

AirPlus

INTERNATIONAL



Your window to easy.

# Guide for Company Registration

# ➤ Your contract with AirPlus International

This document guides you step by step through the process to recontract from AirPlus International SA/NV to Lufthansa AirPlus Servicekarten GmbH.

The screenshot displays the 'AIRPLUS CUSTOMER ONBOARDING' web interface. On the left, a vertical navigation menu includes 'Company Information' (highlighted), 'Proposal', 'Agreement Information', 'Agreement', and 'Next Steps'. The main content area is titled 'Company Data' and contains several form fields: 'Company Name (complete company name as legally registered)', 'Company Type' (a dropdown menu), 'Planned first spend date' (a date picker), and 'Legal address of registered office' (with sub-fields for 'Street and Number', 'City', 'ZIP/Postal Code', and 'Country'). Below this is the 'Contact Person' section, which includes fields for 'Salutation', 'First Name', 'Last Name', 'Academic Title', 'Email Address', and 'Phone Number'. A language selection dropdown is open in the top right corner, showing options for English, German, French, Italian, Dutch, and Spanish.

## ➤ Webform Company information

The screenshot shows the 'AIRPLUS CUSTOMER ONBOARDING' webform. On the left is a navigation menu with four items: 'Company Information' (selected), 'Proposal', 'Agreement Information', and 'Next Steps'. The main content area is titled 'Company Data' and contains the following fields:

- Company Name** (complete company name as legally registered) \*  
Training Company 1009
- Company Type** \*  
A dropdown menu is open, showing options: Business Company (selected), Business Company, Public Sector Organization, and Travel Agency.
- Legal address of registered office**  
Street and Number \*  
City \*  
ZIP/Postal Code \*  
Country \*  
Please select

### Company information

- You have to select if the legal entity is a business, a public sector organization or a travel agency.
- The legal address, not a PO Box, has to be entered.

## ➤ ATTENTION: Contact person

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**This is a very important role.**

- The contact person will be the primary contact in our system and will be the one who manages the whole enrollment process. This person will receive all communication within the enrolment workflow.
- It does not have to be the person who actually signs the agreement.

# ➤ Webform Product selection

## Product selection

- Having selected the country, you'll see the product selection available in that country.
- The company identification number which is required (ID Type) also depends on the country chosen.
- The company data are filled in, we can now select the products.

City *	ZIP/Postal Code *	Country *
Bruxelles	1000	Belgium


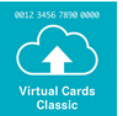
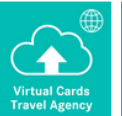


  

### Contact Person

Salutation *	First Name *	Last Name *
Ms	FirstName	LastName
Academic Title	Email Address *	Phone Number *
Please select	services.be@airplus.com	+3225432109
Agreement Language *		
English		

### Product Selection

 AirPlus Corporate Card	 AirPlus Virtual Cards Classic	 AirPlus Virtual Cards Travel Agency	 AirPlus Virtual Cards Procurement	 AirPlus Office Card
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### ID Type

VAT Reg. No. \*

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### Configuration

Planned transaction volume per year

€ Amount

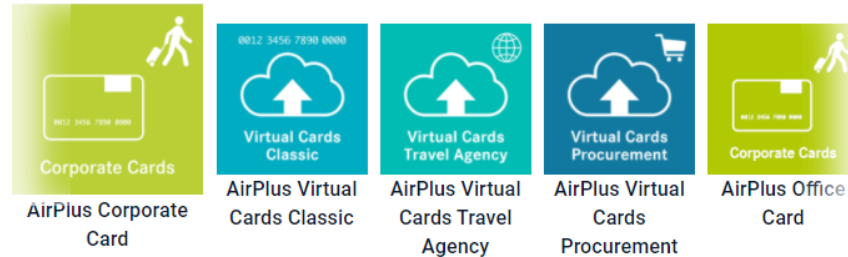
+ Add Product

# ➤ Webform Product selection

## Product selection

- Click on the Corporate Card product, more information appears.

### Product Selection



The AirPlus Corporate Card helps your travelers to focus on the purpose of the trip by trusting in one worldwide accepted card with local customer service, online self-services 24/7 and a valuable insurance coverage.

**You can choose between 3 types of settlement:**

**Type I Settlement ("Corporate Liability"):** means that Transactions and the Services Fees are settled by the company

**Type II Settlement ("Corporate Liability with pre-settlement by Card user"):** means that Transactions and the Services Fees are settled by the company, whereby the respective Card User shall by way of up-front payment settle the Transaction and Service Fees attributable to the Card User on behalf of company and only if such settlement fails, AirPlus shall settle by recourse to the company

**Type III Settlement ("Private Liability"):** means that Transactions and the Services Fees are settled by the Card User without recourse to the company

### Configuration

Settlement Type

Please select ▼

Planned transaction volume per year

€ Amount

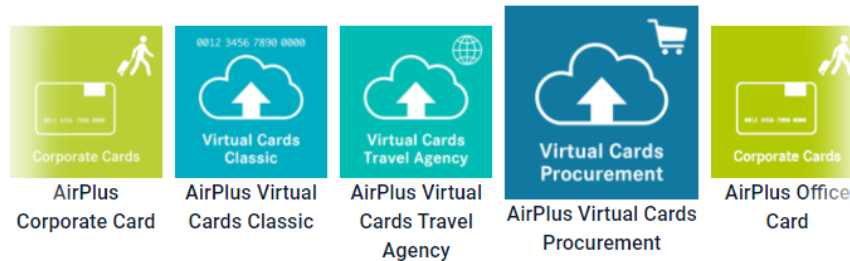
[+ Add Product](#)

# ➤ Webform Product selection

## Product selection

- Click on the Virtual Card product, more information appears on the available product versions.

### Product Selection



AirPlus Virtual Cards are virtual Mastercard® credit cards with the same characteristics as any physical credit card: a card number, an expiry date and a CVC security code. AirPlus Virtual Cards are accepted in the entire global Mastercard® network and offer customers a maximum of flexibility and security. Each AirPlus Virtual Card is created for a specific purpose with individual control setting. All transactions are settled centrally through an associated account number.

Customers can choose between 3 product versions:

- 1. AirPlus Virtual Cards Classic** – Corporate payment solution for travel related expenses
- 2. AirPlus Virtual Cards Travel Agency** – Payment solution for travel related expenses customized to the special needs of travel agencies and tour operators
- 3. AirPlus Virtual Cards Procurement** – Corporate payment solution for procurement expenses (not available in Spain, Hong Kong and the USA).

### Configuration

Product Variant

Please select

Planned transaction volume per year

€ Amount

+ Add Product

# ➤ Webform Product selection

## Product selection

- **Select** the product(s) you want to contract one by one.
- **Choose** the settlement type or product version and enter the estimated annual spend.
- Then click on **Add Product** to add it to your basket.
- **Repeat** this for each product which you need.

The screenshot shows a 'Product Selection' webform. On the left, five product cards are displayed: 'AirPlus Corporate Card', 'AirPlus Virtual Cards Classic', 'AirPlus Virtual Cards Travel Agency', 'AirPlus Virtual Cards Procurement', and 'AirPlus Office Card'. Below these cards is a text block explaining that AirPlus Virtual Cards are virtual Mastercard® credit cards with the same characteristics as physical cards, accepted globally, and created for specific purposes with individual control settings. On the right, a 'Configuration' section includes a 'Product Variant' dropdown menu set to 'Single Usage' and a 'Planned transaction volume per year' field set to '€ 1,000,000.00'. A blue '+ Add Product' button is highlighted with a red circle.

**Product Selection**

AirPlus Corporate Card | AirPlus Virtual Cards Classic | AirPlus Virtual Cards Travel Agency | AirPlus Virtual Cards Procurement | AirPlus Office Card

AirPlus Virtual Cards are virtual Mastercard® credit cards with the same characteristics as any physical credit card: a card number, an expiry date and a CVC security code. AirPlus Virtual Cards are accepted in the entire global Mastercard® network and offer customers a maximum of flexibility and security. Each AirPlus Virtual Card is created for a specific purpose with individual control setting. All transactions are settled centrally through an associated account number.

**Configuration**

Product Variant: Single Usage

Planned transaction volume per year: € 1,000,000.00


**+ Add Product**



# ➤ Webform Product selection

## Product selection

- Please **add** your VAT registration number.
- Don't forget to click on « **Submit** »

Selected Product	Country	Configuration
 AirPlus Corporate Card	Belgium	AirPlus Corporate Card settled by the company. Planned spend of 10,000.00 €.

**ID Type**

VAT Reg. No. \*

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Please ensure that your entries above are correct and comprehensive, as AirPlus will generate the 'Proposal' and perform initial regulatory and credit limit checks based on them. Therefore, once submitted you will not be able to change the entries by yourself, but only by contacting the **AirPlus Customer Service** (contact information will be provided together with the 'Proposal').

The above entries are correct and comprehensive. I understand that once submitted, I will not be able to change the entries without contacting the **AirPlus Customer Service**.

## ➤ Webform Product selection

The data is now transferred to AirPlus and you will see this message, informing you on next steps.

AirPlus will do the required initial checks and create a proposal. It can take a few days before you receive the proposal.

Thank you for applying for an AirPlus solution. We really appreciate your interest in working with AirPlus.

**The next steps are:**

1. You will receive a link to your Proposal for your review and confirmation.
2. We will then need further information such as a bank account, your Beneficial Owner/s, the Signatory/ies for your company.
3. You will afterwards receive a link to the entire Agreement.
4. Once confirmed, the Agreement will be sent to the Signatory/ies for review and signature.

If you have any questions or need more information, please contact the AirPlus Service Team at +49 6102 204444 or [btm@airplus.com](mailto:btm@airplus.com).

We will contact you directly if additional information is needed.

You can now close this window.