



# Statewide Contract Information Sheet

Statewide Contract Number		99999-001-SPD0000112-0001	
Name of Contract	Fuel Card Management Services		
Effective Date	October 1, 2014	Expiration Date:	September 30, 2021
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# Supplier Information Sheet

Contract Information	
<b>Statewide Contract Number</b>	<b>99999-001-SPD0000112-0001</b>
<b>PeopleSoft Supplier Number</b>	<b>0000094858</b>
<b>Supplier Name &amp; Address</b>	
<p>Wex Bank 3995 SOUTH 700 EAST Salt Lake City, UT 84107</p>	
<b>Contract Administrator</b>	
<p>Denise Baumgart Government Account Manager Telephone: 913-393-3208 <a href="mailto:Denise.Baumgart@wexinc.com">Denise.Baumgart@wexinc.com</a></p>	
<b>Contact Details</b>	
<b>Ordering Information</b>	<p>Jim Sever <a href="mailto:jim.sever@doas.ga.gov">jim.sever@doas.ga.gov</a> 404-463-6410</p>
<b>Remitting Information</b>	<p>Fleet Services P.O. Box 6293 Carol Stream, IL 60197-6293</p>
<b>Delivery Days</b>	N/A
<b>Discounts</b>	<p>.0010% net 10      .0012% net 7 .0013% net 5      (see details below)</p>
<b>Payment Terms</b>	Net 30 Days
<b>Bid Offer includes</b>	State and Local Government
<b>Acceptable payment method</b>	Supplier will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.



## General Contract Information

- (1) No set up or card fees apply
- (2) Early Payment Rebates Available
  - Payment received within 10 days of the billing date appearing on the monthly invoice: .0010% off retail transactions
  - Payment received within 7 days of the billing date appearing on your weekly invoice: .0012% off retail transactions
  - Payment received within 5 days of the billing date appearing on the weekly invoice: .0013% off retail transactions



## **Ordering Instructions**

### **Initial Fuel Cards**

#### State Agencies

- Contact Jim Sever, Office of Fleet Management (404) 463-6410 or [jim.sever@doas.ga.gov](mailto:jim.sever@doas.ga.gov)

#### Local Government

- Contact Denise Baumgart, Wright Express Account Manager (913) 393-3208 or [Denise.Baumgart@wexinc.com](mailto:Denise.Baumgart@wexinc.com)

### **Replacement Fuel Cards**

#### State Agencies

- Visit: [www.wexonline.com](http://www.wexonline.com)

#### Local Government

- Follow local Fleet/Purchasing directives



## **Frequently Asked Questions For the WEX Millennium Fuel Card Program**

### **1. How long will the process take for me to have my new fuel card?**

Each Account will go through a Discovery Session, Implementation and post implementation process. A standard conversion time is approximately 2-4 weeks, possibly longer depending on complexity.

### **2. What is Discovery?**

The Discovery process is a meeting between the account holder and WEX to review your current account set-up or hold a discussion with new accounts to see how they would like their account set-up (I.E. Account Name, Reporting options, Invoicing option, Driver PIN Length, utilization of standard fields for Driver records/Vehicle Records, etc.).

### **3. When will the implementation take place?**

A Representative from WEX will be reaching out to your Fleet Coordinator within the next couple of months to schedule a Discovery/Implementation call with you.

### **4. Who will contact me for implementation? What will be the communication method?**

Your Fleet Coordinator (the current fleet contact on your WEX account) will be contacted by Dianna Meserve or Sarah Scott via email or phone.

### **5. Will my import files change (WEXLink/.XLS)?**

Yes, the Millennium system has its own WEXLink 2000 file spec (flat File) which may require IT resources if you have coded to a previous version. The .XLS files will include all additional standard fields that the Millennium system provides.

### **6. Will my reports change?**

The Standard reports (Billing, Purchase activity etc.) will stay primarily the same with some formatting changes.



**7. Can I still use the same process for WEXLink Maintenance (for automation processing)?**

A New Process will be discussed with Account Representatives utilizing this functionality and IT resources will be necessary.

**8. Will our driver PIN's change?**

The driver PIN's (DID, Driver Identification) can remain the same as they are today.

**9. Will we get new cards?**

Yes, new cards will be issued.

**10. Will my Account numbers and card numbers change?**

Yes, both the account number and the card numbers will change. The Millennium system will be using a Credit Card Number (CCN) on the cards. The account number will no longer be printed on the cards. This helps to mitigate fraudulent activities. The CCN number is an eighteen digit string that is randomly generated within the system and reduces the risk of someone being able to replicate the number. When a card is reissued for being lost/stolen a new randomly generated number is given.

**11. Will my Online User ID and password change?**

You will need to keep your current user ID and Password for the online system you use today to retrieve historical information. You will receive a "New" User ID and Password for the millennium online system (they will not be the same).

**12. Will this cost money?**

No, we will only require resources during the discovery and implementation process.

**13. Can I see the historical information from my old account on this account?**

Historical information will not be available on the new account. You will still be able to access your old account via the "old" online system to pull any additional transactional information and reports.



**14. Will I get multiple invoices?**

Yes, you will get two separate invoices until all transactions have posted to your old account.

**15. When will my old cards be shut off?**

We will suspend and remove credit on your old account once your Fleet Coordinator has verified with us that you are no longer using the cards associated with that account. Usually 2 weeks from receipt of new cards or longer if necessary.

**16. Which contract should I remit payment to?**

You will remit payment under the new contract when you receive your invoice for the charges against the new fuel card. Fuel purchased with the current fuel card will be billed under the expiring (old) contract.

**17. Will I have to resubmit my tax forms/direct debit forms?**

New tax forms will need to be submitted if your current forms are due to expire within 4 months from the implementation start date on your account. WEX will inform you at the time of implementation if this will be necessary

Direct Debit/ACH forms will NOT need to be resubmitted as long as the bank account information is to remain the same.

**18. Will I need to reset my Purchase Alerts?**

Yes, this process will be covered during the Discovery/Implementation/Training



## **Changes/Renewals/Extensions**

- 1. Contract has been renewed for 1 additional year. The effective date of renewal is Oct. 1, 2017.**
- 2. Contract has been renewed for 1 additional year. The effective date of renewal is Oct. 1, 2018.**
- 3. Contract has been renewed for 1 additional year. The effective date of renewal is Oct. 1, 2019**
- 4. Contract is currently on Renewal #4. The effective date of the renewal is Oct. 1, 2020.**





## DOAS Contact Information

**Name:** Osborne J

Johnson

**Phone:**

404-232-1929