

AirPlus

INTERNATIONAL



Your window to easy.

Guide for Program Manager

AIRPLUS. YOUR TRAVEL PAYMENT COMPANY.

➤ Welcome to your new AirPlus Portal

Your role as Program Manager

You have been appointed as unique Program Manager for your company. You are at this point the only person within your company with access to the new Portal. There can only be one Program Manager

Your responsibilities would be:

- Create **accounts** for the contracted products and user groups within your company
- Initiate the **card application** process for Corporate Cards
- Create '**other**' users for the accounts: Portal Administrator, Card Administrator, Electronic billing user and Accountant
- Manage the Corporate Card program on day-to-day basis

These responsibilities can be delegated to one or more **Portal Administrator(s)**.

➤ Welcome to your new AirPlus Portal

Other important roles in the Portal

Card administrator:

- Only has access to the cards/ Accounts which are assigned by the Portal Administrator
- Initiate the **card application** process for Corporate Cards
- Doesn't have access to the Corporate Card statements

Electronic billing user:

- Can download the statements and **electronic billing** files

Accountant:

- Can download the statements and **dunning** letters



Create your account

> Create New Corporate Card Account

The screenshot displays the AirPlus International AIRPLUS PORTAL interface. At the top left is the AirPlus International logo. The main header includes the text 'AIRPLUS PORTAL' and navigation icons for phone, help, and a flag. On the right, the user is identified as 'PortalAdmin TRNCOCAT Program Manager'. A secondary navigation bar contains menu items: Home, Cards, Transactions, Statements, Electronic Billing, User Management, Account Management, and Disputes. A teal banner below the navigation bar contains the text: 'Please note the temporary VAT reduction in Germany from 01.07.2020 to 31.12.2020. See further information.'

The main content area is divided into three sections:

- Company Agreement:** Lists 'TRN-COCAT1-24814-200...' with Agreement No. 2000006388.
- Accounts:** Features two buttons: 'Corporate Card Accounts' (highlighted in green) and 'Virtual Card Accounts' (highlighted in blue). Below these are details for 'TRN-COCAT1-DEF-20062...' (Account No. 210000002013, Type 1 | Belgium, AirPlus Corporate Card).
- Bottom Left:** A button labeled 'Create New Account' with a plus sign is highlighted with a red rectangular box.

The right-hand section, titled 'Approvals', shows a graphic with plus signs and the text: 'No waiting approvals. You currently do not have any waiting approvals.'

➤ Open a New Corporate Card Account



DESCRIPTIVE NAME	DESCRIPTIVE BILLING INFORMATION	BILLING	ELECTRONIC BILLING	ACCOUNT CONFIGURATION	CONFIRM
Define a name <ul style="list-style-type: none">– Assign a name.– Select the product you want to order.	Additional data fields <ul style="list-style-type: none">– Define your desired additional data.– You can choose from 5 additional data fields.– Up to 30 characters are available for each data field.	Billing settings <ul style="list-style-type: none">– Here you can define to whom each fee should be charged - the company account or the card user.	Electronic billing <ul style="list-style-type: none">– Choose from electronic invoice formats and daily transaction data which delivery form suits your company.	Configure account <ul style="list-style-type: none">– How should the company name appear on the card?– Definition of all standard parameters of the individual cards under the account, such as cash withdrawals, limits, usage restrictions.	Check and confirm <ul style="list-style-type: none">– Check all details again, is everything defined correctly?– Complete the process with one final click.

> Define the account name and product

Corporate Card New Account

DESCRIPTIVE NAME

Please define a unique name for better assignment of your new Account (e.g. department, area etc.):

Descriptive Name
Test Account |

*

Agreement
TRN-COCAT1-24814-2006271... ▼

Product
AirPlus Corporate Card - Type 1 ▼

* Mandatory field

Back

Save Draft

Next

➤ Choose your additional data fields

- You can choose 2 out of 5 different possibilities like Personal-ID, Cost Center, ...
- You can change the name of these fields
- Your card holders will be required to enter this information during the application.

AirPlus INTERNATIONAL AIRPLUS PORTAL PortalAdmin TRNCOCAT Program Manager

Home Cards Transactions Statements Electronic Billing User Management Account Management Disputes

Please note the temporary VAT reduction in Germany from 01.07.2020 to 31.12.2020. See further information.

Corporate Card New Account

DESCRIPTIVE NAME | **DESCRIPTIVE BILLING INFORMATION** | BILLING | ELECTRONIC BILLING | ACCOUNT CONFIGURATION | CONFIRM

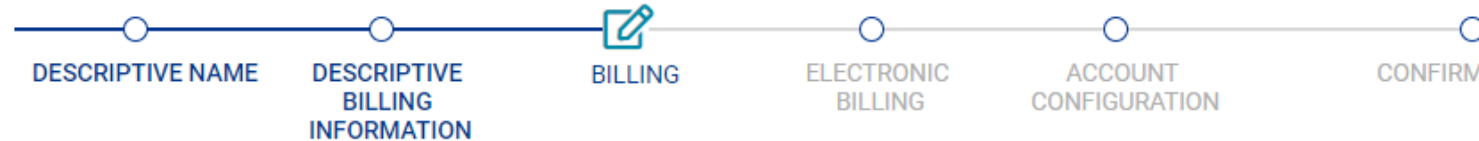
Contractually, you can display up to 2 additional DBI on your AirPlus statement and in your electronic billing file. Please specify these fields below:

DBI 1 Personal ID	Min Length 1 *	Max Length 25 *	Format AlphaNumeric *	Statement Header Personal ID	No	Mandatory
DBI 2 Cost Centre	Min Length 1 *	Max Length 25 *	Format AlphaNumeric *	Statement Header Cost Centre	No	Mandatory

* Mandatory field

Back Save Draft Next

➤ Billing information



Please select your desired accounting modalities here:

Invoice Frequency
Monthly ▾

Billing Day
1 ▾

Please select the fee(s) that will be charged to the company, and not to an individual card:

Non-Diverted Fees (currently charged to Card User)		Diverted Fees (to be charged to the Subscriber)
Colored Customer Logo per Embossi... >		< Annual Card Fee
Management Fee >	>>	
Dormant Card Fee >	<<	
Cross Border Transaction Fee (in %) >		
Cash Withdrawal Fee (1.00 % min. 4.8... >		
Annual fee Travel Comfort Package >		
Annual Fee rental Car AirPlus Compre... >		

Billing information

- Select the day on which the cardholder will receive their monthly statement.
- Define the fees that will be charged on company level (Subscriber) or to your individual Card Users.

> Electronic billing

Corporate Card New Account



Please choose the format and transmission channel for receiving Electronic Billing data.

Activate Electronic Data

– Start by Activating Electronic Data

Electronic Statements

CSV / Portal Download

PDF/Portal Download

Basware

– Choose your preferred format(s)

Daily Transaction Data

CDF3 Daily / Portal Download

ATX / Portal Download

Concur

– Should you have a different Expense Management System, then select 'Customize Electronic Data'

MobileXpense

Cytric Expense

Rydoo

Viatos

Atlasos

Expensify

Customize Electronic Data

Back

Save Draft

Next

> Account configuration

Corporate Card New Account

DESCRIPTIVE NAME DESCRIPTIVE BILLING INFORMATION BILLING ELECTRONIC BILLING ACCOUNT CONFIGURATION CONFIRM

Please specify the company name to be embossed on the Airplus Corporate Cards.

Company Name
TEST COMPANY

Please specify cash access here. For the limited cash access, a default limit can be set.

Cash Access
Not allowed

Daily | Weekly Cash Limit

Please define the overall limit for the Account.

Account Limit EUR *

Please provide the central shipping address for the delivery of the AirPlus Corporate Cards.

Central Card Shipment
Ottergemsesteenweg 808 - Gent - Belgium

+ Add New Shipping Address

* Mandatory field

> Confirm account

Corporate Card New Account



Print Document



Export PDF

TRN-COCAT1-24814-200627130326 declares that it wishes to order the Services as set out above subject to the terms of the Agreement. TRN-COCAT1-24814-200627130326 understands that the order is subject to acceptance by Lufthansa AirPlus Servicekarten GmbH. The order shall become effective if and when Lufthansa AirPlus Servicekarten GmbH sends an acceptance e-mail to our Portal Administrator.

By ordering the service configured above, Service Fees in accordance with the Agreement will apply and may be charged.

Back

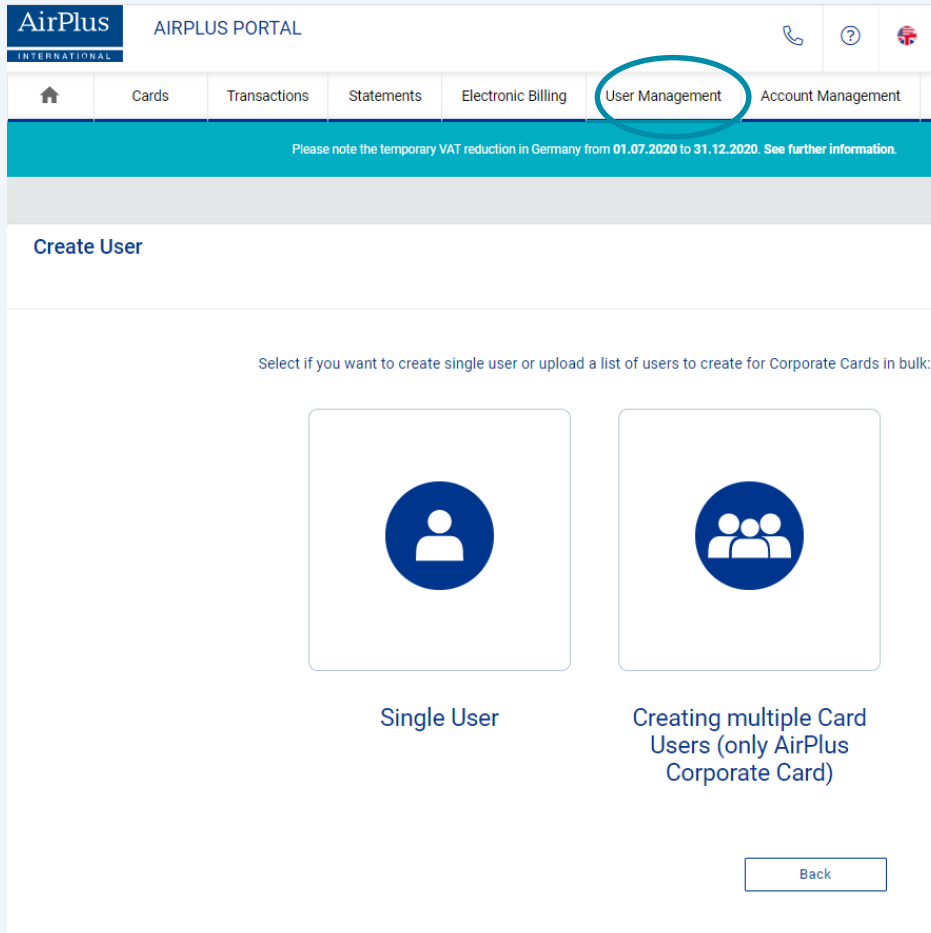
Save Draft

Confirm & Order



Onboarding of your card users

➤ Upload a bulk file or create a Single user



Bulk file and single user

- Simply upload a list of the employees who you want to receive a card.
- They will receive an email invitation and are guided through the online process.
- You will approve the newly ordered cards online.

➤ Email Invitation to Card User to Apply for an AirPlus Corporate Card

You can now apply for your AirPlus Corporate Card

Dear Laura Carduser,

You have been selected to apply for an AirPlus Corporate Card by your Portal Administrator, Timo Programmanager, who is administering the corporate card program on behalf of Sample Company.

Simply click [here](#) to apply for your personal AirPlus Corporate Card.

Once the application process has been completed successfully, your AirPlus Corporate Card will be embossed and sent to you. You can then use your AirPlus Corporate Card for travel and other business related expenses.

This is a system-generated email which is sent at the request of your Portal Administrator. If you have any questions or need more information, please send an email to abc@airplus.com or call the AirPlus Service Team at +33 1 23 45 67 89.

Best regards,

Your AirPlus Service Team

1. Program Manager **invites** new card users
2. Potential new card user receives an email with link to the **Online Card Application**. The privacy statement for AirPlus Corporate Cards is attached to the email.
3. Once the card application is completed, the Program Manager will be informed and has to **approve** the application.

➤ Card Application Process Approval by Program Manager

Program Administration

User Management Account Management **Card Approvals** Status of Bulk User

Name	Application Type	Transaction date	Status	
James Carduser	Card Application	18 Feb 2020 10:50:44	Pending Approval	
Martin Mustermann	Card Application	06 Feb 2020 13:19:06	Pending KYC Check	

- Card User Applications for Corporate Card Settlement Types I + II have to be finally **approved by the Program Manager or Portal Administrator of the client** in the AirPlus Portal.

APPROVAL

18 Feb **James Carduser**
Corporate Card

Nationality: Germany
Mobile Number: +4915112007681
Card Embossing Name: JAMES CARDUSER
Gender: Male

➤ Service Guide for Card Users



- This pdf-guide provides AirPlus Card Users with helpful information on how to use the AirPlus Corporate Card effectively.
- They can use it to familiarize themselves with all benefits and services of their card
 - Important contact information
 - Payment & cash
 - Security measures
 - Statements & transactions
 - Insurance coverage
 - Additional services
- The service guide can be found in the download section of the AirPlus Portal.