



Treasury
Management

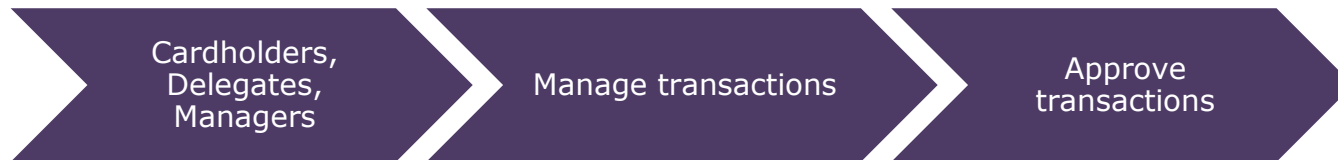
WellsOne[®] Expense Manager: Cardholders, Delegates, Managers

Overview

What to expect

This deck will provide you with an overview of WOEM® for Cardholders, Delegates, Approvers by highlighting the commonly used functions and the most efficient workflow. We will also learn how to access the additional resources for any on-the-spot questions.

Course flow



Additional resources

- ✓ CEO Support/Help
 - Online Training Classes
 - My Help
- ✓ Review [WOEM support resources](#)
- ✓ Contact *WellsOne*® Service Center
 - 1-800-932-0036

Getting started

After receiving your card



- Activate your card by calling the toll free number located on the activation sticker
- During activation you will need your **Unique Identification Number (ID)** - if you do not know your Unique ID, please contact your internal Program Administrator to obtain
- During activation you will be asked to create a customized Personal Identification Number (**PIN**), 4 digit number of your choice
- Sign the back of your card or "See ID"
- Record the *WellsOne*® Service Center number (1-800-932-0036) located on the back of your card in your mobile device, or address book
- Sign on to the CEO and initialize your CEO User ID

Log onto Wells Fargo Vantage; Click on Red “Sign On” button under Commercial Banking Tab

The screenshot shows a web browser window with the URL wellsfargo.com/com/. The page features a red header with the Wells Fargo logo and navigation links for Customer Service, About Us, and a Sign On button. Below the header, the Commercial Banking tab is selected, with sub-links for Middle Market Banking, Commercial Financing, Global Treasury Management, and Insights & Reports. The main content area displays a promotional banner for Wells Fargo Vantage with a red Sign On button and a list of links: Forgot password?, About Vantage, About Commercial Electronic Office®, Security Center, and Privacy, Cookies, and Legal. The background of the banner shows a woman with glasses looking at a laptop.

Enter login information;

The screenshot shows the Wells Fargo Sign On page. The browser address bar displays the URL: `wellsoffice.ceo.wellsfargo.com/portal/signon/index.jsp?TYPE=33554433&REALMOID=06-000d71c3-1a65-1ddc-b7b9-f958aa2b0000&GUID=&SMAUTHREA...`. The page header features the Wells Fargo logo. The main heading is "Sign On". Below this, a white form box contains the following fields and annotations:

- Company ID:** `sbtribes` (highlighted with a green box)
- User ID:** `tribes1$` (highlighted with a green box). A green box to the right contains the instruction: "First 4 letters of last name, initial of first name, 3 digit number".
- Password:** `tribes1$` (highlighted with a green box). A "Show" link is visible to the right of the password field.
- Remember me (optional):** An unchecked checkbox is circled in red.
- Sign on:** A yellow button.
- Forgot password?:** A blue link.

To the right of the form, a white box contains the text: ***Default Temporary Password**. The Wells Fargo Vantage logo is located at the bottom left of the page.

CEO Home

Access the **WellsOne Expense Manager**

The screenshot displays the Wells Fargo CEO Home dashboard. The top navigation bar is red with the Wells Fargo logo on the left and a user profile dropdown on the right. The main content area is divided into several sections: 'CEO Services' with a highlighted 'WellsOne Expense Manager' link, and 'Communication Center' showing 3 unread service updates. A user profile dropdown menu is open, showing the user's name 'MOLLY CAMPBELL', last login information, and links for 'User Profile', 'Change Password', and 'Edit Secret Questions'. A 'Preferences' section is also visible, with an 'Automatic Access' toggle set to 'No' and an 'Edit' button highlighted.

WELLS FARGO

Commercial Electronic Office®

CEO Services

WellsOne Expense Manager

Communication Center

3 Unread Service Updates

Welcome, **MOLLY CAMPBELL** ▼

Last Login: March 22, 20XX at 6:18 am PDT

Support ▼ | Sign Off

DEMO COMPANY SIX

User Profile

Change Password

Edit Secret Questions

Locations

Preferences

Automatic Access No

Edit

Cardholder Home Page

The screenshot displays the Wells Fargo Cardholder Home Page. At the top left, the Wells Fargo logo is visible. A navigation menu in the top center contains 'Home', 'Accounts', and 'Expenses'. A large black arrow points from this menu to a second, identical navigation menu on the top right. In the top right corner, the user is identified as 'Wf Cardholder 3' with a dropdown arrow.

The main content area is divided into several sections:

- Card Expenses:** Shows 37 expenses.
- Pinned:** A section for favorites with instructions: 'To show your favorites here, click the pin icon on a menu item.'
- Account Services:** Includes a link for 'Manage Text and Email Alerts'.
- MY EXPENSES:** A central section for a 'Commercial | **** * 9415' card. It lists 'WellsOne Visa (3739) | Allison Cardholder1' with the following details:

Action Required	Pending Approval	Credit Limit (USD)	Current Balance (USD)
37	6	10,000.00	5,452.64

Below this, it shows 'Available Credit (USD) 4,547.36' and a message: 'Unable to access your available credit'. A 'Recent Periods' dropdown menu is also present.
- Announcements:** An 'Important Note' section stating: 'We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.' The note is dated 'Last visit: 10/13/2020'.

At the bottom of the page, the copyright notice reads '©2020 Wells Fargo. All rights reserved.' and a footer contains links for 'Privacy Security & Legal', 'Terms of Use', 'About Wells Fargo', 'Accessibility', and 'Careers'.

Cardholder

*Action Required / Pending Approval / Limits & Balances

The screenshot displays the Wells Fargo online banking interface. At the top, the Wells Fargo logo is on the left, and navigation links for Home, Accounts, and Expenses are in the center. On the right, the user is identified as 'Wf Cardholder 3'. The main content area is divided into a left sidebar and a main panel. The sidebar includes 'Card Expenses' with a red notification badge '37', 'Pinned' items, and 'Account Services'. The main panel shows 'MY EXPENSES' for a 'Commercial' card. A smaller version of the card summary is shown on the left, and a larger, more detailed version is shown on the right. A black arrow points from the smaller version to the larger one. The larger summary includes a table with columns for 'Action Required', 'Pending Approval', 'Credit Limit (USD)', and 'Current Balance (USD)'. Below the table, it shows 'Available Credit (USD)' and a message 'Unable to access your available credit'. At the bottom, there is a 'Recent Periods' dropdown menu and a link for 'Authorizations and declines'.

WELLS FARGO Home Accounts Expenses Wf Cardholder 3

Card Expenses **37**

MY EXPENSES

Commercial | **** * 9415

WellsOne Visa (3739) | Allison Cardholder1

Action Required	Pending Approval	Credit Limit (USD)	Current Balance (USD)
37	6	10,000.00	5,452.64

Available Credit (USD)
4,547.36

C Unable to access your available credit

Recent Periods

Authorizations and declines

Commercial | **** * 9415

WellsOne Visa (3739) | Allison Cardholder1

Action Required	Pending Approval	Credit Limit (USD)	Current Balance (USD)
37	6	10,000.00	5,452.64

Available Credit (USD)
4,547.36

C Unable to access your available credit

Recent Periods

Authorizations and declines

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Cardholder

Announcements

The screenshot shows the Wells Fargo Cardholder interface. At the top, the Wells Fargo logo is on the left, and navigation links for Home, Accounts, and Expenses are in the center. On the right, the user is identified as 'Wf Cardholder 3'. The main content area is titled 'MY EXPENSES' and features a 'Card Expenses' summary with a red badge showing '37'. Below this is a 'Pinned' section with instructions on how to pin items. The primary focus is on a 'Commercial' card (**** * 9415) with a status of 'WellsOne Visa (3739) | Allison Cardholder1'. A table displays card metrics: Action Required (37), Pending Approval (6), Credit Limit (USD) (10,000.00), and Current Balance (5,452.36). The available credit is shown as 4,547.36 USD. A red warning icon indicates 'Unable to access your available credit'. A dropdown menu for 'Recent Periods' is visible. A callout box on the right highlights an 'Important Note' with a large black arrow pointing to it. The note states: 'We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.' The note is dated 'Last visit: 10/13/2020'. At the bottom, there are links for 'Authorizations and declines', 'Privacy Security & Legal', 'Terms of Use', 'About Wells Fargo', 'Accessibility', and 'Careers'. The footer contains the copyright notice '©2020 Wells Fargo. All rights reserved'.

WELLS FARGO Home Accounts Expenses Wf Cardholder 3

Card Expenses **37**

MY EXPENSES

Commercial | **** * 9415

WellsOne Visa (3739) | Allison Cardholder1

Action Required	Pending Approval	Credit Limit (USD)	Current Balance
37	6	10,000.00	5,452.36

Available Credit (USD)
4,547.36

C Unable to access your available credit

Recent Periods

Authorizations and declines

Announcements

Important Note

We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.

Last visit: 10/13/2020

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Cardholder Settings

WELLS FARGO

Home Accounts Expenses

Wf Cardholder 3

Personal Settings

The following diagram map is aimed to help you configure and manage your own personal settings. If you have any questions or wish to change settings not available here then please contact your system administrator.



- Personal Details
- Account Management
- Management Codes
- Default Codes
- Audit History
- Regional Settings**
- Email Management
- Mobile Devices

Personal Details

Wf Cardholder 3 Test - Personal Details

Employee ID	WfCardholder3
Company Unit	West Sales
Phone Number	-
Email Address	-
Date Added	10/07/2020
Date Modified	-
Date Termination	-

Receipt Upload via Email

wtes.w.3n15r.qgd5w9@test.receipt-upload.com [More Info ...](#)

Manager Details

Manager	Wf Approver 3 Test
Manager 2	Wf Approver 4 Test

- Image Library
- Language
- Personal Settings
- Help**
- Contact
- Mobile App
- Log Out

Notifications

Manage text and email alerts

The screenshot shows the Wells Fargo user interface. At the top left is the Wells Fargo logo. Navigation links include Home, Accounts, and Expenses. The user is identified as 'WF Cardholder 3'. The main content area is titled 'MY EXPENSES' and shows details for a 'Commercial' card ending in 9415. A table lists 'Action Required' (37), 'Pending Approval' (6), and 'Credit' (10). Below this, the 'Available Credit (USD)' is shown as 4,547.36. A callout box with a purple border highlights the 'Account Services' menu item in the left sidebar and the 'Manage Text and Email Alerts' option in the main content area. A black arrow points from the sidebar item to the main content area item. An 'Important Note' is visible in the right sidebar, and a footer contains copyright and legal information.

WELLS FARGO Home Accounts Expenses WF Cardholder 3

Card Expenses **37** MY EXPENSES

Account Services

Commercial | **** * 9415

WellsOne Visa (3739) | Allison Cardholder1

Action Required	Pending Approval	Credit
37	6	10

Available Credit (USD)
4,547.36

Account Services

Manage Text and Email Alerts

Important Note
We will never ask you to provide credit card details, password credentials, or any personal information in an email or over the phone. If you do receive a request like this please report it immediately to your Administrator.

Last visit: 10/13/2020

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Notifications

Commercial Card Account Services

WELLS
FARGO

Commercial Card Account Services



Contact Information

Contact Information

[Manage Alerts](#)

Either a mobile phone number or email address is required. Enter both to receive text and email alerts.

Note: Alerts cannot be sent to international phone numbers.

Mobile

Email

Notifications

Commercial Card Account Services, continued

<p>Contact Information</p> <p>Manage Alerts</p>	<h3>Alert Information</h3> <p>Change your alerts for card number xxxx-xxxx-xxxx-8920 below.</p> <p>Purchases</p> <p>Alert <input type="text" value="by Text and Email"/></p> <p>* Purchase Threshold <input type="text" value="\$1.00"/> USD</p> <p>Online Purchases</p> <p>Alert <input type="text" value="by Email"/></p> <p>Available Credit</p> <p>Alert <input type="text" value="by Text"/></p> <p>Decline</p> <p>Alert <input type="text" value="None"/></p> <p>Fraud</p> <p>Alert <input type="text" value="by Email"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Edit Contact Information"/> <input type="button" value="Disenroll"/></p>
--	--

A **Purchase Threshold** is required for general **Purchase** alerts (alerts are sent when this threshold is exceeded)

Online Purchase alerts are issued on *all* online card activity

The **Available Credit** alert is requested by texting "**Avail**" to **93236** (amount of available credit is be received back via selected delivery channels)

View account details

My accounts screen

WELLS FARGO [Home](#) [Accounts](#) [Expenses](#) Wf Cardholder 3 ▾

My Accounts

Show Account status Active ▾ Find 🔍

Commercial Available Credit (USD) 4,547.36
**** * 9415


Commercial

Issuer	Card Type	Card Number	Card Status
WellsOne Visa (3739)	Commercial	**** * 9415	Active

Statements Manage Card

Statement period Current Period ▾ Find 🔍

Available Credit (USD)	Balance (USD)	Credit Limit (USD)
4,547.36	5,452.64	10,000.00

 Unable to access your available credit

You have no items here.

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Viewing statements

WELLS FARGO Home Accounts Expenses WF Cardholder 3 ▾

My Accounts

Show Account status Active ▾ Find 🔍

Account	Available Credit (USD)
Commercial ***** 9415	4,547.36

Commercial

Issuer: WellsOne Visa (3739) | Card Type: Commercial | Card Number: ***** 9415 | Card Status: Active

Statement

05/30/2020 - 06/30/2020 ▾ Find 🔍

Current Period

Period	Amount (USD)
05/30/2020 - 06/30/2020	
05/01/2020 - 05/29/2020	
03/31/2020 - 04/30/2020	432.60
02/29/2020 - 03/30/2020	392.60
01/31/2020 - 02/28/2020	
12/31/2019 - 01/30/2020	565.20
11/30/2019 - 12/30/2019	
10/31/2019 - 11/29/2019	101.44
10/01/2019 - 10/30/2019	

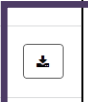
Credit Limit (USD): 10,000.00

Car wash 06/23/2020 14.00 USD

General Retail 06/23/2020 26.50 USD

General Business 06/22/2020 15.25 USD

General Business 11.95 USD



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Card maintenance requests

Pending credit limit change request

WELLS FARGO Home Accounts Expenses Wf Cardholder 3 ▾

My Accounts

Show	Account status	Find	
Commercial	Active		Available Credit (USD) 4,547.36
**** * 9415			

Commercial

Issuer	Card Type	Card Number	Card Status
WellsOne Visa (3739)	Commercial	**** * 9415	Active

Statements **Manage Card**

Payment Details

Amount Due -

Due Date -

Account Management

New credit limit requested on 07/02/2020

Sales Trip	10,000.00	→	11,000.00	Pending	View

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Reconciling card transactions

Expenses

WELLS FARGO Home Accounts **Expenses** WF Cardholder 3

Expenses

Filters Default Find

Select all Code selected expenses

<input type="checkbox"/>	Airline	392.60 USD		WF Visa 3739	06/26/2020	Details
<input type="checkbox"/>	Airline	432.60 USD		WF Visa 3739	06/26/2020	Details
<input type="checkbox"/>	Grocery Store	101.44 USD		WF Visa 3739	06/24/2020	Details
<input type="checkbox"/>	General Business	15.25 USD		WF Visa 3739	06/22/2020	Details
<input type="checkbox"/>	Parking	262.00 USD		WF Visa 3739	06/17/2020	Details
<input type="checkbox"/>	Lodging	106.66 USD		WF Visa 3739	06/12/2020	Details
<input type="checkbox"/>	Car Rental Company	470.76 USD		WF Visa 3739	06/12/2020	Details
<input type="checkbox"/>	Lodging	106.66 USD		WF Visa 3739	06/09/2020	Details
<input type="checkbox"/>	Car Rental Company	451.89 USD		WF Visa 3739	06/05/2020	Details
<input type="checkbox"/>	Parking	108.00 USD		WF Visa 3739	06/05/2020	Details
<input type="checkbox"/>	Fast Food Restaurant	18.53 USD		WF Visa 3739	06/04/2020	Details
<input type="checkbox"/>	Lodging	91.37 USD		WF Visa 3739	06/04/2020	Details
<input type="checkbox"/>	Lodging	108.85 USD		WF Visa 3739	06/04/2020	Details
<input type="checkbox"/>	Lodging	111.73 USD		WF Visa 3739	06/03/2020	Details

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Reconciling card transactions

Search codes

+ Add

Expenses

Filters 1 filters set Find

Select all Code selected expenses

<input type="checkbox"/>	Odp Bus Sol Llc ... WF Visa 3739 07/19/2023	2,666.98 USD	>
<input type="checkbox"/>	Odp Bus Sol Llc ... WF Visa 3739 07/18/2023	14.97 USD	>
<input type="checkbox"/>	Odp Bus Sol Llc ... WF Visa 3739 07/18/2023	49.02 USD	>
<input type="checkbox"/>	Odp Bus Sol Llc ... WF Visa 3739 07/18/2023	136.80 USD	>
<input type="checkbox"/>	Odp Bus Sol Llc ... WF Visa 3739 07/18/2023	68.82 USD	>
<input type="checkbox"/>	Verizonwrlss WF Visa 3739 07/18/2023	23,878.03 USD	>
<input type="checkbox"/>	Odp Bus Sol Llc ... WF Visa 3739 07/17/2023	151.98 USD	>
<input type="checkbox"/>	Odp Bus Sol Llc ... WF Visa 3739 07/17/2023	14.97 USD	>
<input type="checkbox"/>	Www Costco Com WF Visa 3739 07/17/2023	1,435.61 USD	>
<input type="checkbox"/>	Suburban Propa... WF Visa 3739 07/17/2023	1,400.73 USD	>
<input type="checkbox"/>	Suburban Propa... WF Visa 3739 07/17/2023	753.92 USD	>

Odp Bus Sol Llc # 101080

Amount 2,666.98 USD Date 07/19/2023 Issuer WellsOne Visa (3739)

Merchant category group Business Services/Supplies

Link receipt

Coding Details

Spend Wizard Expense template

1

Amount incl	2,666.98	USD	GL Code	+
Tax	N/A		Dept	50 50
Tax amount	0.00	USD	Expense	+
			Fund	20000 INDIRECT

Split

Supplier Details

Purchase Odp Bus Sol Llc # 101080

Business Purpose *

200 characters left

Complete Update Description is required. Options

Reconciling card transactions

Approval comments

The screenshot displays the Wells Fargo Expenses management interface. On the left, a list of transactions is shown, with the 'Fast Food Restaurant' entry highlighted. The main panel on the right provides a detailed view of this transaction, including its amount (18.53 USD), date (06/04/2020), and merchant category (Miscellaneous Store). The 'Information required' section contains fields for tax amount (0.00 USD) and a split button. The 'Business Purpose' field is empty. The 'Approval rules' section shows the transaction amount and a confirmation prompt: 'Please confirm attendees and add a project.' Below this, a timestamp indicates the transaction was approved by 'WF Approver 3 Test' on 10/08/2020 at 05:04. A dashed red box highlights the 'Ask a question or add a comment...' field, which is currently empty. At the bottom of the detailed view, 'Complete' and 'Update' buttons are visible, with the 'Complete' button highlighted. The footer of the page includes the copyright notice '©2020 Wells Fargo. All rights reserved' and various links for privacy, security, and legal information.

WELLS FARGO Home Accounts Expenses WF Cardholder 3

Expenses

Filters: Default Find

Select all Code selected expenses

Transaction	Amount	Date
Lodging (WF Visa 3739) 06/09/2020	106.66 USD	
Car Rental Company (WF Visa 3739) 06/05/2020	451.89 USD	
Parking (WF Visa 3739) 06/05/2020	108.00 USD	
Fast Food Restaurant (WF Visa 3739) 06/04/2020	18.53 USD	
Lodging (WF Visa 3739) 06/04/2020	91.37 USD	
Lodging (WF Visa 3739) 06/04/2020	108.85 USD	
Lodging (WF Visa 3739) 06/03/2020	111.73 USD	
Lodging (WF Visa 3739) 06/02/2020	112.86 USD	
Lodging (WF Visa 3739) 06/02/2020	117.81 USD	
Airline (WF Visa 3739) 05/31/2020	422.60 USD	
Airline (WF Visa 3739) 05/31/2020	498.60 USD	

Fast Food Restaurant

Amount: 18.53 USD | Date: 06/04/2020 | Issuer: WellsOne Visa (3739) | Merchant category group: Miscellaneous Store

Coding Details

Information required

Tax amount: 0.00 USD

Split Personal

Supplier Details

Purchase: Fast Food Restaurant

Business Purpose

200 characters left

Approval rules

Transaction Amount

Please confirm attendees and add a project.

WF Approver 3 Test 10/08/2020, 05:04

Ask a question or add a comment...

Comment is required 250 characters left

Complete Update Options

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Disputing transactions

Disputing a transaction

WELLS FARGO Home Accounts Expenses Wf Cardholder 3 ▾

My Accounts Commercial

Show Account status Active ▾ Find 🔍

Commercial Available Credit (USD) **4,547.36**

**** * 9415

Statements Manage Card

Statement period 05/30/2020 - 06/30/2020 ▾ Find 🔍

Opening Balance (USD)	Balance (USD)	Credit Limit (USD)	
3,907.58	5,452.64	10,000.00	

Clear selection 1 transaction selected

<input type="checkbox"/>	Airline 06/26/2020	432.60 USD
<input type="checkbox"/>	Airline 06/26/2020	392.60 USD
<input checked="" type="checkbox"/>	Airline 06/26/2020	565.20 USD
<input type="checkbox"/>	Grocery Store 06/24/2020	101.44 USD

Dispute

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Disputing transactions

Dispute screen

WELLS FARGO Home Accounts Expenses Wf Cardholder 3 ▾

My Accounts

Show	Account status Active ▾	Find	Q
------	----------------------------	------	---

Commercial Available Credit (USD)
**** * 9415 **4,547.36**

Statements		
Statement period	05/30/2020 - 06/30/2020 ▾	Find Q
Opening Balance (USD)	Balance (USD)	Credit Limit (USD)
3,907.58	5,452.64	10,000.00

Clear selection 1 transaction selected

- Airline**
06/26/2020
- Airline**
06/26/2020
- Airline**
06/26/2020
- Grocery Store**
06/24/2020

Dispute transaction

Prior to filing with Wells Fargo, you must contact the merchant in an attempt to resolve your dispute.

Your account must be closed if you are claiming an unauthorized transaction. For immediate assistance, call [800-932-0036](tel:800-932-0036). Please note you may be contacted for additional documentation.

Cardholder Allison Cardholder1 Card number **** * 9415

Dispute type *
Duplicate transaction ▾

I have been charged multiple times for the same transaction.

Phone number
2318237172

Email *
jane.doe@wellsfargo.com

Comment

Dispute **Cancel**

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Disputing transactions

Expense disputed

The screenshot displays the Wells Fargo Expense Manager interface. At the top, the navigation bar includes 'WELLS FARGO', 'Home', 'Accounts', and 'Expenses' (which is highlighted with a blue box). The user is identified as 'Wf Cardholder 3'.

The main area shows a list of expenses. The selected expense is a 'Grocery Store' transaction for 101.44 USD on 06/24/2020, marked as 'Expense disputed' (indicated by a red icon and a blue box). The list includes:

Category	Amount	Date
Airline	392.60 USD	06/26/2020
Airline	432.60 USD	06/26/2020
Grocery Store	101.44 USD	06/24/2020
General Business	15.25 USD	06/22/2020
Parking	262.00 USD	06/17/2020
Lodging	106.66 USD	06/12/2020
Car Rental Company	470.76 USD	06/12/2020
Lodging	106.66 USD	06/09/2020
Car Rental Company	451.89 USD	06/05/2020
Parking	108.00 USD	06/05/2020
Fast Food Restaurant	18.53 USD	06/04/2020

The detailed view of the 'Grocery Store' expense shows the following information:

- Amount: 101.44 USD
- Date: 06/24/2020
- Issuer: WellsOne Visa (3739)
- Merchant category group: Type of Retail Store
- Status: Expense disputed

The 'Coding' section includes fields for:

- General Ledger Code: A required code is missing.
- Department: A required code is missing.
- Project: A required code is missing.

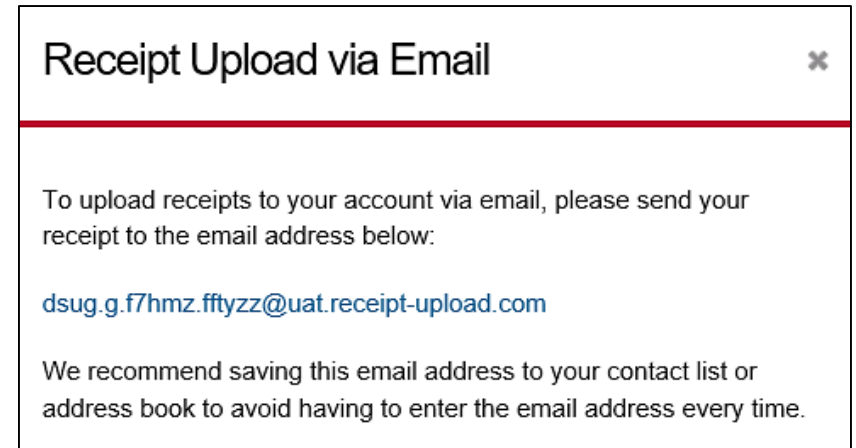
Other fields include 'Tax' (0.00 USD), 'Split' (Personal), and 'Supplier Details' (Purchase Grocery Store). The 'Business Purpose' field is empty with a 200-character limit. At the bottom, there are 'Complete', 'Update', and 'Reset' buttons, with a red error message 'A required code is missing.' next to the 'Update' button.

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Receipt management

Image library

- There are three ways to upload your receipt:
 - **Desktop**
 - Upload image from files
 - **Email**
 - Attach a file/image
 - **Mobile app**
 - Take a picture and upload the image



Receipt management

Add a receipt

The screenshot displays the Wells Fargo Expense Manager interface. On the left, a list of expenses is shown, including Airline, Grocery Store, General Business, Parking, Lodging, and Car Rental Company. The right pane shows the detailed view for a Car Rental Company expense of 451.89 USD on 06/05/2020. A dropdown menu is open over the 'Link receipt' button, showing options for 'Image Library' and 'Receipt Submitted?' (N/A).

WELLS FARGO Home Accounts Expenses WF Cardholder 3

Expenses

Filters: Default Find

Select all Code selected expenses

Category	Amount	Date	Details
Airline	392.60 USD	06/26/2020	Details
Airline	432.60 USD	06/26/2020	Details
Grocery Store	101.44 USD	06/24/2020	Details
General Business	15.25 USD	06/22/2020	Details
Parking	262.00 USD	06/17/2020	Details
Lodging	106.66 USD	06/12/2020	Details
Car Rental Company	470.76 USD	06/12/2020	Details
Lodging	106.66 USD	06/09/2020	Details
Car Rental Company	451.89 USD	06/05/2020	Details
Parking	108.00 USD	06/05/2020	Details
Fast Food Restaurant	18.53 USD	06/04/2020	Details

Car Rental Company

Amount: 451.89 USD | Date: 06/05/2020 | Issuer: WellsOne Visa (3739) | Merchant category group: Automobile Rental

Coding Details

Spend Wizard Expense template

1

Amount incl: 451.89 USD | Tax: 0.00 USD

General Ledger Code: [] +
A required code is missing.

Department: [] +
A required code is missing.

Project: [] +

Split Personal

Supplier Details

Purchase Car Rental Company

Business Purpose

[] 200 characters left

Complete Update A required code is missing. Options

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Receipt management

Add a receipt, continued


WellsOne® Expense Manager - Microsoft Edge
https://ImageManagement/ImageLinking

Image Linking

WellsOne Visa (3739): 06/12/2020 Amount: \$470.76 USD

Linked Images Image Library

Upload Upload via Email



Receipt Image.png

Product	Qty	Price
Misc. Item	1	59.99
Misc. Item	1	15.99
Misc. Item	1	21.99
Misc. Item	1	79.99
Misc. Item	1	19.99
Tax		9.66

Cardholder / Approver Statement Download

Expense Tab

My Accounts

Account status: Active

Commercial
**** * 3934

Available Credit (USD)
121,511.99

Commercial

Issuer: WellsOne Visa (3739) | Card Type: Commercial | Card Number: **** * 3934 | Card Status: Active

Statements | Manage Card

Statement period: Current Period

Statement period	Available Credit (USD)	Balance (USD)	Credit Limit (USD)	Updated
Current Period	121,511.99	56,049.23	178,000.00	Updated 19:27

Select all

- Odp Bus Sol Llc # 101080 (07/19/2023) 2,666.98 USD
- Verizonwrlss (07/18/2023) 23,878.03 USD

*Statement will appear on computer as downloaded document; will open a new screen

*Click on statement to print

P-Card Statements

RUN DATE 7/24/2023

PAGE NO 1

WELLS FARGO

Reporting Period : 6/27/2023 - 7/25/2023

Statement Summary

Name	Danita Arriwite	Company	Shoshone Bannock Tribes
Account #	XXXX-XXXX-XXXX-3934	Currency	US Dollar
Reporting Period	6/27/2023 - 7/25/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 6/30/2023	6/30/2023	Amzn Mktp Us Amzn.Com/Bill, WA				543.84
		Purchase Amzn Mktp Us	Dept: 50 Fund: 20000			

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 7/3/2023	7/5/2023	Porters Office Products 208-5424833, ID		✓	✓	323.81
		PORTERS OFFICE PRODUCTS POLICE 7/03/2023 AIR DUSTER KLEENEX STAMP CORRECTION TAPE MEMO BOOK	Dept: 00 Expense: 700 Fund: 30368			

Transaction Count: 44

Total: 56,049.23

Employee Signature

Date

Authorized Approver Signature

Date

Receipt management

Optical Character Recognition (OCR)

- Optical Character Recognition scans uploaded receipts and uses the expense date and amount to identify expenses that match
- The OCR process begins as soon as a receipt has been uploaded via the mobile app, desktop or email
- If you upload an image directly to an expense, this manually links the image and it won't be sent for OCR scanning
- Supported file types for OCR scanning include PDF, PNG and JPEG
- **Note:** Image files must be between 150 KB and 4.8 MB

Mobile app

First time sign on

The screenshot shows the Wells Fargo Personal Settings page. The user is logged in as Danita. A modal window titled "Mobile App" is displayed, promoting the WellsOne® Expense Manager App. The modal includes the WellsOne logo, the app name, a description, download links for the App Store and Google Play, and a QR code labeled "Get QR code". The background settings page shows a sidebar with options like Personal Details, Account Management, and Mobile Devices. A user menu is open on the right, listing options such as Image Library, Language, Personal Settings, Help, Contact, Mobile App, and Log Out.

WELLS FARGO Home Accounts Expenses

Personal Settings

The following diagram map is aimed to help you configure and manage your account.

- Charge Groups
- Report Groups
- Approval Roles
- Rate Groups

WellsOne® Mobile Device Management

No registered mobile devices.

Mobile App

WellsOne® Expense Manager App
Manage your commercial card account anytime, anywhere with the WellsOne® Expense Manager App

Download on the App Store | GET IT ON Google Play

Scan the QR code below to log in to your account.

Get QR code

WellsOne® Expense Manager App

Expense	Amount
WellsOne®	320.00
WellsOne®	125.00
WellsOne®	825.00
WellsOne®	525.00
WellsOne®	99.00
WellsOne®	500.00
WellsOne®	1,000.00
WellsOne®	500.00

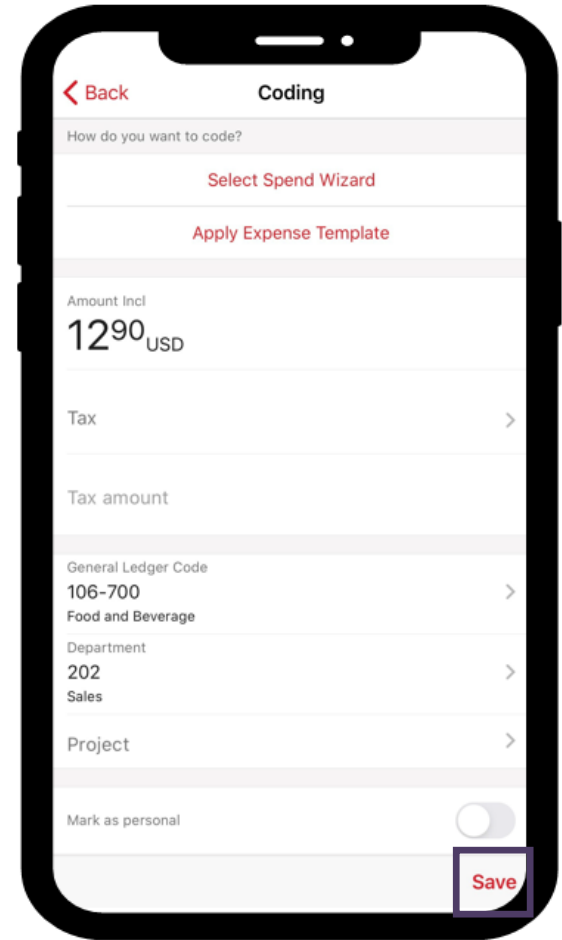
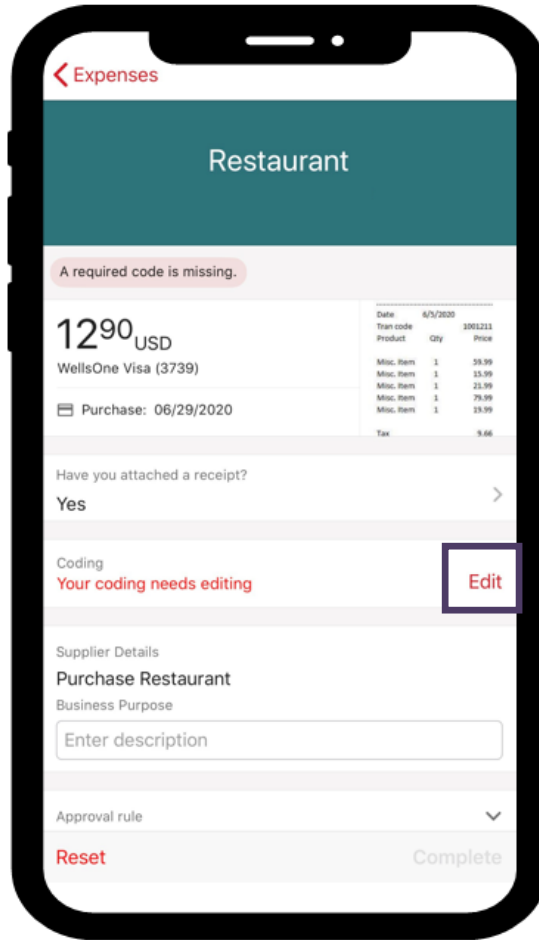
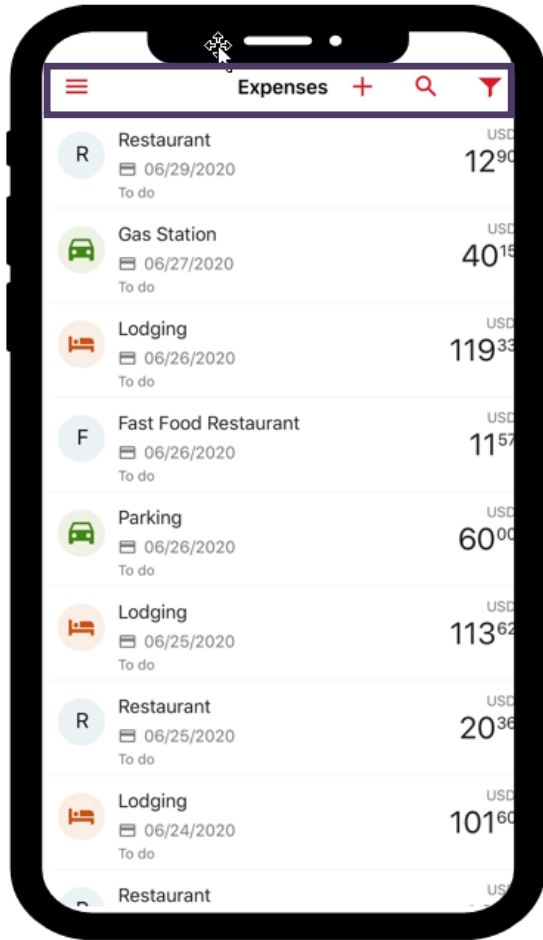
WELLS FARGO Danita

- Image Library
- Language
- Personal Settings
- Help
- Contact
- Mobile App
- Log Out

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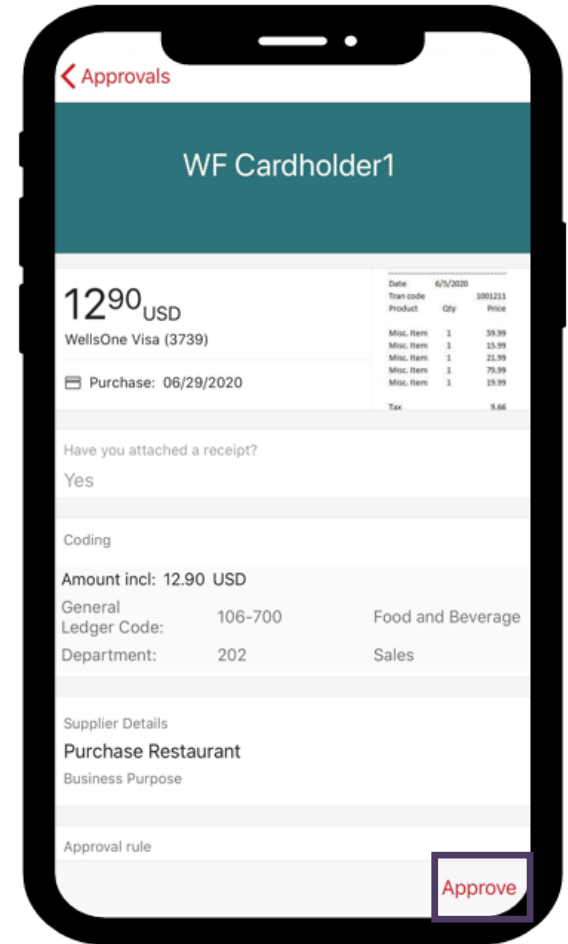
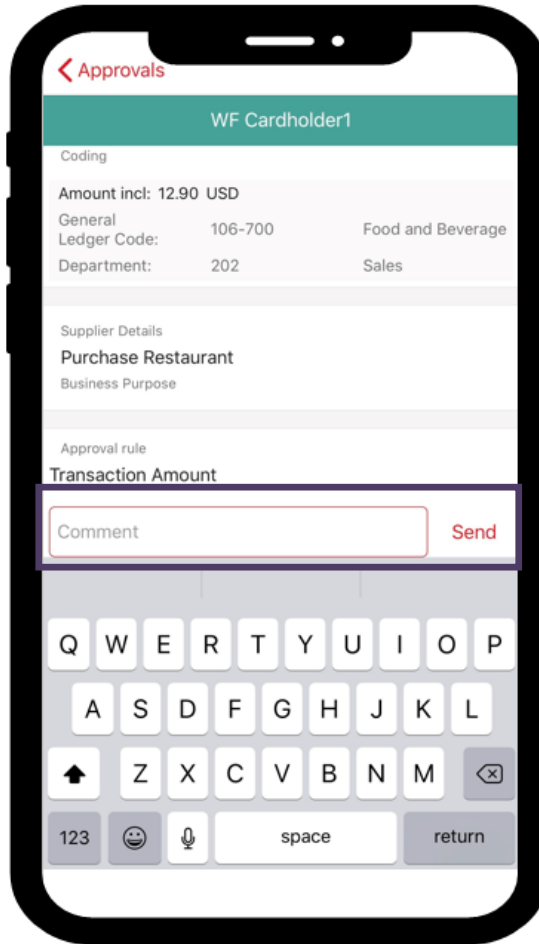
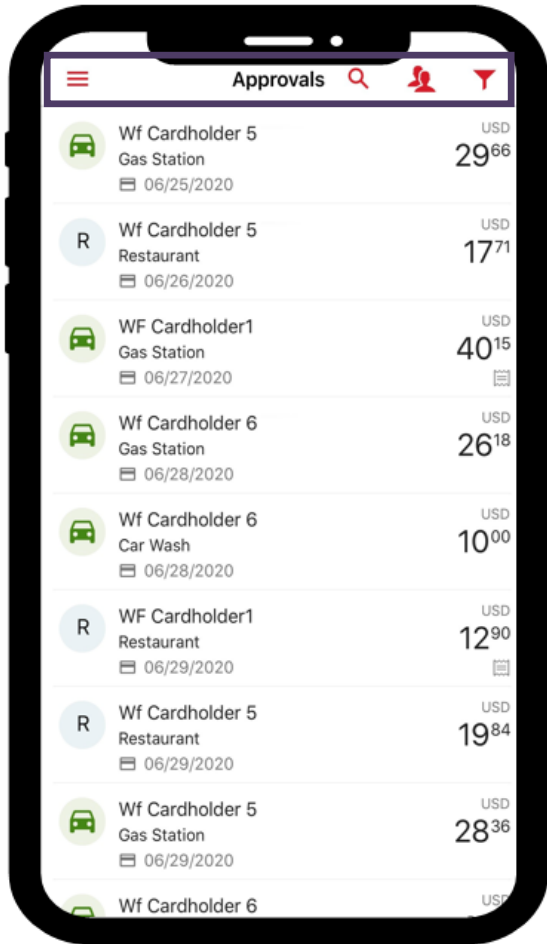
Mobile app

Cardholder



Mobile app

Approver



User roles explained

Approver

The screenshot displays the Wells Fargo online banking interface for a user with the role of 'Approver'. The interface includes a top navigation bar with the Wells Fargo logo and menu items: Home, Accounts, Expenses, and Approvals. The user's name 'WF Approver 3' is visible in the top right corner. The main content area is divided into several sections:

- MY EXPENSES**: A section for card expenses, currently showing 22 expenses. It includes a 'Pinned' section with instructions and 'Account Services' for managing alerts.
- Commercial | **** * 3896**: A summary for a WellsOne Visa (3739) card held by Neal Cardholder1. It displays a table of transaction metrics:

Action Required	Pending Approval	Credit Limit (USD)	Current Balance (USD)
22	0	10,000.00	887.11

Below this table, it shows 'Available Credit (USD)' as 9,112.89 and a message: 'Unable to access your available credit'. There is also a 'Recent Periods' dropdown menu and a link for 'Authorizations and declines'.- APPROVALS**: A section showing 2 employees with a summary table:

Approval Required	Info Provided	Info Required
8	1	2

- Announcements**: A section on the right side containing an 'Important Note' about providing credit card details and a 'Last visit: 10/13/2020' timestamp.

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Approvers

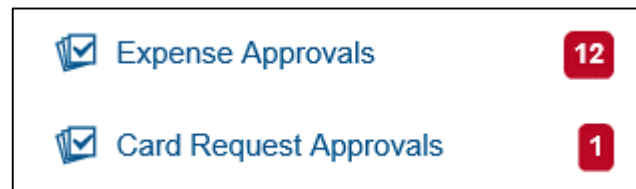
Notifications

- **Home screen** – An indicator displays next to the Approvals on the Home screen



Approvals		1 Employee
Approval Required	Info Provided	Info Required
11	0	1

- **Left menu** – A count of items requiring your approval displays next to Approvals in the left navigation menu



Expense Approvals	12
Card Request Approvals	1

- **Email** – You may receive system generated emails with the transactions ready for you to approve

Approvers

Approval summary

[Home](#) [Accounts](#) [Expenses](#) **[Approvals](#)**

WF Approver 3 ▾

Approve expenses

Filter
To do • 10/27/2019 to 11/27/2020

Approval status To do Awaiting response Completed

Date range Start date: 10/27/2019 to End date: 11/27/2020

Expense type All Cash Card

Amount Range Minimum amount to Maximum amount

Options

- Receipt linked: All Yes No
- Disputed: All Yes No
- Policy alert: All Yes No
- Credit: All Yes No

[Show results](#) [Reset](#)

USD	WF Visa 3739 (9381)	05/26/2020	Yes	>
USD	WF Visa 3739 (9381)	05/27/2020	Yes	>
USD	WF Visa 3739 (9415)	06/11/2020	Yes	>
USD	WF Visa 3739 (9415)	06/12/2020		>
USD	WF Visa 3739 (9415)	06/17/2020		>
General Business	11.95 USD	WF Visa 3739 (9415)		>
Car Wash	14.00 USD	WF Visa 3739 (9415)		>

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Approvers

Approving transactions

WELLS FARGO
Home Accounts Expenses Approvals
Wf Approver 3 ▾

Approve expenses

Filter: To do • 09/14/2019 to 10/14/2020

Find

Wf Approver 4 Test

- Restaurant 33.03 USD
WF Visa 3739 (9381) | 05/26/2020
- Grocery Store 32.52 USD
WF Visa 3739 (9381) | 05/27/2020

Wf Cardholder 3 Test

- Lodging 276.12 USD**
WF Visa 3739 (9415) | 06/11/2020
- Fast Food Restaurant 12.40 USD
WF Visa 3739 (9415) | 06/12/2020
- Gas Station 20.75 USD
WF Visa 3739 (9415) | 06/17/2020
- General Business 11.95 USD

Lodging | Wf Cardholder 3 Test

Amount	Date	Issuer	Type	Merchant category group
276.12 USD	06/11/2020	WF Visa 3739	Purchase	Hotels

Workflow
Additional information

Supplier Details

Purchase Lodging

Business Purpose

No information added

Coding

Amount	276.12 USD
Tax	
Tax amount	0.00 USD
General Ledger Code	100-100
	Travel Expenditure
Department	200 Marketing

Approve
Timeline

Approvers

Approving transactions, continued

WELLS FARGO Home Accounts Expenses Approvals Wf Approver 3

Approve expenses

Filter: To do • 09/14/2019 to 10/14/2020 Find

Wf Approver 4 Test

- Restaurant 33.03 USD | 05/26/2020
- Grocery Store 32.52 USD | 05/27/2020

Wf Cardholder 3 Test

- Lodging 276.12 USD | 06/11/2020**
- Fast Food Restaurant 12.40 USD | 06/12/2020
- Gas Station 20.75 USD | 06/17/2020
- General Business 11.95 USD

Lodging | Wf Cardholder 3 Test

Amount	Date	Issuer	Type	Merchant category group
276.12 USD	06/11/2020	WF Visa 3739	Purchase	Hotels

Workflow	Additional information
Expense details	
Lodging, West Memphis	
Type	Purchase
Transaction date	06/11/2020
Posting date	06/15/2020
Exchange rate	-
Extract date	-
Internal reference	H9920201007vovrnrcnm
Extended transaction details	
Supplier category details	
Merchant category group	Hotels
Merchant category	Best Western Hotels (3502)

[Approve](#) [Timeline](#)

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Approvers

Transaction query

WellsOne® Expense Manager

Home Accounts Expenses **Approvals** Lizzie

Expenses

Requests

Approve Expenses

Filter: To do • 06/06/2022 to 07/06/2023 Find

Billy Snapp Select all

- Insight Public Sector
WF Visa 3739 (9520) | 06/29/2023

853.02 USD
- Insight Public Sector
WF Visa 3739 (9520) | 06/29/2023

1,006.78 USD
- Insight Public Sector
WF Visa 3739 (9520) | 06/30/2023

157.68 USD

Danita Arriwite Select all

- Porters Office Products
WF Visa 3739 (3934) | 07/03/2023

323.81 USD

Insight Public Sector | Billy Snapp

Amount	Date	Issuer	Type	Merchant category group
157.68 USD	06/30/2023	WF Visa 3739	Purchase	Equipment And Furniture

Workflow Additional information

Tax	N/A	
Tax amount		
GI Code		
Dept	70	70
Expense	766	766
Fund	20000	INDIRECT

Approval rules

Transaction Amount Approval required

Amount greater than 0

Approvers: Danita Arriwite Lizzie Boyd

No comments added

Ask a question or add a comment

Test

246 characters left

Approve

Query

Decline

Reset rule

Approve
Timeline

Approver returned Transaction to Cardholder



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Approvers

Timeline of transaction

WellsOne® Expense Manager

Home Accounts Expenses **Approvals** Lizzie

Expenses

Requests

Approve Expenses

Filter: To do • 06/06/2022 to 07/06/2023 Find

Billy Snapp [Select all](#)

Insight Public Sector WF Visa 3739 (9520) 06/29/2023	853.02 USD
Insight Public Sector WF Visa 3739 (9520) 06/29/2023	1,006.78 USD
Insight Public Sector WF Visa 3739 (9520) 06/30/2023	157.68 USD

Danita Arriwite [Select all](#)

Porters Office Products WF Visa 3739 (3934) 07/03/2023	323.81 USD
---	------------

Insight Pu
Timeline

Amount	Date	Iss
157.68 USD	06/30/2023	W

Workflow

Tax	N/A
Tax amount	
Gl Code	
Dept	70
Expense	766
Fund	20000

Approval rules

Transaction Amount
Amount greater than 0

Approvers: 👤 Danita Arriwite 👤 Lizzie Boy

No

Ask a question or add a comment

250 characters left

Approve

Timeline

07/06/2023

10:53 ✎ **Transaction - Coded**
Billy Snapp

07/04/2023

17:30 📄 **Transaction created**
Billy Snapp

Cardholder Responsibility

- Collect receipts to verify purchases for auditing
- Watch for unauthorized transactions on your statement and report/dispute them immediately
- Dispute any incorrect charges with the vendor directly before filing an online
- Complete your reconciliation by the **due date**
- Keep the card (and card number) confidential

Cardholder Email Notification



Mon 7/17/2023 4:33 PM

WellsOne® Expense Manager <wellsoneexpensemanager@mail11.wellsfargo.com>

WellsOne® Expense Manager - Coding Action Required

To Danita Arriwite

WELLS FARGO

Coding Action Required



Danita Arriwite,

This is an automated email from Wells Fargo®. You have one or more transactions that require coding.

Sign in to the Commercial Electronic Office® portal to access WellsOne® Expense Manager and view your transactions.

WellsOne Visa (3739) - 06/27/2023 to 07/25/2023

06/30/2023	Amzn Mktp Us	\$ 543.84
06/30/2023	Amazon.Com*t75a319x3	\$ 249.99
06/30/2023	Amzn Mktp Us	\$ 414.49
06/30/2023	Amzn Mktp Us	\$ 976.00
07/03/2023	Porters Office Products	\$ 167.22
07/05/2023	Porters Office Products	\$ 143.40
07/06/2023	Odp Bus Sol Lic # 101080	\$ 34.39
07/06/2023	Odp Bus Sol Lic # 101080	\$ 361.63

Do not reply to this email. If you require assistance, contact your administrator or the WellsOne® Service Center at 1-800-932-0036, 24 hours a day, 7 days a week.

Manager Approval Email Notification

From: WellsOne® Expense Manager <wellsoneexpensemanager@mail11.wellsfargo.com>

Sent: Wednesday, July 19, 2023 4:31 PM

To: Lizzie Boyd <lboyd@sbtribes.com>

Subject: WellsOne® Expense Manager - Approval Action Required



Approval Action Required



Lizzie Boyd,

This is an automated email from Wells Fargo®. You have one or more transactions that require approval.

Sign in to the Commercial Electronic Office® portal to access WellsOne® Expense Manager and approve your transactions.

Transaction Approval Action Required

The following transactions need your approval.

Information Required

Billy Snapp

Approval Required

Billy Snapp

Crystal Ramos

Mardell Keller

CARDHOLDER USER AGREEMENT

- It is not an entitlement nor reflective title or position.
- The card may be revoked at any time without your permission.
- Your signature indicates that you have read and will comply with the terms of this agreement.

Authorized Purchases

- For transactions LESS THAN \$500 or established credit limit
- Office supplies NOT OBTAINABLE in Central Supply Store
- Fuel for Tribal Vehicle and Equipment
- Same-day maintenance service for Tribal Vehicles and Equipment
- Other Program specific expenses; client service
- Emergency Purposes Only PPE; need justification
- **Complete List on Page 12 P-Card Manual**

Unauthorized Purchases

- Gift cards, money orders, or wire transfers
- Computers (desktops, laptops, netbooks, flat panels, tablets, Ipads, etc.) and software of any kind
- Everyday clothing or any other wearable gear; ***with the exception of PPE that requires justification***
- Payment of past due invoices; ***Reminder Invoices must be paid within the same month of the charge***
- Bars and nightclubs, alcohol, or liquor
- Tobacco
- **Complete List on Page 12 P-Card Manual**

Descriptions

- Make sure descriptions include: department number, vendor name, and the description of your Purchase, INCLUDE: Who, What, Why, When, and Where for transaction.
- All documentation **MUST** be included when packets are prepared and dully noted within the description box.
- Packets need to be able to speak for themselves during internal and external audits. There should be no need to ask for documentation after the fact.
- Be descriptive as you can. The description box can use up to 200 characters.

Fuel Purchases

Each fuel or vehicle maintenance purchase requires the following information to be on the actual receipt and in the description box.

- Year, make, model, last 4 of vin, and mileage **OR** SB tag number and mileage.
- If equipment, fuel pods, chainsaws, lawn mowers, gas cans, etc., make sure you document what the fuel was purchased for.
- All fuel purchases must be from one of the Tribally owned gas stations; unless you are on approved travel (approved TA must be attached), emergencies, or work sites that take specific departments seventy-five (75) miles off the reservation.
- Page 18 of approved P-Card PPM

Coversheet – Page 1

Example: July 2023 (June 26-July 25)

Commercial Card Expense Reporting Cover Sheet (CCER)

Month of _____ 2023

Department Name: _____ Cardholder Name: _____

At the first of each month, Cardholder/Reconciler and Approver will be notified via Wells Fargo Broadcast message when Cardholder P-Card Packet will be due to their designated P-Card Administrator.

All departments have been notified of who their designated P-Card Administrator is:

- Travel (including T.A & T.E.) – Darla Morgan, Finance department
- Standard and Vehicle Maintenance/Fuel – Danita Arriwite, Property department

Cardholders who aren't official P-Card Travelers but use their P-Card to purchase fuel for Tribal Vehicles or car rentals during approved travel. You must include a copy of your Travel Authorization and Travel Expense reports in your P-Card Packet.

Cardholder/Reconciler Role:

1. Reconcile within the established deadline.
2. Enter justification for purchase in Description box.
3. If necessary, reclassify line item(s).
4. Account for all receipts; and ensure receipts are in order as they appear on the Statement Expenses Sheet.
5. Ensure Receipt Attached box is checked.
6. Ensure Fund, Department, and Expense is applicable with the charges on Statement.

NOTE: All transactions are automatically assigned to the Cardholder's default account. This account number was provided by the department director/manager during the application process. If a default line item needs to be changed, contact your P-Card Administrator.

7. Print 'Cardholder Reviewed Statement Expenses' sheet after clicking on Statement Reviewed button. Must use Print Version.

Save Statement Reviewed

NOTE: It must read 'Cardholder Reviewed' next to Status line on Cardholder Statement Expenses.

8. Cardholder must sign Statement Expenses sheet.
9. Print and fill out CCER Cover sheet. Then staple to top of the Statement Expense sheet and receipts.
10. Submit packet to Approver.

Approver Role:

1. The main responsibility of the Approver is to verify and approve all P-Card transactions.
2. Approver is responsible for verifying the proper Fund, Department, and Expense for each transaction.
3. Approver is responsible for reviewing all documentation such as receipts, packing slips, etc. to verify the P-Card is being used properly by the Cardholder.
4. Ensure justification for purchase is entered in Description box, and Receipt Attached box is checked.
5. Print 'Approved Statement Expenses' sheet after clicking on Approve Statement button. Must use Print Version.

Save Approve Statement

NOTE: It must read 'Approved' next to Status line on Cardholder Statement Expenses.

6. Approver must sign Statement Expenses sheet.
7. Forward P-Card Packet to Cardholder's designated P-Card Administrator.

Coversheet – Page 2

Commercial Card Expense Reporting Cover Sheet (CCER)

Month of _____ 2023

1. Does a transaction need to be reclassified? If yes, write the Transaction number and the correct line item number below.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Identify if a transaction has a lost receipt. List all lost receipts, business purpose of the purchase, and the reason for the lost and if it requires the line item to be corrected.

Transaction No.: _____

Business Purpose: _____

Reason for Loss: _____

Transaction No.: _____

Business Purpose: _____

Reason for Loss: _____

Transaction No.: _____

Business Purpose: _____

Reason for Loss: _____

3. Identify if a transaction is an unauthorized purchased, list the transaction number, purchase amount, reason for purchase, receipt number from finance department for the amount repaid and the date repaid back to Tribes. Be sure to include all in P-Card Packet.

Transaction No.: _____

Amount: _____

Date of Purchase: _____

Reason for Purchase: _____

Finance Receipt #: _____

Tax on Purchases

- **REMINDER**: Please make sure transactions are tax exempt prior to card being charged or swiped
- If tax was charged by mistake, ask for a credit refund or reversal to the card rather than accepting cash or a gift card.

Receipts

- Do Not Cut Receipts: Simply fold accordion style and tape (top and bottom) to a blank sheet of paper.
- Taping: Do not tape over printing on thermal paper receipts OR do not highlight, when doing so it erases the printing.
- Food purchases: need agenda/sign in sheet along with receipt to show who received food items.
- Number Receipts in the upper Right Hand corner and in the order as they appear on your statement.
- **Complete packets need to be stapled.**

Ship to Address

Shoshone-Bannock Tribes
Attn: Department #XXXX
85 W. Agency Road, Building 82
Fort Hall, ID, 83203

- Once an order is placed, send **Receiving** a copy of the confirmation with detailed order/receipt showing quantity and cost of each item, also estimated delivery
- Receiving will need department number, last 4 digits of P-Card and line item.
- Send information to: rclerk@sbtribes.com and dclerk@sbtribes.com
- Please do not send to **personal addresses**.
- All orders need to be received by Receiving.

Tagged Items

- Sensitive items that are required to be tagged, bring items to Property along with the detailed receipt to show what each item cost.
 - Example: items easily converted to cash
- Receiving Clerk will require the following information to complete the Receiving Report:
 - Department Number
 - Last 4 digits of the card used
 - Line item the purchase will be expensed to

Q-Track Receiving Lockers

- **Reminder:** The employee who places orders will receive several notifications with access code
- First notification is when items are placed in the locker system
- Second notification is 24 hours after initial notification
- Third and final notification is at 48 hours after initial notification

- ***Please pick up items promptly as space is needed for other outgoing packages.***

Approved P-Card Travelers

- Attach TA'S/TER'S if claiming any kind of travel expense; this includes fuel for rentals/POV.
- If you have transactions that pertain to rental vehicles make sure to note in description box and receipt attached.
- Rental car travelers must be on Tribal Insurance through Property – Mardell Keller 478-3840. Must have copy of Tribal Liability Insurance when obtaining rental car.
- Make sure travelers are keeping all receipts for documentation.

Packet Deadlines

- All P-Card packets are **DUE** by the close of business on the Finance Download Day to Property. Packets need to be stapled (one packet), signed in on clipboard, placed in Gray Box by Last Name.
- Travelers packets are due to Darla by Finance download day.
- *Supervisors who are under Executive Office and Administration packets are due by the close of business on the last day of the Cardholder Review*

****Dates may change due to new Expense One Manager system; we will send notification

Chip and Pin Card Information

To enhance the security of your credit card purchases, your new commercial card features chip and personal identification number (PIN) technology, in addition to a magnetic stripe. With this card, you will have added identity verification and more flexibility at chip-enabled and traditional magnetic stripe terminals. Please review the important information below to help you get started with your new card.

About chip-enabled cards

- Over the next year, U.S. merchants will begin using terminals that accept chip-enabled credit cards.

Getting started with your new card

1. To activate your card, you will need your unique identification (ID) number. If you do not know your unique ID, please contact your program administrator.
2. Activate your new card immediately by calling 1-866-762-9121, 24 hours a day, 7 days a week.
 - When dialing from outside the U.S. or Canada, dial 001-866-762-9121. This is not a toll-free number when calling internationally.
 - If you need help internationally, please call customer service collect at 1-612-332-2224.
3. When you activate your card, you will select a personal identification number (PIN). Use this PIN for chip-enabled transactions when prompted by the terminal. This same PIN will be used for cash advances, if you are authorized to make them. Depending on the terminal set-up, you may be prompted to provide your signature instead of your PIN. Once activated, the card is ready for use at either mag stripe terminals or chip enabled terminals.
4. ***If you forget or need to change your PIN, call the Business Purchasing Service Center at 1-800-932-0036, option 1, option 8.***

Points of Contacts

DANITA ARRIWITE, Purchasing Administrator

Work 478-3793, cell 208-543-7353 or email

DARRIWITE@SBTRIBES.COM

DARLA MORGAN, P-Card Administrator for Travelers

Work 478-3846, cell 208-339-9555 or email

DMORGAN@SBTRIBES.COM

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Questions?

And yes, P-Card packets are still required.