

WEX CARD GUIDELINES

The WEX Card – provided by ARI – will be strictly limited to the purchase of on-road highway vehicle fuel and Diesel Exhaust Fluid (DEF). In order for Wex services to be effective, **monitoring and oversight responsibility is critical**. Additionally, the p-card should not be used to purchase on-road vehicle fuel if a WEX Card has been provided.

WEX FUEL CARDS are assigned to a specific vehicle, not to an employee. If a company vehicle could be driven by more than one NS employee, the card should be stored in the glove box and the vehicle locked and secured. The vehicle number is listed on the lower left-hand corner of the fuel card. The PIN is assigned to the driver.

- Missing Fuel Cards:
 - New vehicles – request not needed; fuel card arrives typically 2 weeks after delivery
 - Replacement Cards - Submit the WEX Card Request Form at vehiclefleet.nscorp.com

6-digit WEX PIN IDs are assigned to every employee, generally the last 6 digits of your Employee ID Number

- Unsure of your WEX PIN number? Go to ERC under the Self-Service Tab. Under the Personal Data section, click on the edit button. Your “Wex ID” is found near the Direct Deposit Notification info.
- PIN not working, needs to be updated, or reactivated:
 - contact enfleetadministration@nscorp.com

Fuel purchase information available on ARI’s website:

- gallons, type of fuel, price per gallon, transaction time, odometer reading, name of employee making the purchase and vehicle number.
- YOUR DEPARTMENT HEAD HAS ASSIGNED POSITIONS RESPONSIBLE FOR MONITORING AND RESPONDING TO ALERT REPORTS. EMPLOYEES RESPONSIBLE FOR REVIEWING ALERT REPORTS WILL RECEIVE THEM VIA E-MAIL AND ARE ALSO RESPONSIBLE FOR CHECKING REPORTS ONLINE.

WEX CARD RESTRICTIONS & DISPUTES

- The card cannot be used for the purchase of **non-fuel related items or supplies such as parts, car washes, oil, etc.**
- It is NOT to be used to purchase fuel for backhoes, chainsaws, loaders or any other equipment or vehicles.
- Fuel for off-road equipment and supplies needs to be purchased with the Pcard, not the WEX Card.
- Notify enfleetadministration@nscorp.com immediately if you make any of the purchases listed above with a WEX card or notice an erroneous charge to your WEX card.

Accidental Personal Charges:

- In the event that a personal charge is mistakenly made on the WEX Card, the supervisor and reviewer should be notified immediately. The card user must submit a check made payable to Norfolk Southern Treasurer for reimbursement. (Work with your local PCard Coordinator on where to send the check.)

FUEL RECEIPTS & IFTA REPORTING (GVWR - 26,001 & GREATER)

- Fuel receipts are electronically saved in ARI
- IFTA paper logs no longer required; Fuel receipts and mileage are now submitted by ARI & Geotab

ADDITIONAL RESOURCES

- Vehiclefleet.nscorp.com
- HV-1 (Highway Vehicle Operator’s Manual, item #007149)
- ARI Driver Insights App