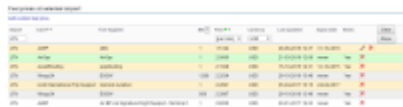


Fuel Prices

If you are a holder of fuel cards, such as: WFS, EXXON, Shell, JetEx, etc., you can upload current fuel prices into Leon.

Uploading fuel prices files




Card	Fuel Supplier	Min	Price (per GLL)	Regulated	Currency	Notes	Shown on Trip Sheet
WFS	WFS	1	3.55	0.05	PLN		
WFS	WFS	1	3.55	0.05	PLN		
WFS	WFS	1	3.55	0.05	PLN		
WFS	WFS	1	3.55	0.05	PLN		
WFS	WFS	1	3.55	0.05	PLN		
WFS	WFS	1	3.55	0.05	PLN		
WFS	WFS	1	3.55	0.05	PLN		
WFS	WFS	1	3.55	0.05	PLN		
WFS	WFS	1	3.55	0.05	PLN		
WFS	WFS	1	3.55	0.05	PLN		

Fuel prices - uploaded values from fuel files obtained from suppliers

Go to section Handling > Fuel prices page and upload particular files in formats .xls, .xlsx or .csv. Once this is done you need to save it (bottom of the screen). Right below the card-name you will notice information: **Last updated**:DD-MM-YYYY with icon 'delete' next to it. The system updates the prices after 24 h from the last download.

To get the **UvAir** prices it is necessary to enter its login & password in a section Settings > General.

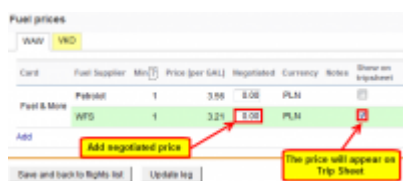
To view uploaded prices, you need to enter airport code in the 'Fuel prices at selected airport' part of the page. You will see a list of available fuel suppliers together with the price, minimum quantity required, currency, last updated and expiry date. By clicking  you can get rid of unwanted fuel cards.

It is possible to sort the prices at selected airport alphabetically by Card or by Price.

If there is more than one price for the selected airport, Leon will mark the lowest one in green. If you want to add a custom fuel price, click on the icon **Add custom fuel price** and a new pop-up window will be displayed. Fill in mandatory fields and custom price will appear on the list for the selected airport. That added price can be edited at any time to add missing data or to change some details.

If, after uploading a fuel file into Leon, fuel prices don't show up or don't match the file - please check the format of the newest file with the previous one. Check if columns in the last successfully uploaded file match with the new file - they have to be EXACTLY the same.

Adding custom fuel prices



Fuel prices

WFS WFS

Card	Fuel Supplier	Min	Price (per GLL)	Regulated	Currency	Notes	Shown on Trip Sheet
Fuel & More	Petrol	1	3.55	0.05	PLN		
Fuel & More	WFS	1	3.25	0.05	PLN		

Add

Add negotiated price

Save and back to Rights list

Update log

This price will appear on Trip Sheet

Adding a custom fuel prices in Legs Info page

The list of fuel prices is available in Flights > Legs Info screen, under tab 'Fuel'. Uploaded fuel prices

along with the custom prices will appear when clicking on the particular airport-tab. You can input the price that has been negotiated with the fuel supplier. If you want the lowest price to be displayed on your 'Trip Sheet' document, tick the box on the right.

If required, we can add a new fuel card or a new fuel uploader to the list of the existing ones - please contact support@leonsoftware.com in this matter.

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