



AirPlus Business Travel Portal. Service around the clock.

The AirPlus Business Travel Portal offers professional one-stop services for your business travel management. You have secure and convenient online access to data, transactions, invoices, and many other services provided by AirPlus around the clock and around the world. As a portal administrator, you can also give other users and groups of users separate access to the services.

Your benefits at a glance

- > Online access to invoices you received in the past twelve months
- > Overview of transactions made with AirPlus card products issued to your company – even before they are invoiced
- > Access to the evaluation tools AirPlus Information Manager and/or AirPlus Reports on Demand
- > Overview of your company's electronic invoice data
- > Online-creation of card lists
- > Convenient export of data to Excel

Our services at a glance

The AirPlus Online Card Account shows your most recent transactions

In the AirPlus Online Card Account you can view transactions paid for through your AirPlus Company Accounts and all other AirPlus cards even before they are invoiced. You can also retrieve your invoices and credit notes online. Invoices and revised invoices are available in the online card account for twelve months.

Track & Trace makes tracking complaints easy

Our Track & Trace service enables you to review the status of any complaints you may have submitted about transactions made with your AirPlus cards. You can filter complaints by contract or card number and track complaints that have been settled over the past twelve months.

The AirPlus A.I.D.A. Virtual Cards are the perfect payment solution for all your purchases

Each administrator has access to our AirPlus A.I.D.A. Virtual Cards via the AirPlus Business Travel Portal. You can use it to generate digital Mastercard® numbers which are valid for a booking or payment. In addition, you can view all your A.I.D.A. authorisations in the transaction history.

- > [More information on AirPlus A.I.D.A. Virtual Cards](#)

Convenient online dispatch of card applications to your staff

If AirPlus Corporate Cards have been issued to your company, you can use online card applications for all your contracts and send them directly from the AirPlus Business Travel Portal to your staff members.

- > [AirPlus Corporate Cards brochure](#)

Create card lists effortlessly

Use our “Cards & Contract” service to create anonymized card lists. Based on these lists, you can analyze, for example, which staff members use an AirPlus Corporate Card or an AirPlus Travel Expense Card or what additional data has been activated for your AirPlus Company Accounts. You can export all of these analyses.

Stress-free access to analysis tools

Via the AirPlus Information Manager in the Business Travel Portal, you can analyze all your company's travel costs without any stress. Alternatively, you can purchase individualized analyses tailored to meet your needs through AirPlus Reports on Demand.

- > **AirPlus Information Manager** brochure
- > **AirPlus Reports on Demand** fact sheet

Maintain control of your electronic invoice data

Under "Electronic Data", you can find all the data transmitted via AirPlus Electronic Billing. If you are an administrator, in this section you can view all data your company received, including the transmission channels, formats and recipients. In the download section, you can download the electronic invoice files that have been authorized for you. In addition, you can opt to be notified when new data becomes available. Use AirPlus FlexEbill to format CSV data deliveries individually.

- > **AirPlus Electronic Billing** fact sheet
- > **More information on AirPlus FlexEbill**

Your access to communication material and product information

The AirPlus Communication Toolkit is the perfect means through which to provide information to your AirPlus Corporate Card or AirPlus Travel Expense Card users (e.g., when introducing the AirPlus Corporate Card to your company). Also, the AirPlus Communication Toolkit contains important documents explaining the additional services that are included with AirPlus cards. In the AirPlus Business Travel Portal, you can view the Online Service Guide which is available to card users in your company.

- > **AirPlus Communication Toolkit**

Customized to AirPlus Corporate Card users

When your card users log onto the AirPlus Business Travel Portal with their personal data, they can view the Service Guide which contains key information about the AirPlus Corporate Card or AirPlus Travel Expense Card.

Moreover, card users have access to their AirPlus Corporate Card or AirPlus Travel Expense Card invoices and can view their latest transactions. If required, requests or complaints regarding individual transactions can be submitted online on the spot. In the Credit Card Management section, you can enter settings for AirPlus Card Control and apply for changes to your credit limit.

If you want to learn more about the **AirPlus Business Travel Portal** or apply for access, please contact us at +49(0)6102 204-444 or btm@airplus.com.



AirPlus is a member of the UATP



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