

Buying Fuel:

Notes for Requisitioners

Issued by Strategic Procurement on 09 September 2011.

Supplier: ARVAL UK

Address: Post Dept. 42, ARVAL LTD. Arval Centre, Windmill Hill, Swindon, Wilts. SN5 6PE.

Tel: 0870 419 4262 option 2.

Contact: Rebecca Grantham. Fuel Account Management Team.

Website; www.arval.co.uk

Supplier a/c no.37151727

The Contract

The contract provides fuel cards to EC and schools to allow fuel to be purchased at filling stations without the need for cash. The cards are designated by vehicle number (not driver) and can be used at almost all filling stations which allows drivers to travel a minimum distance to visit a local filling station. Each card quotes a vehicle number and the signature box on the back of the card should enter the vehicle number. This will allow any driver to fill the vehicle with fuel.

A number of reports are also available which include the following:

- The individual spend for each fuel card.
- The site where the fuel was purchased
- The date and time of purchase
- The price paid for the fuel

Ordering

New fuel card requests are to be made via Strategic Procurement.

Invoices are raised electronically each month by cost centre number and after validation by Strategic Procurement are sent to P2P for payment. P2P then issue them to the cost centre managers for approval.

Schools would receive their own invoices.

Support

This contract is managed by Ian Walter of Strategic Procurement, 020 8825 9932, WalterI@ealing.gov.uk.