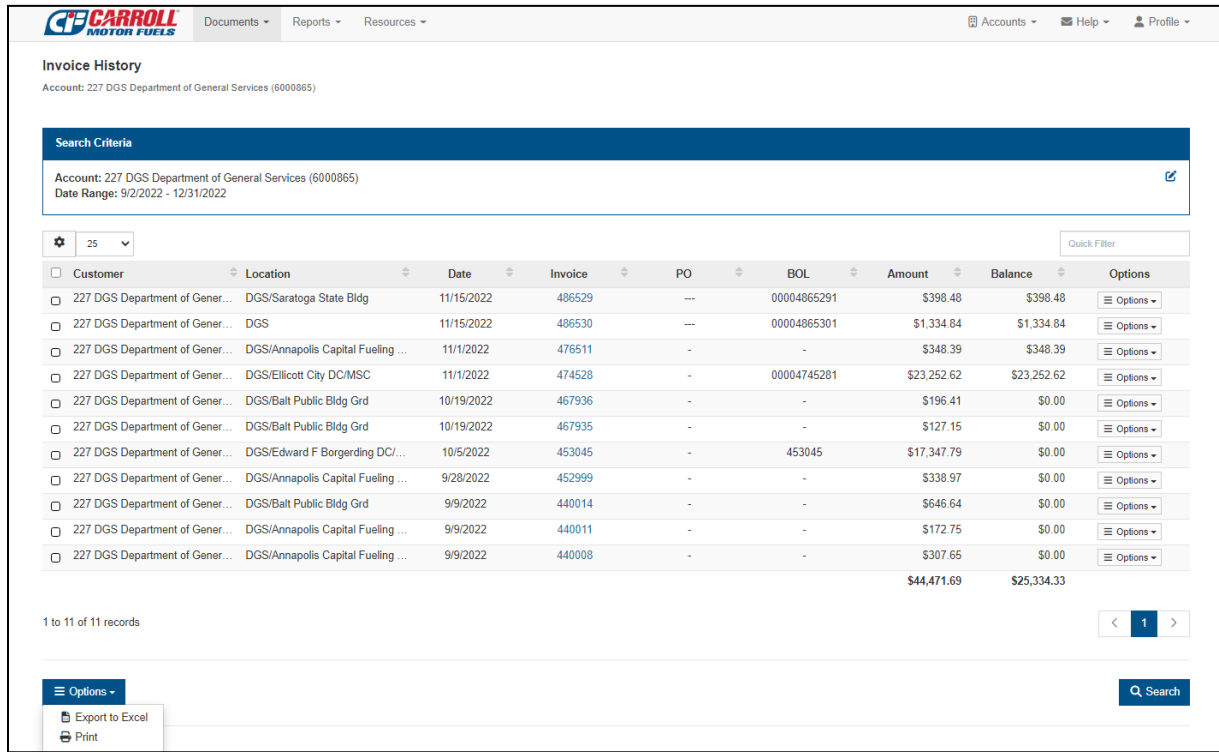


2. Search Options

- a) *Date Range* – Enter the start and end date to run the invoice history report for
- b) *Location* – From the dropdown select the location to run the invoice history report for. Select All Locations if this should be run for all locations for the account being viewed on the portal
- c) *Invoice* – Can leave blank or enter a specific invoice number. This report will not show the consigned/fleet bi-monthly invoices
- d) *BOL* – Can leave blank or enter a specific BOL/delivery ticket number
- e) *P.O.* – Can leave blank or enter a specific PO #
- f) *Invoice Date or Ship Date* – Field will default to invoice date. Best practice is to leave the selection on Invoice Date
- g) *Include All Assigned Accounts* – Select this field if user wants to view invoices for all Carroll Fuel Accounts assigned to their User within the Portal
- h) *Export* – Select this field if user wants to immediately export the report to excel



3. Invoice History Report – Will show all invoices within the search options selected. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.



**Invoice History**  
Account: 227 DGS Department of General Services (6000865)

**Search Criteria**  
Account: 227 DGS Department of General Services (6000865)  
Date Range: 9/2/2022 - 12/31/2022

Customer	Location	Date	Invoice	PO	BOL	Amount	Balance	Options
227 DGS Department of Gener...	DGS/Saratoga State Bldg	11/15/2022	486529	---	00004865291	\$398.48	\$398.48	Options
227 DGS Department of Gener...	DGS	11/15/2022	486530	---	00004865301	\$1,334.84	\$1,334.84	Options
227 DGS Department of Gener...	DGS/Annapolis Capital Fueling ...	11/1/2022	476511	-	-	\$348.39	\$348.39	Options
227 DGS Department of Gener...	DGS/Ellcott City DC/MS	11/1/2022	474528	-	00004745281	\$23,252.62	\$23,252.62	Options
227 DGS Department of Gener...	DGS/Balt Public Bldg Grd	10/19/2022	467936	-	-	\$196.41	\$0.00	Options
227 DGS Department of Gener...	DGS/Balt Public Bldg Grd	10/19/2022	467935	-	-	\$127.15	\$0.00	Options
227 DGS Department of Gener...	DGS/Edward F Borgerding DC/...	10/5/2022	453045	-	453045	\$17,347.79	\$0.00	Options
227 DGS Department of Gener...	DGS/Annapolis Capital Fueling ...	9/28/2022	452999	-	-	\$338.97	\$0.00	Options
227 DGS Department of Gener...	DGS/Balt Public Bldg Grd	9/9/2022	440014	-	-	\$646.64	\$0.00	Options
227 DGS Department of Gener...	DGS/Annapolis Capital Fueling ...	9/9/2022	440011	-	-	\$172.75	\$0.00	Options
227 DGS Department of Gener...	DGS/Annapolis Capital Fueling ...	9/9/2022	440008	-	-	\$307.65	\$0.00	Options
						<b>\$44,471.69</b>	<b>\$25,334.33</b>	

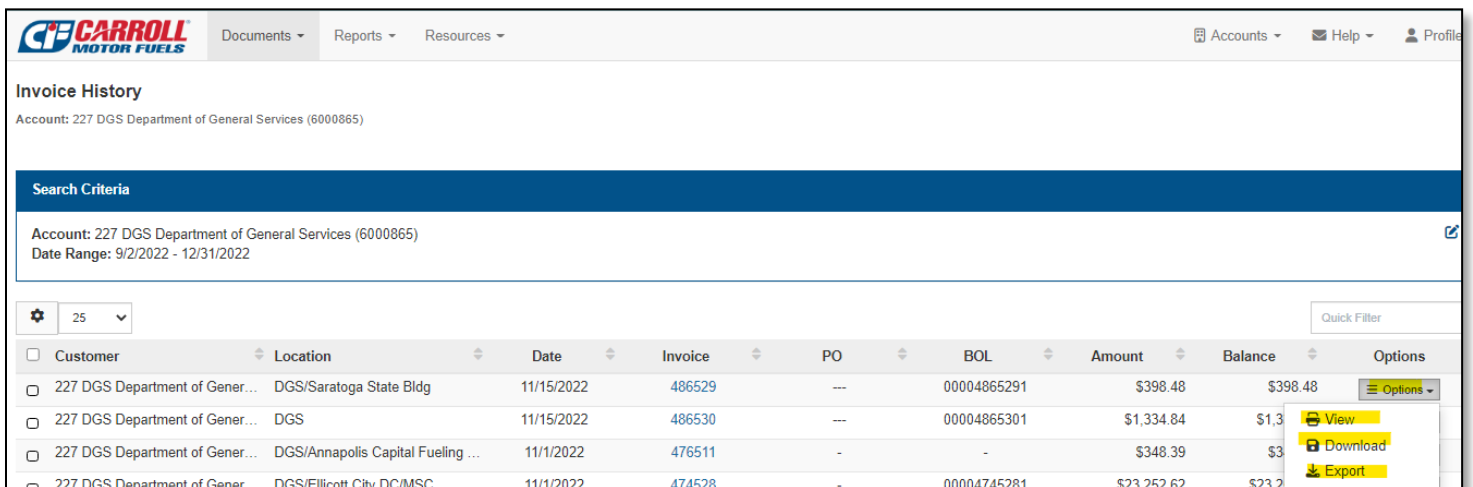
1 to 11 of 11 records

Options -  
Export to Excel  
Print

Search

a) To View a Copy of the Invoice – Click the options button and click view, download or export

- (1) View – This will open a copy of the invoice in another internet tab \*\*Preferred method to view the invoice\*\*
- (2) Download – This will open a copy of the invoice to download and save
- (3) Export – This will take you to the search options and allow you to export the report



**Invoice History**  
Account: 227 DGS Department of General Services (6000865)

**Search Criteria**  
Account: 227 DGS Department of General Services (6000865)  
Date Range: 9/2/2022 - 12/31/2022

Customer	Location	Date	Invoice	PO	BOL	Amount	Balance	Options
227 DGS Department of Gener...	DGS/Saratoga State Bldg	11/15/2022	486529	---	00004865291	\$398.48	\$398.48	Options
227 DGS Department of Gener...	DGS	11/15/2022	486530	---	00004865301	\$1,334.84	\$1,334.84	Options
227 DGS Department of Gener...	DGS/Annapolis Capital Fueling ...	11/1/2022	476511	-	-	\$348.39	\$348.39	Options
227 DGS Department of Gener...	DGS/Ellcott City DC/MS	11/1/2022	474528	-	00004745281	\$23,252.62	\$23,252.62	Options

Options -  
View  
Download  
Export

B. Other Documents – This is where the Bi-Monthly Consigned Invoices and Invoice Details can be found, in addition to other Documents that may be applicable for State of Maryland Agencies.

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

Date: 6/4/2022 - 12/31/2022

Account: 227 DGS Department of General Services (6000865)

2. Search Options

- a) Date Range – Enter the start and end date to run the invoice history report for
- b) Category – Select a category from the drop down or leave defaulted to ALL
- c) Reference – Always leave this field blank – Carroll Fuel does not use reference #s when posting Documents to the portal
- d) Location – Leave this defaulted to ALL to ensure seeing all necessary documentation
- e) Update Date or Reference Date – Leave defaulted to Update Date. Carroll Fuel does not use reference dates

**Search Options**

Date: 06/04/2022 - 12/31/2022

Category: All

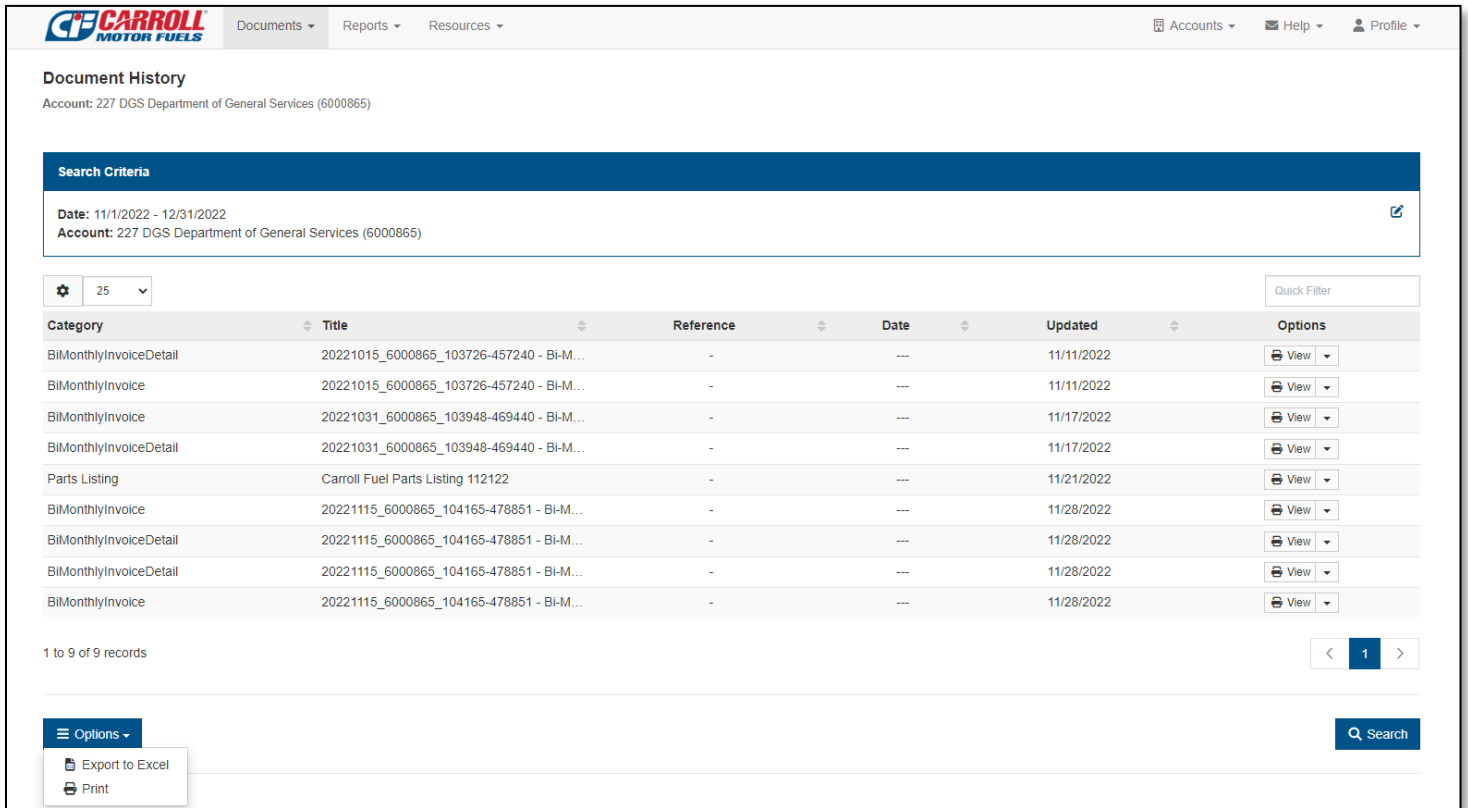
Reference: Reference Number

Location: All

Update Date  Reference Date

Cancel Search

3. Document History – Will show all documents within the search options selected. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.



**Document History**  
Account: 227 DGS Department of General Services (6000865)

**Search Criteria**  
Date: 11/1/2022 - 12/31/2022  
Account: 227 DGS Department of General Services (6000865)

25

Category	Title	Reference	Date	Updated	Options
BiMonthlyInvoiceDetail	20221015_6000865_103726-457240 - BI-M...	-	---	11/11/2022	View
BiMonthlyInvoice	20221015_6000865_103726-457240 - BI-M...	-	---	11/11/2022	View
BiMonthlyInvoice	20221031_6000865_103948-469440 - BI-M...	-	---	11/17/2022	View
BiMonthlyInvoiceDetail	20221031_6000865_103948-469440 - BI-M...	-	---	11/17/2022	View
Parts Listing	Carroll Fuel Parts Listing 112122	-	---	11/21/2022	View
BiMonthlyInvoice	20221115_6000865_104165-478851 - BI-M...	-	---	11/28/2022	View
BiMonthlyInvoiceDetail	20221115_6000865_104165-478851 - BI-M...	-	---	11/28/2022	View
BiMonthlyInvoiceDetail	20221115_6000865_104165-478851 - BI-M...	-	---	11/28/2022	View
BiMonthlyInvoice	20221115_6000865_104165-478851 - BI-M...	-	---	11/28/2022	View

1 to 9 of 9 records

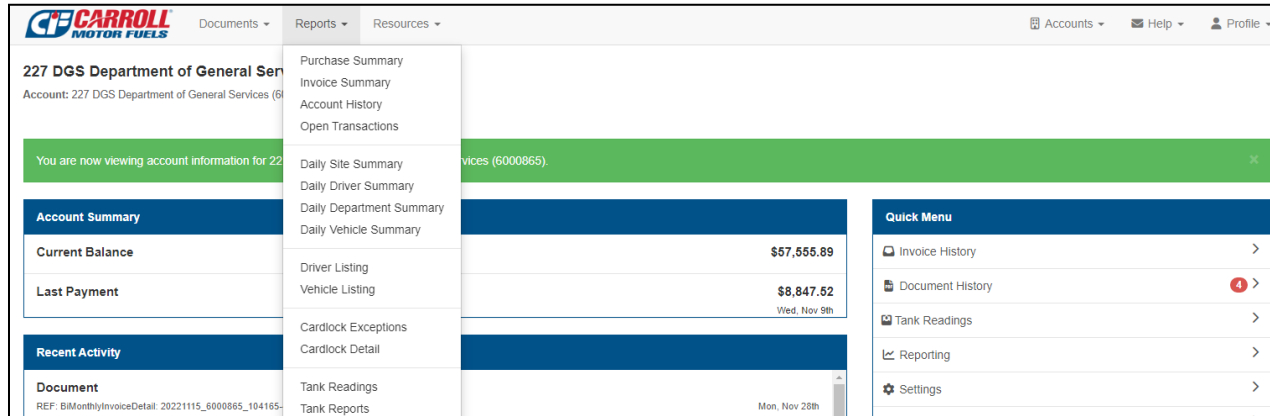
Options -

- Export to Excel
- Print

Search

a) To View a Copy of the Document – Click the view button and the document will open based on the Document Type (.xls, .pdf, .doc, etc.)

## IV. REPORTS TAB



### A. Purchase Summary – Summary of all fuel purchases with a prior year comparison

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

**Customer:** 227 DGS Department of General Services (6000865)

**Year:** 2022

**Report:** Units

**Group By:** Product Group

2. Search Options

- a) Year – Select the year to review a summary for from the drop down
- b) Report – Select either Units or Dollars from drop down
- c) Units – Gallons
- d) Dollars
- e) Group By – Select either Product Group or Product from drop down
- f) Product Group – Will display the report by product grouping (Dyed Diesel, Clear Diesel, Gas etc.)
- g) Product – Will display the report by indivual products
- h) Location – Select the location from the dropdown list. To see all locations for the account being viewed on the portal, select All Locations
- i) Decimals – Default is set to 0 decimals. Chose from dropdown the number of decimals to display. Recommended to keep at 0 decimals
- j) Ship Date or Invoice Date – Portal will default to ship date, recommended to leave that selected
- k) Include All Assigned Accounts – Select this field if user wants to view invoices for all Carroll Fuel Accounts assigned to their login on the portal
- l) Export Detail – Select this field if user wants to immediately export the report to excel

**Search Options** ✕

Year:

Report:

Group By:

Location:

Decimals:

Ship Date  Invoice Date

Include all assigned accounts

Export Detail

3. Purchase Summary Report - Will show a summary of all purchases within the search options selected. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

**Purchase Summary**  
Account: 227 DGS Department of General Services (6000865)

**Search Criteria**

Customer: 227 DGS Department of General Services (6000865) ✕

Year: 2022

Report: Units

Group By: Product Group

Quick Filter

Product Group	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Avg
Diesel Clear	1,070	970	608	549	250	393	190	260	434	823	810	0	6,358	578
Diesel Dyed	10,928	0	4,370	0	2,096	0	0	0	0	4,325	4,740	0	26,459	2,405
Gasoline	4,302	4,291	5,362	4,790	4,624	5,404	4,421	4,850	3,931	3,992	2,870	0	48,837	4,440
<b>2022 Total:</b>	<b>16,300</b>	<b>5,261</b>	<b>10,340</b>	<b>5,339</b>	<b>6,970</b>	<b>5,798</b>	<b>4,612</b>	<b>5,110</b>	<b>4,365</b>	<b>9,140</b>	<b>8,420</b>	<b>0</b>	<b>81,655</b>	<b>7,423</b>
<b>2021 Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,384</b>	<b>2,384</b>	<b>199</b>
Change:	+0.00%	+0.00%	+0.00%	+0.00%	+0.00%	+0.00%	+0.00%	+0.00%	+0.00%	+0.00%	+0.00%	0.00%	+3,324.76%	+3,636.10%

1 to 3 of 3 records < 1 >

**Note:** Taxes are not included in this report by default.



- B. Invoice Summary – Total dollar amount for all invoices including taxes
1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

**Year(s):** 2020 - 2022 ✎

2. Search Options
  - a) *Year – Select the start and end year to show in report*
  - b) *Location – Select the location from the dropdown list. To see all locations for the account being viewed on the portal, select All Locations*
  - c) *Decimals – Default is set to No decimals. User can change to Yes if they want to see report with decimals*
3. Invoice Summary Report – will show the total dollar amount for all invoices (consigned, bulk and service) including taxes for each period. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

**Invoice Summary**  
Account: 227 DGS Department of General Services (600065)

**Search Criteria**

**Year(s):** 2020 - 2022 ✎

25 Quick Filter

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Avg
2022	\$47,547	\$17,036	\$38,970	\$19,517	\$32,217	\$908,643	\$17,705	\$18,416	\$16,111	\$35,074	\$38,811	\$0	\$1,190,048	\$108,186
2021	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,846	\$6,846	\$570

1 to 2 of 2 records < 1 >

**Note:** Report data includes all taxes and freight charged on included invoices.

Options -
View Chart
Search

- a) *View Chart – This will show the report results in Chart Form as show below*



- C. Account History – History of all transactions within a specific date range
  - 1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

Date Range: 11/1/2022 - 12/31/2022 ✎

- 2. Search Options
  - a) Date – Select the start and end date to show in report
  - b) Location – Select the location from the dropdown list. To see all locations for the account being viewed on the portal, select All Locations
  - c) Export Detail - Select this field if user wants to immediately export the report to excel

**Search Options** ✕

Dates  -

Location

Export Detail

- 3. Account History Report – will reflect service invoices, bulk invoices, consigned daily transactions/invoices included on Bi-Monthly Invoice and payments. This report will not contain the Bi-Monthly Invoices. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

**Account History**

Account: 227 DGS Department of General Services (6000865)

**Search Criteria**

Date Range: 11/25/2022 - 12/31/2022 ✎

⚙️ 25 Quick Filter

Date	Reference	Type	Description	Amount	Running Balance
11/25/2022	497837	Invoice	Invoice: 497837	\$117.07	\$55,999.22
11/26/2022	498917	Invoice	Invoice: 498917	\$49.07	\$56,048.29
11/27/2022	498962	Invoice	Invoice: 498962	\$165.36	\$56,213.65
11/27/2022	500350	Invoice	Invoice: 500350	\$34.81	\$56,248.46
11/28/2022	500377	Invoice	Invoice: 500377	\$626.54	\$56,875.00
11/29/2022	500550	Invoice	Invoice: 500550	\$680.92	\$57,555.92
<b>Ending balance as of 12/31/2022:</b>					<b>\$57,555.92</b>

1 to 6 of 6 records < 1 >

☰ Options
🔍 Search

a) To view a copy of an invoice, click the blue font reference number and the invoice detail screen will pop up. From there, click Print & an invoice PDF will open to screen.

Description	Quantity	Unit	Amount
Gasoline 87 Oct RFG E-10	38	2.6426	\$100.60

Close Print

b) If the below error message pops up when attempting to view an invoice, this is a daily consigned transaction, and the gallons should be included on the bi-monthly invoice.

**Not Available**

Document(s) may still be processing and not currently available.

Please check back later and contact us if this issue persists.

D. Open Transactions Report – Current open transactions

1. Open Transactions Report – this report will reflect any open service invoices, bulk invoices, consigned daily transactions/invoices included on Bi-Monthly Invoice and any unapplied payments. By default the report will display 10 transactions, you can hit the drop down and change the number of transactions to display. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

Status	Reference	Date	Due Date	Amount	Balance	Current	1-30	31-60	61-90	Over 90	Running Balance
Invoice	457240	10/1/2022	11/10/2022	\$124.96	\$124.96	\$0.00	\$124.96	\$0.00	\$0.00	\$0.00	\$124.96
Invoice	457306	10/2/2022	11/10/2022	\$161.60	\$161.60	\$0.00	\$161.60	\$0.00	\$0.00	\$0.00	\$286.56
Invoice	458131	10/3/2022	11/10/2022	\$731.38	\$731.38	\$0.00	\$731.38	\$0.00	\$0.00	\$0.00	\$1,017.94
Invoice	458456	10/3/2022	11/10/2022	\$163.31	\$163.31	\$0.00	\$163.31	\$0.00	\$0.00	\$0.00	\$1,181.25
Invoice	458496	10/4/2022	11/10/2022	\$412.37	\$412.37	\$0.00	\$412.37	\$0.00	\$0.00	\$0.00	\$1,593.62
Invoice	460172	10/5/2022	11/10/2022	\$486.41	\$486.41	\$0.00	\$486.41	\$0.00	\$0.00	\$0.00	\$2,080.03
Invoice	476555	10/5/2022	11/10/2022	\$52.06	\$52.06	\$0.00	\$52.06	\$0.00	\$0.00	\$0.00	\$2,132.09
Invoice	461212	10/6/2022	11/10/2022	\$763.99	\$763.99	\$0.00	\$763.99	\$0.00	\$0.00	\$0.00	\$2,896.08
Invoice	476576	10/6/2022	11/10/2022	\$101.55	\$101.55	\$0.00	\$101.55	\$0.00	\$0.00	\$0.00	\$2,997.63
Invoice	461329	10/7/2022	11/10/2022	\$372.92	\$372.92	\$0.00	\$372.92	\$0.00	\$0.00	\$0.00	\$3,370.55
<b>Total:</b>				<b>\$57,555.92</b>	<b>\$16,551.90</b>	<b>\$41,004.02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$57,555.92</b>

1 to 10 of 101 records

Options

a) To view a copy of an invoice, click the blue font reference number and the invoice detail screen will pop up. From there, click Print & an invoice PDF will open to screen.

Invoice Detail			
Description	Quantity	Unit	Amount
Gasoline 87 Oct RFG E-10	38	2.6426	\$100.60

b) If the below error message pops up when attempting to view an invoice, this is a daily consigned transaction, and the gallons should be included on the bi-monthly invoice.

**Not Available**

Document(s) may still be processing and not currently available.

Please check back later and contact us if this issue persists.

E. Daily Site Summary – Report showing all consigned purchases in a specific date range by site

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

**Date Range:** 11/1/2022 - 12/1/2022 ✎

2. Search Options

a) Date – Select the start and end date to show in report

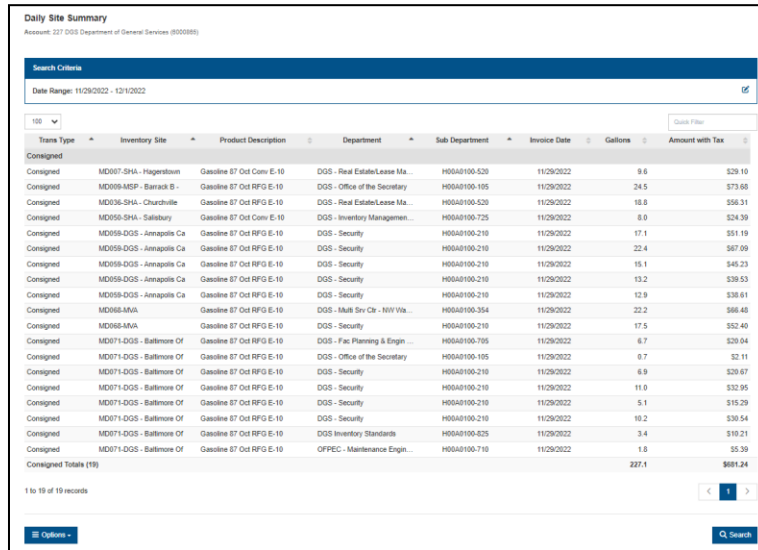
b) Include all assigned accounts - Select this field if user wants to view transactions for all Carroll Fuel Accounts assigned to their login on the portal

**Search Options**

**Dates**  -

Include all assigned accounts


3. Daily Site Summary – this report will show all consigned/fleet purchased sorted by DGS Fueling Location. By default the report will display 100 transactions, you can hit the drop down and change the number of transactions to display. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.



Trans Type	Inventory Site	Product Description	Department	Sub Department	Invoice Date	Gallons	Amount with Tax
Consigned	MD007-SHA - Hagerstown	Gasoline 87 Oct Com E-10	DGS - Real Estate,Lease Ma...	H0040100-520	11/29/2022	9.6	\$29.10
Consigned	MD009-ASP - Barrack B -	Gasoline 87 Oct RFG E-10	DGS - Office of the Secretary	H0040100-105	11/29/2022	24.5	\$73.68
Consigned	MD036-SHA - Churchville	Gasoline 87 Oct RFG E-10	DGS - Real Estate,Lease Ma...	H0040100-520	11/29/2022	18.8	\$56.31
Consigned	MD058-SHA - Salisbury	Gasoline 87 Oct Com E-10	DGS - Inventory Managemen...	H0040100-725	11/29/2022	8.0	\$24.39
Consigned	MD058-DGS - Annapolis Ca	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	17.1	\$51.19
Consigned	MD058-DGS - Annapolis Ca	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	22.4	\$67.09
Consigned	MD058-DGS - Annapolis Ca	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	15.1	\$45.23
Consigned	MD058-DGS - Annapolis Ca	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	13.2	\$39.53
Consigned	MD058-DGS - Annapolis Ca	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	12.9	\$38.61
Consigned	MD068-AAA	Gasoline 87 Oct RFG E-10	DGS - Multi Srv Cr - NY Va...	H0040100-354	11/29/2022	22.2	\$66.48
Consigned	MD068-AAA	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	17.5	\$52.40
Consigned	MD071-DGS - Baltimore Of	Gasoline 87 Oct RFG E-10	DGS - Fac Planning & Engin...	H0040100-705	11/29/2022	6.7	\$20.04
Consigned	MD071-DGS - Baltimore Of	Gasoline 87 Oct RFG E-10	DGS - Office of the Secretary	H0040100-105	11/29/2022	0.7	\$2.11
Consigned	MD071-DGS - Baltimore Of	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	6.9	\$20.67
Consigned	MD071-DGS - Baltimore Of	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	11.0	\$32.95
Consigned	MD071-DGS - Baltimore Of	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	5.1	\$15.29
Consigned	MD071-DGS - Baltimore Of	Gasoline 87 Oct RFG E-10	DGS - Security	H0040100-210	11/29/2022	19.2	\$58.54
Consigned	MD071-DGS - Baltimore Of	Gasoline 87 Oct RFG E-10	DGS Inventory Standards	H0040100-825	11/29/2022	3.4	\$10.21
Consigned	MD071-DGS - Baltimore Of	Gasoline 87 Oct RFG E-10	OPPEC - Maintenance Engin...	H0040100-710	11/29/2022	1.8	\$5.39
<b>Consigned Totals (19)</b>						<b>227.1</b>	<b>\$681.24</b>

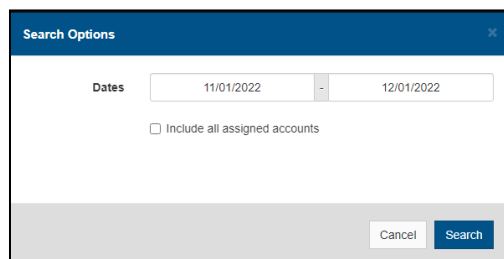
F. Daily Driver Summary – Report showing all consigned purchases in a specific date range by driver

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report



2. Search Options

- a) *Date – Select the start and end date to show in report*
- b) *Include all assigned accounts - Select this field if user wants to view transactions for all Carroll Fuel Accounts assigned to their login on the portal*



3. Daily Driver Summary – this report will show all consigned/fleet purchased sorted by driver. By default, the report will display 100 transactions, you can hit the drop down and change the number of transactions to display. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

**Daily Driver Summary**  
Account: 227 DGS Department of General Services (6000865)

**Search Criteria**  
Date Range: 11/29/2022 - 12/1/2022

100 Quick Filter

Department	Sub Department	Driver Number	Driver Name	Vehicle Description	Vehicle Code	Invoice Date	Gallons	Amount with Tax
<b>DGS - Real Estate/Lease Management</b>								
Anthony Faust								
DGS - Real Estate/...	H00A0100-520	000320504	Anthony Faust	0000 CHEVY MALIBU	NF179419	11/29/2022	9.6	\$29.10
<b>Anthony Faust Totals (1)</b>							<b>9.6</b>	<b>\$29.10</b>
<b>DGS - Real Estate/Lease Management Totals (1)</b>							<b>9.6</b>	<b>\$29.10</b>
<b>DGS - Inventory Management Division</b>								
Bill Lake								
DGS - Inventory Ma...	H00A0100-725	000637351	Bill Lake	0419 2012 Chevrolet Malibu	03236181	11/29/2022	8.0	\$24.39
<b>Bill Lake Totals (1)</b>							<b>8.0</b>	<b>\$24.39</b>
<b>DGS - Inventory Management Division Totals (1)</b>							<b>8.0</b>	<b>\$24.39</b>
<b>DGS - Fac Planning &amp; Engin Constr</b>								
Brent Robinson								
DGS - Fac Plannin...	H00A0100-705	000042842	Brent Robinson	0418 2012 Chevrolet Malibu	03236180	11/29/2022	6.7	\$20.04
<b>Brent Robinson Totals (1)</b>							<b>6.7</b>	<b>\$20.04</b>
<b>DGS - Fac Planning &amp; Engin Constr Totals (1)</b>							<b>6.7</b>	<b>\$20.04</b>
<b>DGS - Office of the Secretary</b>								
Bryan Waser								

G. Daily Department Summary – Report showing all consigned purchases in a specific date range by department

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

Date Range: 11/1/2022 - 12/1/2022

2. Search Options

a) *Date* – Select the start and end date to show in report

b) *Include all assigned accounts* - Select this field if user wants to view transactions for all Carroll Fuel Accounts assigned to their login on the portal

**Search Options**

Dates: 11/01/2022 - 12/01/2022

Include all assigned accounts

Cancel Search

3. Daily Department Summary – this report will show all consigned/fleet purchased sorted by department. By default, the report will display 100 transactions, you can hit the drop down and change the number of transactions to display. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

**Daily Department Summary**  
Account: 227 DGS Department of General Services (6000865)

**Search Criteria**  
Date Range: 11/1/2022 - 12/1/2022

100

Department	Sub Department	Prod Type	Driver Number	Driver Name	Vehicle Description	Vehicle Code	Invoice Date	Gallons	Amount with Tax
<b>OFPEC - Maintenance Engineer</b>									
OFPEC - Mainten...	H00A0100-710	Gasoline	000953551	Kenneth Langkam	0336 2016 Ford Focus	02715306	11/23/2022	1.9	\$5.97
OFPEC - Mainten...	H00A0100-710	Gasoline	000886530	Kenneth Klepsig	0336 2016 Ford Focus	02715306	11/29/2022	1.8	\$5.39
<b>OFPEC - Maintenance Engineer Totals (2)</b>								<b>3.7</b>	<b>\$11.37</b>
<b>MD State Agency/Surplus Property</b>									
MD State Agency/...	H00A0100-435	Diesel Clear	000179111	Stone DePew	0203 0 MASTER SURPLU...	01360970	11/1/2022	49.3	\$264.29
MD State Agency/...	H00A0100-435	Diesel Clear	000179111	Stone DePew	0203 0 MASTER SURPLU...	01360970	11/4/2022	56.0	\$301.87
MD State Agency/...	H00A0100-435	Diesel Clear	000179111	Stone DePew	0203 0 MASTER SURPLU...	01360970	11/7/2022	14.7	\$80.51
MD State Agency/...	H00A0100-435	Diesel Clear	000179111	Stone DePew	0203 0 MASTER SURPLU...	01360970	11/10/2022	39.0	\$215.80
MD State Agency/...	H00A0100-435	Diesel Clear	000329747	Jeffrey Saffell	0203 0 MASTER SURPLU...	01360970	11/14/2022	36.0	\$193.47
MD State Agency/...	H00A0100-435	Diesel Clear	000264181	Ronald Parks	0203 0 MASTER SURPLU...	01360970	11/17/2022	46.0	\$238.77
MD State Agency/...	H00A0100-435	Diesel Clear	000179111	Stone DePew	0203 0 MASTER SURPLU...	01360970	11/22/2022	43.2	\$208.10
MD State Agency/...	H00A0100-435	Diesel Clear	000179111	Stone DePew	0203 0 MASTER SURPLU...	01360970	11/22/2022	16.6	\$80.00
MD State Agency/...	H00A0100-435	Diesel Clear	000179111	Stone DePew	0203 0 MASTER SURPLU...	01360970	11/28/2022	40.9	\$183.13
<b>MD State Agency/Surplus Property Totals (9)</b>								<b>341.7</b>	<b>\$1,765.94</b>

FOM

H. Daily Vehicle Summary – Report showing all consigned purchases in a specific date range by vehicle

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

Date Range: 11/1/2022 - 12/1/2022

2. Search Options

a) Date – Select the start and end date to show in report

b) Include all assigned accounts - Select this field if user wants to view transactions for all Carroll Fuel Accounts assigned to their login on the portal

**Search Options**

Dates: 11/01/2022 - 12/01/2022

Include all assigned accounts

Cancel Search

3. Daily Vehicle Summary – this report will show all consigned/fleet purchased sorted by vehicle. By default, the report will display 100 transactions, you can hit the drop down and change the number of transactions to display. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

**Daily Vehicle Summary**  
Account: 227 DGS Department of General Services (6000865)

**Search Criteria**  
Date Range: 11/1/2022 - 12/1/2022

100 Quick Filter

Vehicle Code	Vehicle Description	Tag Number	VIN Number	Driver Number	Driver Name	Vehicle Description	Vehicle Code	Invoice Date	Gallons	Amount with Tax
<b>No group</b>										
-	-	-	-	-	-	-	-	11/1/2022	4,380.8	\$23,252.62
-	-	-	-	-	-	-	-	11/15/2022	82.6	\$398.48
-	-	-	-	-	-	-	-	11/15/2022	276.7	\$1,334.84
<b>Totals (3)</b>									<b>4,740.1</b>	<b>\$24,985.95</b>
<b>03057037</b>										
03057037	0388 2013 Hyundai Ela...	03196SG	5NPDH4AEXD...	000348169	William Schum...	0388 2013 Hyundai Ela...	03057037	11/2/2022	8.2	\$26.80
03057037	0388 2013 Hyundai Ela...	03196SG	5NPDH4AEXD...	000348169	William Schum...	0388 2013 Hyundai Ela...	03057037	11/7/2022	9.1	\$30.66
03057037	0388 2013 Hyundai Ela...	03196SG	5NPDH4AEXD...	000348169	William Schum...	0388 2013 Hyundai Ela...	03057037	11/15/2022	9.5	\$30.39
03057037	0388 2013 Hyundai Ela...	03196SG	5NPDH4AEXD...	000348169	William Schum...	0388 2013 Hyundai Ela...	03057037	11/18/2022	9.9	\$30.36
<b>03057037 Totals (4)</b>									<b>36.7</b>	<b>\$118.22</b>
<b>03057541</b>										
03057541	0393 2011 Ford F250	03198SG	1FT7X2B62BE...	000794678	charles clark	0393 2011 Ford F250	03057541	11/17/2022	5.0	\$15.86
03057541	0393 2011 Ford F250	03198SG	1FT7X2B62BE...	000794678	charles clark	0393 2011 Ford F250	03057541	11/17/2022	4.4	\$13.96
03057541	0393 2011 Ford F250	03198SG	1FT7X2B62BE...	000794678	charles clark	0393 2011 Ford F250	03057541	11/17/2022	33.2	\$105.25
<b>03057541 Totals (3)</b>									<b>42.6</b>	<b>\$135.08</b>

I. Driver Listing – Report showing all drivers assigned to the account being viewed on the Portal. This is where you can make driver modifications and request new drivers

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

Account: 227 DGS Department of General Services (6000865)

2. Search Options

a) *Include all assigned accounts - Select this field if user wants to view transactions for all Carroll Fuel Accounts assigned to their login on the portal*

**Search Options**

Dates: 11/01/2022 - 12/01/2022

Include all assigned accounts

Cancel Search



3. Driver Listing – this report will show all drivers setup on the account being viewed on the portal. By default, the report will display 25 drivers, you can hit the drop down and change the number of transactions to display. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

**Driver Listing**  
Account: 227 DGS Department of General Services (6000865)

Search Criteria  
Account: 227 DGS Department of General Services (6000865)

10 Quick Filter

PIN	Last Name	First Name	Customer No	Customer Name	Last Used	Status	Options
[REDACTED]	Abinader	Carlos	6000865	227 DGS Department of General ...	-	Active	Options
[REDACTED]	Abney	Shanwn	6000865	227 DGS Department of General ...	-	Active	Options
[REDACTED]	Achumba	Victoria	6000865	227 DGS Department of General ...	-	Active	Options
[REDACTED]	Acton	John	6000865	227 DGS Department of General ...	10/21/2022 12:42 PM	Active	Options
[REDACTED]	ADAMS	GWENDOLYN	6000865	227 DGS Department of General ...	-	Active	Options
[REDACTED]	Adepoju	Gbadebo	6000865	227 DGS Department of General ...	9/30/2022 12:53 PM	Active	Options
[REDACTED]	Alexander	Asia	6000865	227 DGS Department of General ...	8/19/2022 9:17 PM	Active	Options
[REDACTED]	ALSTON	JAMES	6000865	227 DGS Department of General ...	9/23/2022 3:42 PM	Active	Options
[REDACTED]	Alston	Keyarna	6000865	227 DGS Department of General ...	-	Active	Options
[REDACTED]	Altemus	Joe	6000865	227 DGS Department of General ...	-	Active	Options

1 to 10 of 459 records

Options Search

4. Driver Modifications/Updates or Creating a New Driver

a) *Modify an Existing Driver – Find the driver in the list and select Options > Edit Driver. An Update Driver box will pop up. Update the First or Last Name accordingly and hit update. The user submitting the driver modification will receive an email once the Updates have been made. \*\*Please note – it will take 24 hours for the changes to reflect on the fueling pumps\*\**

**Update Driver**

227 DGS Department of General Services

Location: DGS/Accounting Office

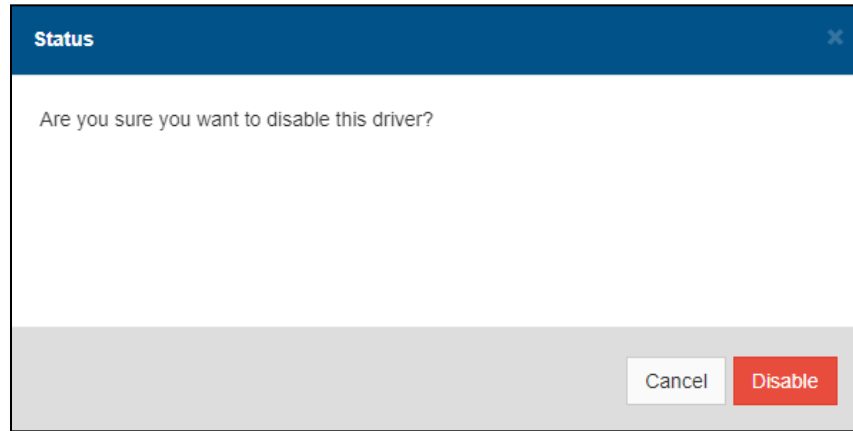
Driver Number: [REDACTED]

First Name: Carlos

Last Name: Abinader

Cancel Update

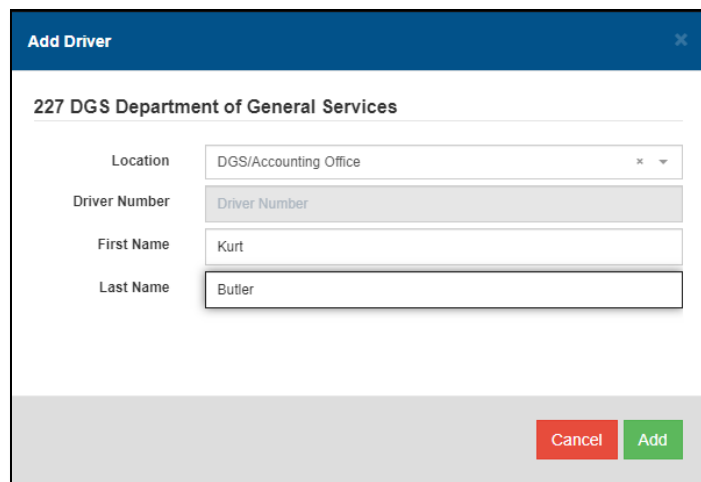
5. Inactivate an Existing Driver – Find the driver in the list and select Options > Disable Driver. A *Status* box will pop up asking if you are sure you want to disable. If so, click *Disable*, if not, click *Cancel*. The user submitting the driver inactivation will receive an email once the Inactivation has been completed. **\*\*Please note – it will take 24 hours for the changes to reflect on the fueling pumps\*\***



A dialog box titled "Status" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to disable this driver?". At the bottom right, there are two buttons: "Cancel" (white with grey border) and "Disable" (red with white text).

6. Creating a New Driver – At the bottom left of the driver Listing, click *Options > Add Driver*. A *Add Driver* box will pop up requesting the below information. Hit add once all information entered. The user submitting the driver creation will receive an email with the PIN # once the Driver has been setup. **\*\*Please note – it will take 24 hours for the changes to reflect on the fueling pumps\*\***

- a) *Location – Select the only location in the list*
- b) *Driver Number – No entry required. This will populate with the PIN # once created*
- c) *First Name – Enter the Drivers First Name*
- d) *Last Name – Enter the Drivers Last Name*



A form titled "Add Driver" with a close button (X) in the top right corner. The form is for "227 DGS Department of General Services". It contains the following fields:

- Location: A dropdown menu with "DGS/Accounting Office" selected and a close button (X) and arrow.
- Driver Number: A greyed-out text input field with "Driver Number" as a placeholder.
- First Name: A text input field with "Kurt" entered.
- Last Name: A text input field with "Butler" entered.

At the bottom right, there are two buttons: "Cancel" (red with white text) and "Add" (green with white text).

J. Vehicle Listing – Report showing all vehicles assigned to the account being viewed on the Portal. This is where you can make vehicle modifications and request new or replacement prokees

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

**Account:** 227 DGS Department of General Services (6000865) ✎

2. Search Options

a) *Include all assigned accounts - Select this field if user wants to view transactions for all Carroll Fuel Accounts assigned to their login on the portal*

**Search Options** ✕

**Dates**  -

Include all assigned accounts

3. Vehicle Listing – this report will show all vehicles setup on the account being viewed on the portal. By default, the report will display 25 vehicles, you can hit the drop down and change the number of transactions to display. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

**Vehicle Listing**

Account: 227 DGS Department of General Services (6000865)

**Search Criteria**

Account: 227 DGS Department of General Services (6000865) ✎

10 Quick Filter

Vehicle	Vehicle Description	Department	Sub Department	Odometer	VIN	License Plate	Last Activity	Products	Status	Options
005771SG	0000 2022 CHEVROLET S...	DGS - Multi Srv ...	H00A0100-355	7343	1GC5YLE70NF2...	05771SG	11/28/2022 11:25 AM	Unleaded	Active	☰ Options ▾
007520SG	0000	DGS Inventory S...	H00A0100-825	38522	1G1RE6E43EU1...	07520SG	11/17/2022 3:00 PM	Unleaded	Active	☰ Options ▾
01360778	0011 1 Equipt Card	DGS - Annap Pu...	H00A0100-315	-	Annapolis PubBld	GAS/DIES	-	Unleaded,Diesel...	Active	☰ Options ▾
01360800	0033 2000 Chevy C-2500	DGS - Balto Publ...	H00A0100-335	0	1GCGK24RXYR...	SG18359	-	Unleaded	Active	☰ Options ▾
01360822	0055 2012 Ford Focus	DGS - Constructi...	H00A0100-725	95144	1FAHP3E28CL3...	SG28221	11/30/2022 3:10 PM	Unleaded	Active	☰ Options ▾
01360856	0089 1 Arbutus Catonsville	DGS - Multi Srv ...	H00A0100-346	1	DGS Multi SrvCtr	M/C	6/1/2022 7:14 AM	Unleaded,Diesel...	Active	☰ Options ▾
01360869	0102 2008 Ford Pickup	DGS - Multi Srv ...	H00A0100-350	76746	1FTNF20568EA...	SG23149	11/2/2022 11:26 AM	Unleaded	Active	☰ Options ▾
01360876	0109 2011 Chevy Pickup	DGS - Multi Srv ...	H00A0100-351	75635	1GCNCP EA5BZ...	SG27537	10/5/2022 10:46 AM	Unleaded,Ethanol	Active	☰ Options ▾
01360877	0110 2011 Chevy PickUP	DGS - Multi Srv ...	H00A0100-351	58657	1GCNCP EA8BZ...	SG27538	11/16/2022 12:07 PM	Unleaded,Ethanol	Active	☰ Options ▾
01360878	0111 2011 Chevy PickUP	DGS - Multi Srv ...	H00A0100-351	104630	1GCNCP EA7BZ...	SG27539	11/4/2022 1:50 PM	Unleaded,Ethanol	Active	☰ Options ▾

1 to 10 of 171 records < 1 2 3 4 5 ... 18 >

☰ Options ▾
🔍 Search

4. Vehicle Modifications and New Requests

a) *Modify an Existing Vehicle – Find the vehicle in the list and select Options > Edit Vehicle. An Update Vehicle box will pop up. Update the fields requiring an update and click Update. The user submitting the vehicle modification will receive an email once the Updates have been made.*

**\*\*Please note – it will take 24 hours for the changes to reflect on the fueling pumps\*\***

- (1) Location – This field will never need to be changed
- (2) Department – Chose the department from the drop down list. If a department is missing from the list, please email [ProkeeRequest@carrollfuel.net](mailto:ProkeeRequest@carrollfuel.net) to have the department created.
- (3) Sub-Department – Each agency uses this field for something different, but this is a “Sub Department” or how the invoice is being filtered. It is a free form field, so be sure to be consistent with naming for invoice purposes.
- (4) Number – This field is the Vehicle ID and can’t be modified
- (5) Name – This field is used for identifying the vehicle on the Bi-Monthly Invoices. It should contain a full description of the vehicle and any other required fields by the Agencies AP department.
- (6) Make – Vehicle Make
- (7) Model – Vehicle Model
- (8) Year – Vehicle Year
- (9) VIN # - Vehicle VIN # - *This field is not able to be edited since it is a unique identifier of a vehicle*
- (10) License Plate – Vehicle Tag #
- (11) Fill Limit – Tank Size of the Vehicle

Update Vehicle
✕

**227 DGS Department of General Services**

Location:

Department:

If Department is not reflecting in the list, please contact [ProkeeRequest@carrollfuel.net](mailto:ProkeeRequest@carrollfuel.net) to have the new department added

Sub-Department:

**Vehicle Information**

Number:

Name:

\* Above description is used for identifying vehicles on invoices for billing purposes

Make:

Model:

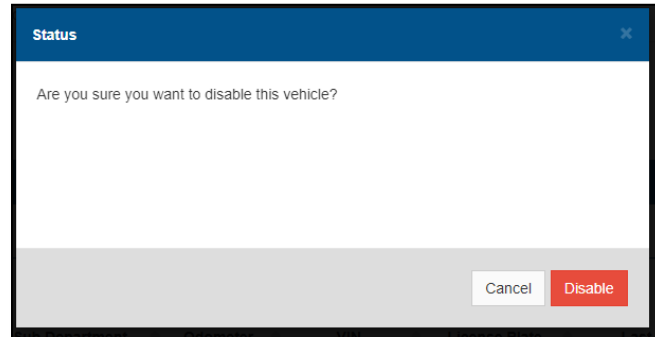
Year:

VIN Number:

License Plate:

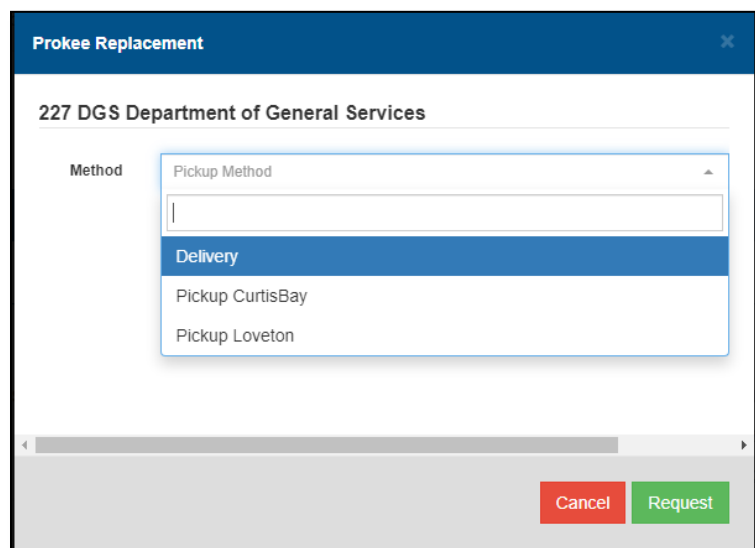
Fill Limit:

b) *Inactivate an Existing Vehicle/Prokee – Find the vehicle in the list and click Options > Disable Vehicle. A Status box will pop up asking if you are sure you want to disable. If so, click Disable, if not, click Cancel. The user submitting the vehicle inactivation will receive an email once the Inactivation has been completed. \*\*Please note – it will take 24 hours for the changes to reflect on the fueling pumps\*\**



c) *Request a Replacement Prokee – Find the vehicle in the list and click Options > Replace Prokee. A Prokee Replacement box will pop up asking for the Prokee Delivery Method. Click the Pick Up Method from the Drop Down and click request. The user submitting the prokee replacement will receive an email once the Prokee is ready for delivery. \*\*Please note – it will take 48 hours for the changes to reflect on the fueling pumps\*\**

- (1) Method – Select Pickup Method from drop down list
  - (a) Delivery – Enter delivery address for the replacement prokee to be mailed
  - (b) Pickup Curtis Bay – Select if user wants to pick up prokee at our Curtis Bay office – 6401 Chemical Rd Curtis Bay MD 21226
  - (c) Pickup Loveton – Select if user wants to pick up prokee at our Loveton Main Corporate office – 18 Loveton Cir Sparks Glencoe MD 21152



d) *Creating a New Vehicle – At the bottom left of the vehicle Listing, click Options > Add Vehicle. A Add Vehicle box will pop up requesting the below information. Hit add once all information entered (all fields are required for setup). The user submitting the new vehicle will receive an email once the Prokee is ready for delivery. \*\*Please note – it will take 48 hours for the changes to reflect on the fueling pumps\*\**

- (1) Location – Chose the location from the drop down list. Should be the MD###CL
- (2) Department – Chose the department from the drop down list. If a department is missing from the list, please email [ProkeeRequest@carrollfuel.net](mailto:ProkeeRequest@carrollfuel.net) to have the department created.
- (3) Sub-Department – Each agency uses this field for something different, but this is a “Sub Department” or how the invoice is being filtered. It is a free form field, so be sure to be consistent with naming for invoice purposes.
- (4) Product – Select one or more products from the drop down
- (5) Method – Select Pickup Method from drop down list
- (6) Delivery – Enter delivery address for the replacement prokee to be mailed
- (7) Pickup Curtis Bay – Select if user wants to pick up prokee at our Curtis Bay office – 6401 Chemical Rd Curtis Bay MD 21226
- (8) Pickup Loveton – Select if user wants to pick up prokee at our Loveton Main Corporate office – 18 Loveton Cir Sparks Glencoe MD 21152
- (9) Number – This field is the Vehicle ID and can't be modified
- (10) Name – This field is used for identifying the vehicle on the Bi-Monthly Invoices. It should contain a full description of the vehicle and any other required fields by the Agencies AP department.
  - (a) If requesting a Master Prokee, please enter Master + Department
- (11) Make – Vehicle Make
  - (a) If requesting a Master Prokee, please enter *Master*
  - (b) If requesting for Equipment, please enter *Equip*
- (12) Model – Vehicle Model
  - (a) If requesting a Master Prokee, please enter *Master*
  - (b) If requesting for Equipment, please enter *Equip*
- (13) Year – Vehicle Year
  - (a) If requesting a Master or Equipment Prokee, please enter the year the prokee is being requested
- (14) VIN # - Vehicle VIN #
  - (a) If requesting a Master Prokee, please enter *Master*
  - (b) If requesting for Equipment, please enter *Equip*
- (15) License Plate – Vehicle Tag #
  - (a) If requesting a Master Prokee, please enter *Master*
  - (b) If requesting for Equipment, please enter *Equip*
- (16) Fill Limit – Tank Size of the Vehicle

Add Vehicle
✕

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**227 DGS Department of General Services**

Location:  ✕ ▼

Department:  ✕ ▼

If Department is not reflecting in the list, please contact [ProceeRequest@carrollfuel.net](mailto:ProceeRequest@carrollfuel.net) to have the new department added

Sub-Department:

Product(s):  ✕

Method:  ✕ ▼

Please select a pickup location or enter a valid address for all delivery requests.

**Vehicle Information**

Number:

Name:

\* Above description is used for identifying vehicles on invoices for billing purposes

Make:

Model:

Year:

VIN Number:

License Plate:

Fill Limit:

Cancel
Add

K. Cardlock Exceptions – Exception report containing consigned/fleet transaction level details and the corresponding exceptions

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

Search Criteria
✕

---

**Date Range:** 11/25/2022 - 12/2/2022 ✎

2. Search Options
  - a) *Date* – Select the start and end date to show in report
  - b) *Include all assigned accounts* - Select this field if user wants to view transactions for all Carroll Fuel Accounts assigned to their login on the portal

Search Options
✕

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Dates:  -

Include all assigned accounts

Cancel
Search

3. Cardlock Exceptions – this report will show all transactions that have any type of exception related to them. This will correspond with the DGS Exception Audits sent to the agencies This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner.

- a) *Exception Listing*
- (1) 2-9 – Multiple Fuelings in one day
  - (2) A – Fueling after hours
  - (3) W – Fueling on weekends
  - (4) C – Calculated MPG Error
  - (5) G – Gallons / Day
  - (6) M – Master Prokee was used for fueling
  - (7) D – Duplicate transaction
  - (8) X – Exceeds tank size of vehicle being filled

**Cardlock Exceptions**

Account: 227 DGS Department of General Services (6000865)

Search Criteria												
Date Range: 12/1/2022 - 12/2/2022												
All	<input type="text" value="Quick Filter"/>											
Vehicle Code	Vehicle Descr	Tag Number	Driver Name	Site Descr	Trans Date	Trans Time	Product	Odometer	MPG	Total Amount	Gallons	Exceptions
<b>DGS/Accounting Office</b>												
<b>Construction</b>												
03551321	0458 2019 Chevr...	06398SG	Dale Swinburne	MD059-DGS - An...	12/1/2022	5:16 AM	-	40673	29.2	\$0.00	12.57	A
<b>Construction Totals (1)</b>										\$0.00	12.57	
<b>DGS - Annap Public Bldgs &amp; Grounds</b>												
03476504	0446 1 MASTER ...	-	Joe Pearce	MD062-SHA - An...	12/1/2022	9:38 AM	-	0	0.0	\$0.00	40.37	CG
<b>DGS - Annap Public Bldgs &amp; Grounds Totals (1)</b>										\$0.00	40.37	
<b>DGS - Security</b>												
02349292	0314 2014 Ford ...	GS0022	Charles Lane	MD059-DGS - An...	12/1/2022	8:03 PM	-	87813	10.0	\$0.00	6.39	A
03411390	0436 2018 Ford T...	3DP9093	Luke Montgomery	MD071-DGS - Ba...	12/1/2022	6:13 PM	-	45489	8.3	\$0.00	7.02	A
03429590	0443 2017 Ford T...	GS032	Raphael Olumaki...	MD071-DGS - Ba...	12/1/2022	6:30 AM	-	38777	12.9	\$0.00	9.62	A
<b>DGS - Security Totals (3)</b>										\$0.00	23.03	
<b>DGS/Accounting Office Totals (5)</b>										\$0.00	75.97	
1 to 5 of 5 records												
2-9 - Multiple Fuelings	A - After Hours	W - Weekend Use	C - Calc MPG Error	G - Gallons/Day	M - Master Prokee Use	D - Duplicate Transaction	X - Exceeds Tank Size					
Options -												Search



L. Cardlock Detail – Report containing consigned/fleet transaction level details for a specific date range. This report will be used for the tax refund (if applicable to your agency)

1. Search Criteria – click in the white area of the search criteria box to see all available search filters for this report

**Search Criteria**

**Date Range:** 11/22/2022 - 12/2/2022 ✎

2. Search Options

- a) *Date – Select the start and end date to show in report*
- b) *Location – Leave defaulted to All or select the account MD###CL*
- c) *Site – Leave defaulted to All or select the DGS Fueling site to contain on the report*
- d) *Card – Leave defaulted to All*
- e) *Driver – Leave defaulted to All or select the specific driver to contain on the report*
- f) *Vehicle – Leave defaulted to All or select the specific vehicle to contain on the report*
- g) *Invoice # - Always leave this field blank*
- h) *Group – Chose how the report is sorted (Card, Driver or Vehicle)*

**Search Options** ✕

<b>Dates</b>	<input type="text" value="11/22/2022"/> - <input type="text" value="12/02/2022"/>
<b>Location</b>	<input type="text" value="All"/> ▼
<b>Site</b>	<input type="text" value="All"/> ▼
<b>Card</b>	<input type="text" value="All"/> ▼
<b>Driver</b>	<input type="text" value="All"/> ▼
<b>Vehicle</b>	<input type="text" value="All"/> ▼
<b>Invoice</b>	<input type="text" value="Invoice Number"/>
<b>Group</b>	<input checked="" type="radio"/> Card <input type="radio"/> Driver <input type="radio"/> Vehicle

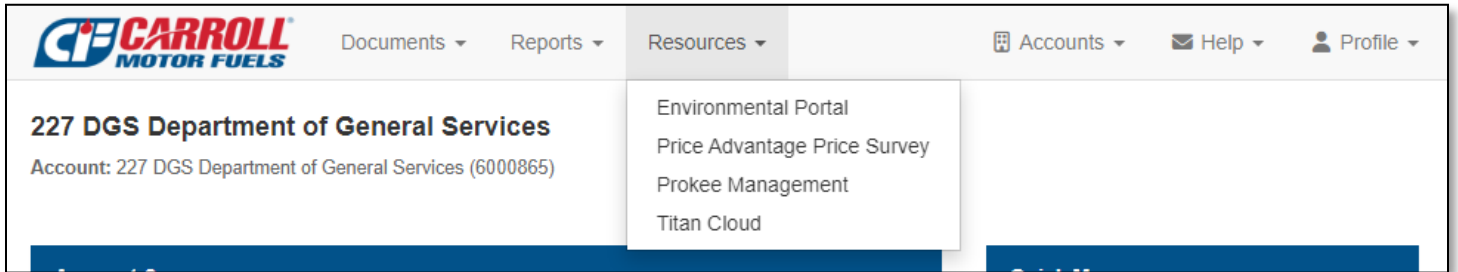
M. Cardlock Detail Summary – this report will show all consigned/fleet transactions that meet the search options selected. This report can be exported to excel or printed to PDF by selecting *Options* in the lower left corner. **\*\*Please Note – Pricing and Amount will reflect as \$0.00 until processed in our system, typically within 48 hours\*\***

Cardlock Detail Summary											
Account: 227 DGS Department of General Services (6000885)											
Search Criteria											
Date Range: 11/30/2022 - 12/2/2022											
All											Quick Filter
Vehicle No	Vehicle	Site Name	Product Name	Date	Time	Odometer	Quantity	Price	Amount		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	20:45	45,431	5.50	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	15:55	44,369	7.70	\$0.000	\$0.00		
-	-	MD048-MSP - Barrack I Easton	Gasoline 87 Oct Conv E-10	11/30/2022	13:33	47,519	7.59	\$0.000	\$0.00		
-	-	MD059-DGS - Annapolis Capital ...	Gasoline 87 Oct RFG E-10	11/30/2022	17:06	23,509	11.80	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	07:34	119,337	2.36	\$0.000	\$0.00		
-	-	MD048-MSP - Barrack I Easton	Gasoline 87 Oct Conv E-10	11/30/2022	17:47	65,226	9.43	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	16:50	1,706	3.11	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	19:17	5,420	9.32	\$0.000	\$0.00		
-	-	MD093-DHMH - Springfield Hos...	Gasoline 87 Oct RFG E-10	11/30/2022	08:19	54,071	9.52	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	13:11	49,124	6.60	\$0.000	\$0.00		
-	-	MD059-DGS - Annapolis Capital ...	Gasoline 87 Oct RFG E-10	11/30/2022	11:09	74,208	5.16	\$0.000	\$0.00		
-	-	MD059-DGS - Annapolis Capital ...	Gasoline 87 Oct RFG E-10	11/30/2022	02:36	68,610	12.60	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	15:10	95,144	1.51	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	11:01	4,577	23.53	\$0.000	\$0.00		
-	-	MD007-SHA - Hagerstown	Gasoline 87 Oct Conv E-10	11/30/2022	10:31	69,807	8.98	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	07:16	34,655	4.51	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	09:35	75,709	5.13	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	11:18	76,390	1.01	\$0.000	\$0.00		
-	-	MD059-DGS - Annapolis Capital ...	Gasoline 87 Oct RFG E-10	11/30/2022	09:58	54,507	8.02	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	11:05	22,374	11.98	\$0.000	\$0.00		
-	-	MD028-MDTA - Francis Scott Ke...	Bio Diesel 5% Clear 15 PPM	11/30/2022	08:56	15,453	3.59	\$0.000	\$0.00		
-	-	MD028-MDTA - Francis Scott Ke...	Bio Diesel 5% Clear 15 PPM	11/30/2022	15:01	15,703	31.13	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	02:40	38,653	2.80	\$0.000	\$0.00		
-	-	MD071-DGS - Baltimore Office C...	Gasoline 87 Oct RFG E-10	11/30/2022	11:15	72,580	5.99	\$0.000	\$0.00		
Vehicle : No group Totals (24)							198.87	\$0.000	\$0.00		

1 to 24 of 24 records

Options - Search

## V. RESOURCES TAB



- A. Environmental Portal – not applicable to the State of MD Agencies
- B. Price Advantage Price Survey – not applicable to the State of MD Agencies
- C. Prokee Management – This option will be going away. All Prokee or Driver requests and modifications should be made under the Vehicle or Driver Listing Reports
- D. Titan Cloud – Link to the State of MD Compliance Portal. This portal is for environmental compliance for State of MD Fueling Locations with Prokee access. If user access is needed for the Compliance Portal, please reach out to [StateService@carrollfuel.net](mailto:StateService@carrollfuel.net).