

Dear Valued Customer,

Re: Customer Portal Registration Instructions for Chevron Business Point (CBP) Users

After July 1 2018, your customer information will only be available on the Parkland Customer Portal. Please note the following:


- You will **not** be automatically registered for the portal – see below for detailed registration instructions
- You must **download any required historical data** (price notices, invoices, statements, EFT notices or cardlock transactions) **from CBP prior to August 31, 2018** as this information will not be available after that date
- Your account number will not change as a result of the transition
- Cardlock transactions from July 1 and onward will be available on Customer Portal the week of July 2, after the public holiday.

Parkland Customer Portal Registration Details – Beginning July 1, 2018

- 1) Visit <https://portal.parkland.ca>.
- 2) Click the 'Register Now' button.
- 3) Enter a user ID, password and your security questions/answers.
- 4) The next screen asks you to review/confirm or go back to correct information. Click 'Submit' to proceed.
- 5) You will receive a confirmation e-mail from the Parkland Customer Portal Administrator to activate your account. Click the link in the confirmation e-mail.
- 6) Enter your password.
- 7) Review and accept the terms to proceed.
- 8) To add an account, have your **March or April** invoice available which you can retrieve from CBP for account number (1), postal code (2), invoice number* (3) and invoice date (4). Please refer to following detailed instructions on where to find the above the above information.


***Important note: When entering your invoice number, please enter the full 9-digit invoice number and disregard the on-screen instructions to enter the last 6-digits.**

Cardlock customers must use the following data fields found on the Cardlock invoice:

<p>SOLD BY</p> <p>PARKLAND REFINING (B.C.) LTD. 1200 - 1050 WEST PENDER STREET VANCOUVER BC V6E 3T4 COMPANY GST/HST REG. NO.: 743318321</p>	
<p>CARDLOCK INVOICE</p>	
<p>① ACCOUNT NUMBER 7943295</p> <p>CHARGE TO</p>	<p>③ INVOICE NUMBER 9xxxxxxx</p> <p>④ INVOICE DATE 15-MAR-2018</p> <p>PAYMENT TERMS: Before 25th of the month Due net CFN ACCOUNT: 3xxxxx</p>
<p>V6E 3T4 ②</p>	

Summary Descriptive Statement customers must use the following data fields found on the information Summary Descriptive Statement:

- Note that you will need information from the first page of the statement as well as information from a transaction detail page.
- Enter your 7-digit account number without the two zeros before or any trailing number.

<p>PARKLAND REFINING (B.C.) LTD. 1200 - 1050 WEST PENDER STREET VANCOUVER BC V6E 3T4 COMPANY GST/HST REG. NO. 743318321</p>		<p>P1</p>								
<p>Summary Descriptive Statement</p> <table border="0"> <tr> <td>Previous Balance</td> <td style="text-align: right;">229.11</td> </tr> <tr> <td>Payments and Credits</td> <td style="text-align: right;">229.11 CR</td> </tr> <tr> <td>New Charges</td> <td style="text-align: right;">478.29</td> </tr> <tr> <td>New Balance</td> <td style="text-align: right;">\$ 478.29</td> </tr> </table>			Previous Balance	229.11	Payments and Credits	229.11 CR	New Charges	478.29	New Balance	\$ 478.29
Previous Balance	229.11									
Payments and Credits	229.11 CR									
New Charges	478.29									
New Balance	\$ 478.29									
<p>Important Contact Details</p> <table border="0"> <tr> <td>Website</td> <td></td> </tr> <tr> <td>Telephone</td> <td style="text-align: right;">(604) 668-5386</td> </tr> <tr> <td>Toll Free</td> <td style="text-align: right;">1-800-331-7353</td> </tr> <tr> <td>Fax</td> <td style="text-align: right;">(604) 668-5656</td> </tr> </table> <p>Page: 1 of 3</p> <p>Payment Due Date 25-MAY-2018</p>			Website		Telephone	(604) 668-5386	Toll Free	1-800-331-7353	Fax	(604) 668-5656
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Telephone	(604) 668-5386									
Toll Free	1-800-331-7353									
Fax	(604) 668-5656									
<p>V6E 3T4 ②</p> <p>① Account Number 00 7943295 6</p> <p>④ Statement Date 30-APR-2018</p>										
<p>== To avoid service charges of 2.00 % per month (24.00 % per annum) please pay your new balance by 25-MAY-2018.</p>										

PARKLAND REFINING (B.C.) LTD.
 1200 - 1050 WEST PENDER STREET
 VANCOUVER BC V6E 3T4
 COMPANY GST/HST REG. NO. 743318321



CARDLOCK TRANSACTIONS

CFN Account Number 3xxxxx

Transaction Detail for Account 00 7943295 6

Statement Date: 30-APR-2018

Card/Product/ Location	Reference	Date/Time	Odometer	Misc #	Quantity (Litres)	Ex-Tax Price	Taxes (Ex. Sales Tax)	Unit Price (Ex. Sales Tax)	PST	GST	Total Amount
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Card Number 1141397

180035000 CHV Reg E10 CDN

2572-P George BC ③ 949166532 6/20 12:42 53.70 0.8090 0.3228 1.1318 0.00 3.04 63.82

If you do not receive a Cardlock invoice or a Summary Descriptive Statement, use the following data fields on a Delivery Invoice:

<p>SOLD BY PARKLAND REFINING (B.C.) LTD. 1200 - 1050 WEST PENDER STREET VANCOUVER BC V6E 3T4 COMPANY GST/HST REG. NO.: 743318321</p>	
<p>SHIP TO</p>	<p>INVOICE ③ INVOICE NUMBER: 9xxxxxxx ④ INVOICE DATE: 31-Mar-2018</p>
<p>CHARGE TO 7943295 ①</p>	<p>DELIVERY DATE: 29-Mar-2018 DELIVERY REFERENCE NO.: PAYMENT TERMS: Before 10th of the next month Due net CUSTOMER PST NO.: INCO TERMS: EXW From plant MODE OF TRANSPORT: Truck CUSTOMER REFERENCE NO.: BILL OF LADING:</p>
	<p>V6E 3T4 ②</p>

If you have any questions or concerns, please contact us at commercialfuels@parkland.ca or 1-800-331-7353. We thank you for your support and look forward to continuing to serve you.

Sincerely,

Ben Boon
 Business Manager, Commercial Fuels