



Corpay Complete Virtual Card Program User Guide

Version 1.0

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Version Number	Date Revised	Reason For Revision
1.0	07/02/2025	Initial Creation

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Virtual Card Program Overview

Corpay Complete is a comprehensive spend management platform that integrates multiple financial processes into a single, easy-to-use system. It offers customization options and seamless integrations with Enterprise Resource Planning (ERP) systems.

Corpay Complete gives admins the ability to issue one-off virtual cards through a Virtual Card Program. Virtual cards can be used for bill payments to vendors or issued to employees for T&E/Procurement purposes. The system gathers essential data such as the card amount, expiration date, card type (single or multi-use), email options, and Purchase Order (PO) number. For single-use cards, it will ask if the amount must be exact, while for multi-use cards, it will allow specifying the number of transactions.

In addition to the above capabilities, the Corpay Complete system supports editing virtual cards, including changing status, updating card details, showing authorized and used amounts, and resending remittance emails. Cards issued to vendors are sent via remittance email directly to the vendor email address added during card creation. Customers need to have a virtual card program set up to be able to use this capability.

Purpose

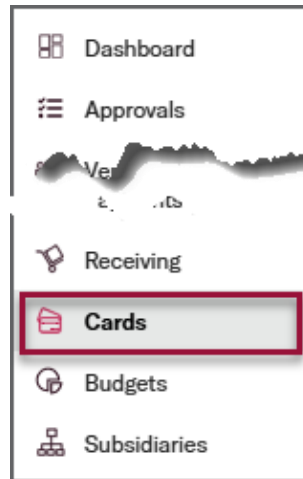
The **Virtual Card Program (VCAP) User Guide** provides instructions on navigating Corpay Complete VCAP capabilities within the Cards module. This includes issuing, viewing, and editing virtual cards, as well as viewing virtual card transactions, resending remittance emails, and accessing invoice information for virtual card transactions.

IMPORTANT

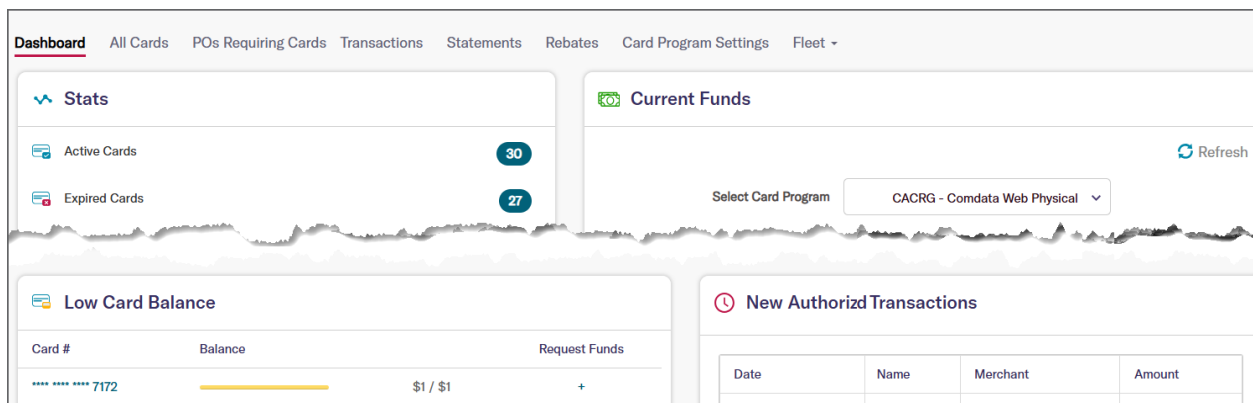
For details on the Cards module, please review the [Corpay Complete Cards Module User Guide](#), which serves as a comprehensive user guide for navigating and using the **Cards module** within the Corpay Complete platform. The user guide explains how to manage physical and ghost cards, view and track transactions, and maintain card profiles. The guide covers tasks such as ordering a card, blocking a card, enabling a temporary spending limit, and reviewing card activity.

Access the Cards Module

1. Log in to [Corpay Complete](#).
2. Click the **Cards** module from the left-side navigation pane.



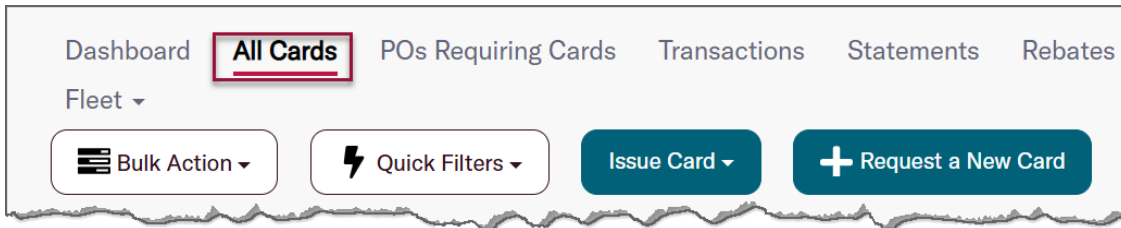
3. The **Cards** module will display.



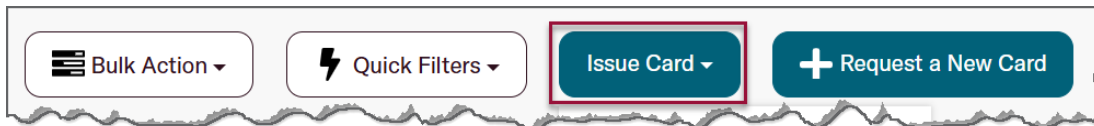
Issuing Virtual Cards

Complete the following steps to **issue a virtual card**. Required fields are denoted with a **red** asterisk. Available and visible fields depend on **Company configuration** and **Admin permissions**.

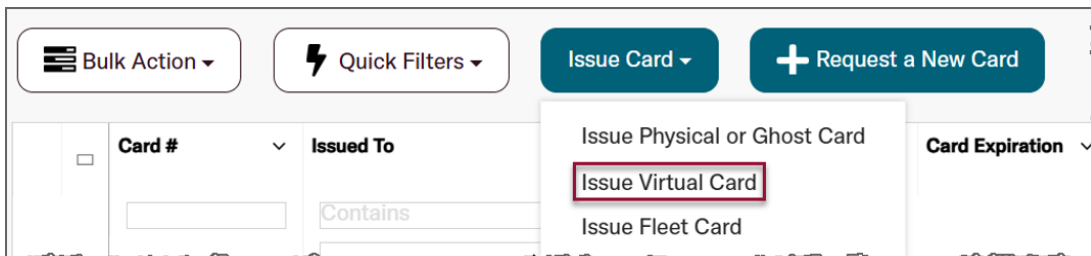
1. In the **Cards** module, click the **All Cards** tab.



2. Click the **Issue Card** drop-down button, and select the **Issue Virtual Card** option.



3. Select the **Issue Virtual Card** option.



4. Within the **Virtual Corporate Card** window, complete the fields under the **Card Information** section and **Cardholder Information** section:

The screenshot shows a window titled "Issue Virtual Corporate Card" with a close button (X) in the top right corner. The form is divided into two main sections: "Card Information" and "Cardholder Information".

Card Information

- Card Program*** (A): A dropdown menu with the text "-- Select Card Program --".
- Card Program Description** (B): A text input field.
- Card Type*** (C): A dropdown menu with the text "Select Card Type".

Cardholder Information

- Cardholder Type*** (D): A dropdown menu with the text "Select Cardholder Type".

At the bottom right of the form are two buttons: "Cancel" and "Issue Card".

Under the **Card Information** section:

- A. **Card Program** – Use the drop-down menu to select the virtual card program you want to issue a card under.
- B. **Card Program Description** – This field automatically populates based on the selected card program.
- C. **Card Type** – From the drop-down menu, select **Single-Use** or **Multi-Use**.
 - If **Multi Use** is selected, users will need to complete the **Spending Limit**, **Number of Transactions**, and **Expiration Date** information.

The screenshot shows the same "Issue Virtual Corporate Card" window. In addition to the fields in the previous screenshot, the "Card Information" section now includes three more fields when "Multi-Use" is selected for the Card Type (indicated by a red arrow):

- Spending Limit*** (1): A text input field with a dollar sign (\$) and the value "0".
- # of Transactions** (2): A text input field with the value "1".
- Expiration Date** (3): A text input field with the placeholder "YYYY-MM".

The "Cardholder Information" section remains the same. The "Cancel" and "Issue Card" buttons are still at the bottom right.

- If **Single Use** is selected, users will need to complete the **Total Spending Limit** and **Exact Amount Only** checkbox.

Issue Virtual Corporate Card

Card Information

Card Program* -- Select Card Program --

Card Program Description

Card Type* Single-Use

Total Spending Limit 1 \$ 0

Exact Amount Only 2

Cardholder Information

Cardholder Type* Select Cardholder Type

Cancel Issue Card

Under the **Cardholder Information** section:

D. **Cardholder Type** – Select **Employee** or **Vendor** from the drop-down list.

- If **Employee** is selected, users will need to complete the **Issue Card To**, **Purchase Order Number**, **Cardholder First Name**, **Cardholder Last Name**, **Cardholder Email**, **Cardholder Mobile Number**, and **Description** fields, as applicable. Required fields are indicated by a red asterisk after the field name.

Cardholder Information

Cardholder Type* Employee

Issue Card To* Issue Card To

Purchase Order Number Select Purchase Order

Cardholder First Name* Cardholder Last Name* Cardholder Email* Cardholder Mobile Number

Description

Cancel Issue Card

- If **Vendor** is selected, users will need to complete the **Vendor Number**, **Location Code**, **Vendor Name**, and **Vendor Email** fields under the **Cardholder Information** section, as applicable.

Cardholder Information

Cardholder Type* ▼ Vendor Number* Location Code*

Vendor Name* Vendor Email*

☒ Send Card Details via Email

Invoice Information Total Net Invoice Amount: \$0.00

Information to link invoices to this card must be manually entered below. Use the + Add Invoice button to add invoices and complete the fields below. Up to 10 invoices can be added.
When entered, the total net amount of all invoices will be used as the spending limit for the card.

+ Add Invoice

Cancel Issue Card

IMPORTANT

The **Send Card Details via Email** checkbox is selected by default. When checked, the cardholder will receive card details via email.

- a. Under the **Invoice Information** section, click the **+ Add Invoice** button and complete the required and known fields, as applicable.

Invoice Information Spending Limit: \$0.00 Total Net Invoice Amount: \$0.00

Information to link invoices to this card must be manually entered below. Complete the fields for Invoice 1 then use the + Add Invoice button to enter information for additional invoices as needed. Up to 10 invoices can be added.
If entered invoices are added then total net amount of all invoices must equal Spending Limit value in the Card Information Section.

Invoice 1				
Invoice Number*	Invoice Date*	Invoice Due Date*	Payment Number	Payment Date

+ Add Invoice

Cancel Issue Card

IMPORTANT

Please note that if invoices are added, the net total of all the invoices will be used for the spending limit of the card.

- Once any Invoices (as required by your company) are added, and you have verified all fields are filled out correctly, click **Issue Card** to create the new Virtual Card.

Viewing Virtual Cards

Corpay Complete offers card customers the ability to view the card and transaction details for one-off virtual cards and virtual cards generated from their ERP by sending a PS20 file to iCD via SFTP. If the virtual card was issued to a cardholder who is not a Corpay Complete user, then the **Issued To** field in both the **All Cards** and **Transactions** grids will show the cardholder's name in plain text.

To view virtual cards:

- Log into [Corpay Complete](#) via your web browser.
- Navigate to the **Cards** section, then click on the **All Cards** tab at the top of the page. The **All Cards** grid displays virtual cards, as well as physical and ghost cards.

Dashboard

All Cards

POs Requiring Cards

Bulk Action

Quick Filters

Issue

	Card #	Issued To	Card Limit
<input type="checkbox"/>	<div><div></div><div></div></div>	<div><div>tes</div><div></div></div>	
<input type="checkbox"/>	**** * 040...	Jason Test	\$1,000.00
<input type="checkbox"/>	**** * 7328	Comdata Pa...	\$777.00
<input type="checkbox"/>	**** * 7463	Comdata Pa...	\$555.00
<input type="checkbox"/>	**** * 8467	Comdata Pa...	\$888.00
<input type="checkbox"/>	**** * 8887	Ahtesham ...	\$5,000.00

Settings

Fleet

Status	Card Program Type	Card Program Name	Profile ID
<div><div></div><div></div></div>	<div><div>ALL</div><div></div></div>	<div><div></div><div></div></div>	
INACTIVE	PHYSICAL	Comdata W...	000 - CUSTOM
INACTIVE	VIRTUAL	Comdata Pa...	
INACTIVE	VIRTUAL	Comdata Pa...	
INACTIVE	VIRTUAL	Comdata Pa...	
INACTIVE	GHOST	Comdata W...	

- A. If the card is issued to a non-Corpay Complete user, the **Issued To** field will show the cardholder's name in plain text.
- B. Users can search or filter applicable data using the text search filter and sorting capabilities in the **Vendor Number** column.
- C. Users can search or filter applicable data using the text search filter and sorting capabilities in the **Invoice Number** column.

Card #	Issued To	Card Limit	Available Balance	Card Expiration	Employee Number	Issued Date	Action	Vendor Number	Invoice Number
Test	tes	\$79.00	\$79.00			06/08/2025		7809	67564
test		\$1,230.00	\$1,230.00	2026-11		06/05/2025		efwef	4545
9953	Ahtesham K...	\$1,000.00	\$1,000.00	2029-02	4567891234...	02/21/2025			
040...	Jason Test	\$1,000.00	\$1,000.00	2026-08	i2	04/25/2024			

- 4. Select the **Card Number** under the **Card #** column to view card details for the applicable virtual card.

Card #	Issued To	Card Limit	Status	Card Program Type	Card Program Name	Profile ID
7328	Comdata Pa...	\$777.00	INACTIVE	VIRTUAL	Comdata Pa...	
7463	Comdata Pa...	\$555.00	INACTIVE	VIRTUAL	Comdata Pa...	

5. Within the **Card Details** page, you can view detailed card information for the applicable virtual card.

The screenshot displays the 'Card Details' page for a virtual card. At the top, it shows the card number '**** * 9953' and a green 'ACTIVE' status with a checkmark. A 'Blocked' toggle switch is on the right. Below this, there are two tabs: 'Card Info' (selected) and 'Accounts'. The 'Card Info' section contains two columns of data: Issued Date (06/05/2025), Expiry Date (2026-11), Card Creation Date (06/05/2025), End Date (05/31/2028), Request Number (C-101815), CVC (***), Vendor (test), Issued Amount (\$1,230.00), Remaining Balance (\$1,230.00), Currency Code (USD), Associated PO, and Last Trans Date. To the right of this information is a virtual card image with the Corpay logo and the number 9953. Below the card image, there is a 'Subsidiary' dropdown menu set to 'Multiple UK', and fields for 'Billing Address' and 'Description'. At the bottom, there is a 'CARD SETTINGS' section with a gear icon. To the right of this section are links for 'Resend Remittance Email' and 'Edit Settings'. Below the settings section, there is a table with three columns: 'Card Limit' (\$1,230.00), 'Total Available Transactions' (1), and '# of Transactions' (1).

Card Limit	Total Available Transactions	# of Transactions
\$1,230.00	1	1

Editing Virtual Cards

Corpay Complete offers card admin users of the platform the ability to edit Virtual Cards. This allows Card admins to update the Spending Limit, Number of Transactions, Email Address, and Vendor Number associated with virtual cards. Users can also view or edit the card status. Any changes as a result of edits will reflect on the **Card Details** page after they are saved.

Follow the steps below to edit Virtual Cards:

1. Log into [Corpay Complete](#) via your web browser.
2. Navigate to the **Cards** section, then click on the **All Cards** tab at the top of the page.

3. Select the **Card number** under the **Card #** column to view card details for the applicable virtual card.

Dashboard All Cards POs Requiring Cards				Settings Fleet ▾			
Bulk Action ▾		Quick Filters ▾		Issue			
<input type="checkbox"/>	Card # ▾	Issued To ▾	Card Limit ▾	Status ▾	Card Program Type ▾	Card Program Name ▾	Profile ID ▾
	<input type="text"/>	tes ✕	<input type="text"/>	<input type="text"/>	ALL ▾	<input type="text"/>	
<input type="checkbox"/>	**** * 7328	Comdata Pa...	\$777.00	INACTIVE	VIRTUAL	Comdata Pa...	
<input type="checkbox"/>	**** * 7463	Comdata Pa...	\$555.00	INACTIVE	VIRTUAL	Comdata Pa...	

4. On the **Card Details** page, click the **Edit Settings** icon.

All Cards / Card Details

**** * 9953 ACTIVE Blocked

Card Info

Issued Date

06/05/2025

Expiry Date

2026-11

Card Creation Date

06/05/2025

End Date

05/31/2028

Request Number

C-101815

CVC

Vendor

test

Issued Amount

\$1,230.00

Remaining Balance

\$1,230.00

Currency Code

USD

Associated PO

Last Trans Date

Corpay

**** * 9953

VALID THRU 11/26

Subsidiary

Sample UK

Billing Address

Description

CARD SETTINGS

Resend Remittance Email

Edit Settings

Card Limit

\$1,230.00

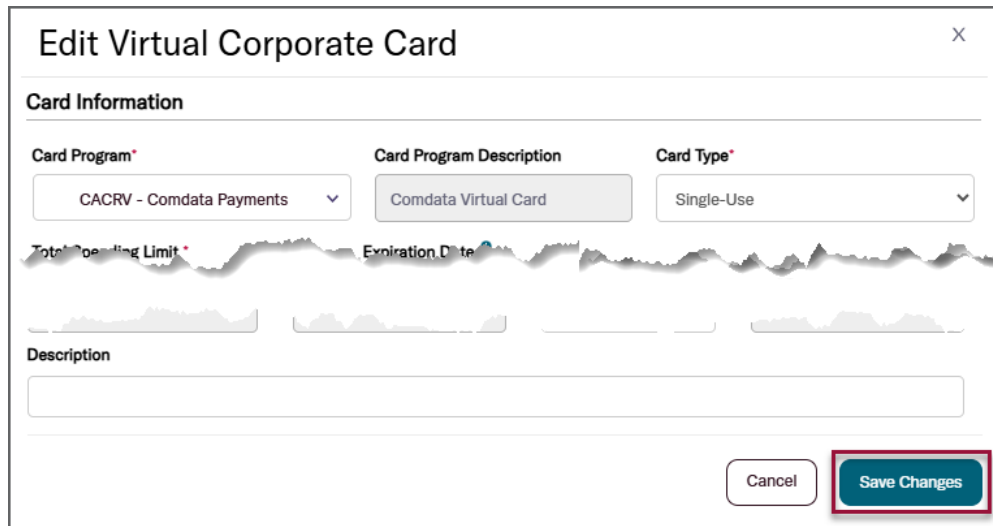
Total Available Transactions

1

of Transactions

1

5. On the **Edit Virtual Corporate Card** window, complete all fields as applicable and click the **Save Changes** button.



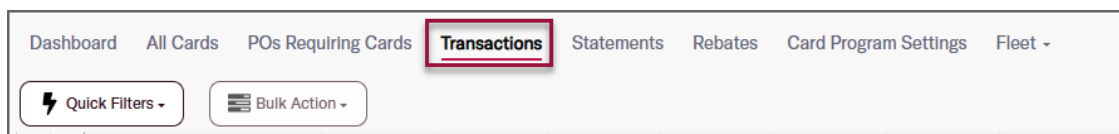
IMPORTANT

After the edits are saved, the user will be taken back to the **Card Details** page, and any updated fields should reflect the updated/new values.

Viewing Virtual Card Transactions

To view transactions created for virtual cards:

1. Log into [Corpay Complete](#) via your web browser.
2. Navigate to the **Cards** section, then click on the **Transactions** tab at the top of the page.



- The **Transactions** grid displays the virtual card transactions along with the physical and ghost card transactions. Select the drop-down option from the **Card Program Type** column to easily pick between Physical, Ghost, and Virtual program types to view only those transactions.

	Purchase#	Card #	Merchant	Posted Amount	Authorized Amount	Posted Date	Authorized Date	Status	Card Program	Customer ID	Account Code	Issued To	Category
	Contains		Contains	greater t	greater t	mm/dd/yyyy	mm/dd/yyyy						
			less than	less than	less than	mm/dd/yyyy	mm/dd/yyyy						
<input type="checkbox"/>		**** * 0...	Urban Outf...	\$437.11	\$437.11			CLEARED	Comdata Payments	CACRV	A-CR1	Dakota Pfeiffer	5542
<input type="checkbox"/>		**** * 0...	Prime Digita...	\$206.96	\$206.96			CLEARED	Comdata Payments	CACRV	A-CR1	Dakota Pfeiffer	5542
<input type="checkbox"/>		**** * 91...	Sujot da Dh...	\$1.06	\$1.95	02/27/2024 ...	02/27/2024 ...	CLEARED	Comdata Webservices	CACRG	A-CR1	Quang Pham	3058 - Delt...
<input type="checkbox"/>		**** * 0...	ABC HOT D...	\$55.00	\$55.00	07/20/2023...	07/19/2023 ...	CLEARED	Comdata Web Physical	CACRG	A-CR1	Shradha Pal...	8022
<input type="checkbox"/>		**** * 0...	ABC STORE	\$33.00	\$33.00	07/18/2023 ...	07/17/2023 ...	CLEARED	Comdata Web Physical	CACRG	A-CR1	Shradha Pal...	8022

- If the card is issued to a non-Corpay Complete user, the **Issued To** field will show the cardholder's name in plain text.
- Users can search or filter applicable data using the text search filter and sorting capabilities in the **Vendor Number** column.

	Purchase#	Card #	Merchant	Card Program	Account Code	Issued To	Category	Action	Vendor Number	Card Program Type
<input type="checkbox"/>	Contains		Contains							
<input type="checkbox"/>			less than							
<input type="checkbox"/>		**** * 0...	Urban Outf...	Comdata Payments	A-CR1	Dakota	5542			VIRTUAL
<input type="checkbox"/>		**** * 0...	Prime Digita...	Comdata Payments	A-CR1	Dakota	5542			VIRTUAL

- Select the applicable card number in the **Card #** column to view transaction details for the selected virtual card.

Dashboard

All Cards

POs Requiring Cards

Transactions

Statements

Rebates

Card Program Settings

Fleet

⚡

Quick Filters

☰

Bulk Action

	Purchase #	Card #	Merchant	Posted Amount	Authorized Amount	Posted Date	Authorized Date	Status	Card Program	Customer ID
	<div>Contains</div> <div></div>	<div></div>	<div>Contains</div> <div></div>	<div>greater t</div> <div>less thar</div>	<div>greater t</div> <div>less thar</div>	<div>mm/dd/yyyy</div> <div>mm/dd/yyyy</div>	<div>mm/dd/yyyy</div> <div>mm/dd/yyyy</div>	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>		**** * 0316	Urban Outf...	\$437.11	\$437.11			CLEARED	Comdata Payments	CACRV
<input type="checkbox"/>		**** * 0316	Prime Digita...	\$206.96	\$206.96			CLEARED	Comdata Payments	CACRV
<input type="checkbox"/>		**** * 0316	Rapid Soluti...	\$351.83	\$351.83			CLEARED	Comdata Payments	CACRV

5. The above action opens the **Card Details** page. Transaction details can be viewed under the **Transactions** section.

Card Details

**** * 0316 ACTIVE

Card Info Accounts

Issued Date	02/24/2025	Vendor	Mayur Test Vendor
Expiry Date	2026-09	Issued Amount	\$45.00
Card Creation Date	02/24/2025	Remaining Balance	\$45.00
End Date	09/30/2026	Currency Code	USD
Deactivation Date		Associated PO	INBX 14495
Request Number	C-101823	Last Trans Date	
CVC	***	Last Trans Amt	\$200.96
Issued To	Dakota Pfeffer	External ID	22639C0D4
Cardholder Email	dakota.pfeffer@corpay.com	Associated Payment	
Employee Number		Mac #1	

Corpay Virtual Card

**** * 0316
Dakota Pfeffer
Sample Inc
09/26

TRANSACTIONS Filter by Cleared

Purchase #	Trans Type	Date	Merchant	Category	Status	Amount	Actions
	DEBIT	03/06/2025	Aprox Strategies LLC	5542	CLEARED	\$297.95	View
	DEBIT	03/06/2025	Urban Outfitters Inc.	5542	CLEARED	\$103.60	View

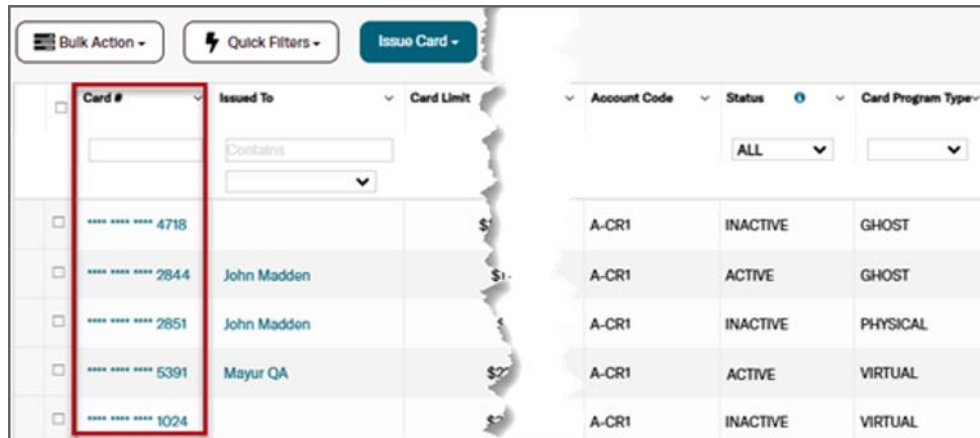
[View All](#)

Viewing Virtual Card Details

Corpay Complete offers Admin users the ability to view Card Details for Virtual Cards. Follow the steps below to view virtual card details.

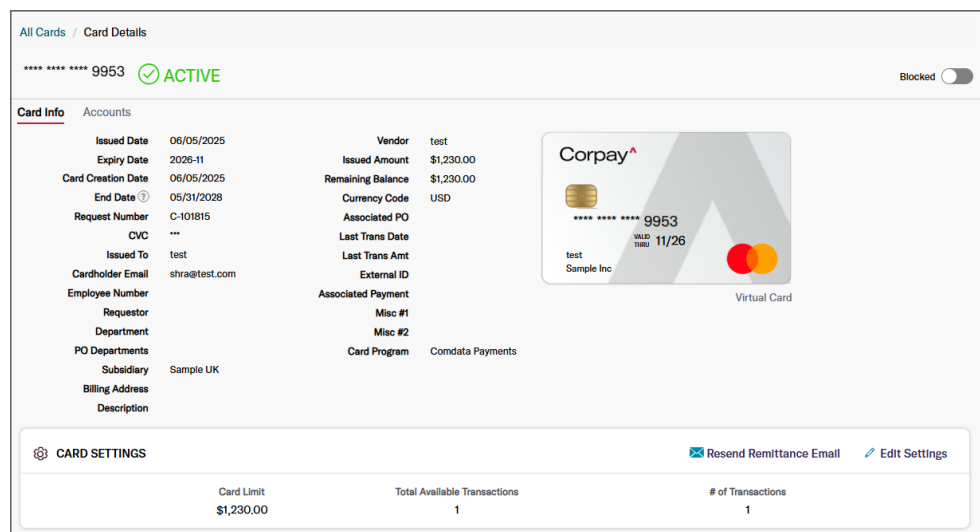
1. Log into [Corpay Complete](#) via your web browser.
2. Navigate to the **Cards** section, then click on the **All Cards** tab at the top of the page.

3. Select the **Card number** under the **Card #** column to view card details for the applicable virtual card.



Card #	Issued To	Card Limit	Account Code	Status	Card Program Type
**** * 4718		\$1	A-CR1	INACTIVE	GHOST
**** * 2844	John Madden	\$1	A-CR1	ACTIVE	GHOST
**** * 2851	John Madden	\$1	A-CR1	INACTIVE	PHYSICAL
**** * 5391	Mayur QA	\$2	A-CR1	ACTIVE	VIRTUAL
**** * 1024		\$2	A-CR1	INACTIVE	VIRTUAL

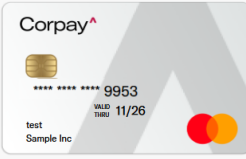
4. Within the **Card Details** page:
 - Users can view detailed card information for the applicable virtual card.



Card Details

**** * 9953 ✓ ACTIVE Blocked ☐

Card Info **Accounts**

Issued Date 06/05/2025 Expiry Date 2026-11 Card Creation Date 06/05/2025 End Date 05/31/2028 Request Number C-101815 CVC *** Issued To test Cardholder Email shra@test.com Employee Number Requestor Department PO Departments Subsidiary Sample UK Billing Address Description	Vendor test Issued Amount \$1,230.00 Remaining Balance \$1,230.00 Currency Code USD Associated PO Last Trans Date Last Trans Amt External ID Associated Payment Misc #1 Misc #2 Card Program Comdata Payments	 <p>Virtual Card</p>
--	--	--

CARD SETTINGS Resend Remittance Email Edit Settings

Card Limit \$1,230.00	Total Available Transactions 1	# of Transactions 1
---------------------------------	--	-------------------------------

- For virtual cards issued to vendors, users can view the Invoice details under the **Invoices** section. Invoice details include those added when issuing a virtual card to a vendor (i.e., Invoice Number, Invoice Date, Gross Amount, Discount Amount, Net Amount, and Description for each invoice associated with the card).

INVOICES					
Invoice Number	Invoice Date	Gross Amount	Discount Amount	Net Amount	Description
INV22	11/06/2024	\$1.00	\$1.00	\$20.40	Lorem Ipsum is simply dummy text of the printing an

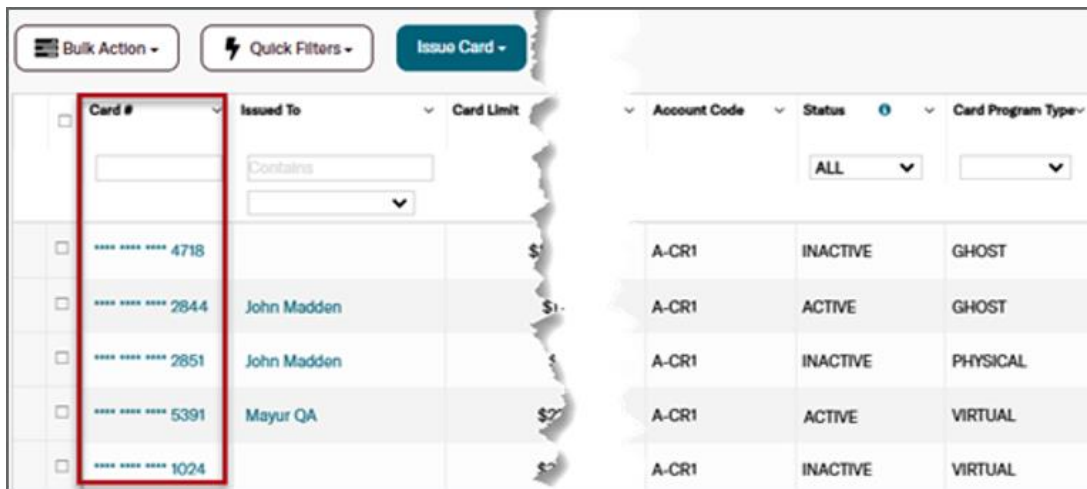
IMPORTANT
This section is visible only for virtual cards issued to vendors through Corpay Complete.

Resending Remittance Emails

Corpay Complete offers Admin users the ability to resend remittance emails for vendor virtual cards. Follow the steps below to resend remittance emails within the Cards module.

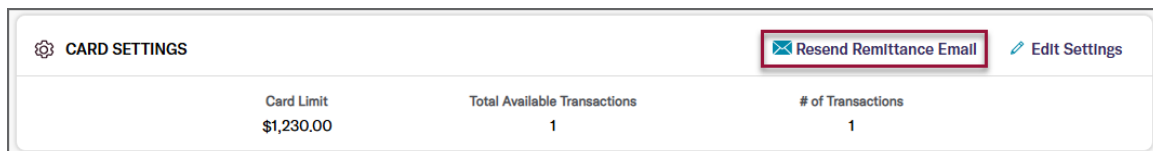
1. Log into [Corpay Complete](#) via your web browser.
2. Navigate to the **Cards** section, then click on the **All Cards** tab at the top of the page.

3. Select the **Card number** under the **Card #** column to view card details for the applicable virtual card.



Card #	Issued To	Card Limit	Account Code	Status	Card Program Type
**** * 4718		\$1,230.00	A-CR1	INACTIVE	GHOST
**** * 2844	John Madden	\$1,230.00	A-CR1	ACTIVE	GHOST
**** * 2851	John Madden	\$1,230.00	A-CR1	INACTIVE	PHYSICAL
**** * 5391	Mayur QA	\$2,340.00	A-CR1	ACTIVE	VIRTUAL
**** * 1024		\$2,340.00	A-CR1	INACTIVE	VIRTUAL

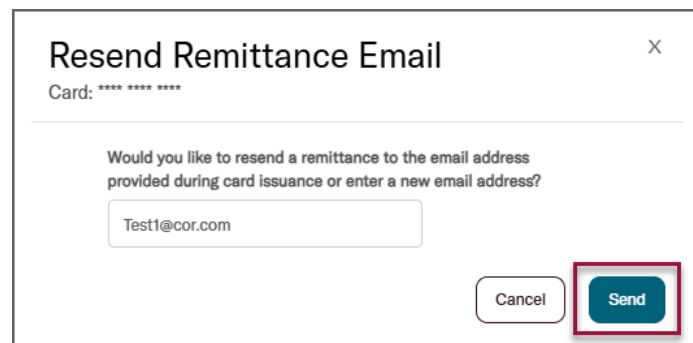
1. Within the **Card Details** page:, under the **Card Settings** section, click the **Resend Remittance Email** button.



CARD SETTINGS [Resend Remittance Email](#) [Edit Settings](#)

Card Limit	Total Available Transactions	# of Transactions
\$1,230.00	1	1

2. A window with the existing cardholder email address populated in a text box will display, asking the user to confirm if they want to resend the email to that address or if they want to key in a new email. Make the selection as applicable and click **Send**.



Resend Remittance Email

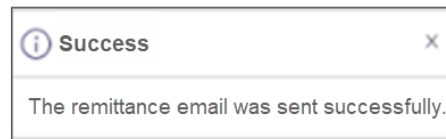
Card: **** * *

Would you like to resend a remittance to the email address provided during card issuance or enter a new email address?

Test1@cor.com

[Cancel](#) [Send](#)

- Once the user clicks the **Send** button, they will be returned to the **Card Details** page with a success toast in the upper right corner.



Accessing Invoice Information for Virtual Card Transactions

For Virtual Cards issued to vendors, Corpay Complete offers users the ability to view invoice details for card transactions. Follow the steps below to access invoice information within the Cards module.

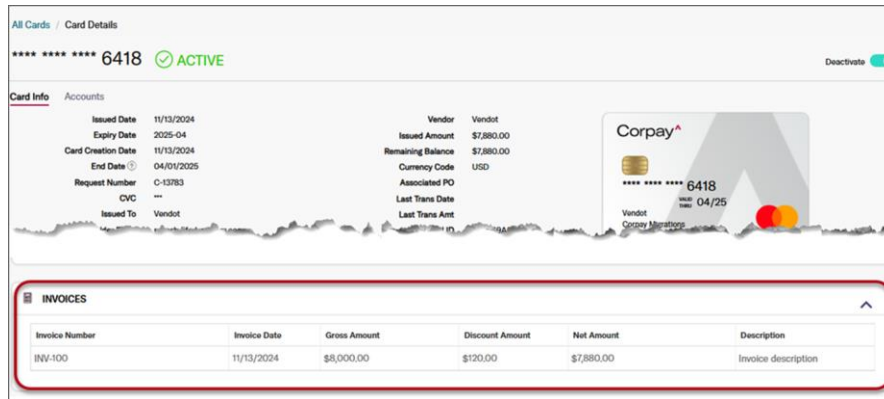
- Log into [Corpay Complete](#) via your web browser.
- Navigate to the **Cards** section, then click on the **All Cards** tab at the top of the page.
- Within the **All Cards** grid, key in the invoice number you wanted to open in the **Invoice Number** field. This will display all invoice records in Corpay Complete matching the number keyed in.

Card #	Issued To	Card Limit	Available Balance	Card Expiration	Issued Date	Action	Vendor Number	Invoice Number
<input type="text"/>	<input type="text"/> Contains <input type="text"/>	<input type="text"/>	<input type="text"/> greater than <input type="text"/> less than	<input type="text"/>	<input type="text"/> mm/dd/yyyy <input type="text"/> mm/dd/yyyy	<input type="text"/>	<input type="text"/>	<input type="text"/> inv <input type="text"/>
<input type="checkbox"/> **** * 6418	Vendot	\$7,880.00	\$7,880.00	2025-04	11/13/2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	VEN-100	INV-100
<input type="checkbox"/> **** * Ven		\$750.00	\$750.00		11/13/2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	VEN-100	INV-100
<input type="checkbox"/> **** * 8222	Alice Approver	\$144.00	\$144.00	2024-12	11/17/2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3	inv1, 333

- Click on the **Card number** under the **Card #** column for the applicable **Invoice Number**.

Card #	Issued To	Card Limit	Available Balance	Card Expiration	Issued Date	Action	Vendor Number	Invoice Number
<input type="text"/>	<input type="text"/> Contains <input type="text"/>	<input type="text"/>	<input type="text"/> greater than <input type="text"/> less than	<input type="text"/>	<input type="text"/> mm/dd/yyyy <input type="text"/> mm/dd/yyyy	<input type="text"/>	<input type="text"/>	<input type="text"/> inv-100 <input type="text"/>
<input type="checkbox"/> **** * 6418	Vendot	\$7,880.00	\$7,880.00	2025-04	11/13/2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	VEN-100	INV-100
<input type="checkbox"/> **** * Ven		\$750.00	\$750.00		11/13/2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	VEN-100	INV-100
<input type="checkbox"/> **** * 7848	TEST VENDOR	\$1,060.00	\$1,050.00	2025-11	11/22/2024	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	85962	INV-100, INV-101

- The above action opens the **Card Details** page. You can view the invoice details under the **Invoices** section.



Card Statuses

The following table details the **card statuses** in Corpay Complete.

Status	Definition
Pending	The card is awaiting approval.
Active	The card has been fully activated and ready to use.
Inactive	The card is permanently inactive and cannot be used for purchases.
Approved	The Card has been approved.
Rejected	The card has been rejected.
Blocked	The card is blocked and cannot be used for purchases. The card can be re-activated.
Tmp-Blocked	The card is temporarily blocked for a specified timeframe and cannot be used for purchases.