A.I.D.A. is now AirPlus Virtual Cards

This overview document walks you through the changes we have made to the product's design, generation process, usage, and invoicing, all intended to improve and enhance your experience.

We persistently work to bring you optimized solutions, improved data quality and increasingly digital and automated processes and functionalities. Above all, our new AirPlus Portal gives you the opportunity to configure your products individually. Without additional contract agreements, you can create new accounts yourself, assign a descriptive name, easily rename additional data, customize the billing layout and much more.

If you have any questions about the new features, your local AirPlus Service Team and your personal AirPlus Account Manager are happy to help at any time.

	AirPlus A.I.D.A.	AirPlus Virtual Cards (new product)
Product Offer	AirPlus A.I.D.A. offered as part of: • Company Account • Travel Agency Account • Debit Account • Meeting Card A.I.D.A. Procurement pilot	AirPlus Virtual Cards is now a standalone product: 1. **AirPlus Virtual Cards *Classic*** Optimized for corporate customers 2. **AirPlus Virtual Cards *Procurement*** Your solution for paying for purchasing services 3. **AirPlus Virtual Cards *Travel Agency*** Designed for travel agencies and tour operators (single-use only)
	A.I.D.A. / A.I.D.A. Flex (pilot product for selected markets)	AirPlus Virtual Cards *Classic* and *Procurement* can be generated in: • Single-use version: For one-time payments, such as a hotel stay • Multi-use version: For recurring payments of the same purpose, such as a marketing campaign on GoogleAds AirPus Virtual Cards *Travel Agency* is only offered in single-use version.
Product Setup	Part of the AirPlus Company Account contract / Terms and Conditions	Standalone contract with **individual Terms and Conditions**
	Feature of the Company Account, with Company Account being used as payment method for both products	Standalone product and hence standalone payment method with **individual payment terms** (payment terms of migrated cards are transferred from the former system)
	15-digit Company Account number and validity	**12-digit** AirPlus Virtual Card account number **without** expiry date The **Virtual (Credit) Card number** remains your form of payment – your virtual 16-digit Mastercard number + validity + CVC

	All AirPlus A.I.D.A. transactions on AirPlus Company Account statement	Separate statements per product – one for AirPlus Company Account and a separate one for AirPlus Virtual Cards
	Paper statement (invoice) or PDF	**Only online** PDF statement available via AirPlus Portal and/or electronic billing file
	Statements generated already on the previous day with the billing date. Processing six days a week: statements also generated on SAT with billing date from MON. Dailies mostly included transactions from two days before.	Statements are generated from MON to FRI at about 8pm (CET) on the billing date. Dailies are also generated in the evening, so **even transactions made on the same day may be included**. Dailies are consolidated for up to a few hours to avoid receiving multiple daily files. This consolidation may cause the daily file to only be available after midnight.
Card generation and usage	Channels to generate virtual cards: • Mobile A.I.D.A. • Download client • Portal • XML interface	Channels to generate virtual cards: • AirPlus Portal • XML interface / Partner interface • Mobile (upcoming)
	Mandatory fields: • Company Account • Expiry date • Mandatory DBIs	**Mandatory fields:** • Mandatory DBIs • Card limit **new** • Validity period **new** • Merchant name **new**
	(Card) validity period	**AirPlus Virtual Cards in the single-use version** Validity period is max. **6 months** within **12 months** from the time the card was generated. Cards are also valid for three days after card generation. **AirPlus Virtual Cards in the multi-use version** The 12-month lifespan is also the validity period. Virtual cards in multi-use version, used for recurring payments, can be used for 12 months. Card limits restrict usage.
	The chosen transaction type triggered the set of additional data that could be attached to the generated card	The chosen **transaction type** (e.g. Hotel, Flight) during card generation restricts card usage to a certain group of merchants. The chosen transaction type triggers the set of additional data that can be attached to the generated card. Only merchants that belong to the chosen transaction type will be allowed (e.g. "Hotel" is defined as transaction type so card cannot be used for making a flight transaction as this transaction type does not fit to merchant category). Your selection will determine the purpose of each virtual card. Each incoming **transaction will be checked by AirPlus as to whether the service provider matches the merchant category** selected when the card was generated. If they do not match, the transaction will be declined. **Please note:** Transaction type "Retail": this type is <u>only</u> usable for AirPlus Virtual Cards Procurement. For AirPlus Virtual Cards Classic and AirPlus Virtual Cards Travel Agency, the transaction type "Retail" cannot be chosen.
	Virtual cards could not be blocked by the user	**Blocked cards** will be shown in the new AirPlus Portal for minimum 12 months and cannot be deleted
Electronic Billing	15-digit Company Account number	**12-digit AirPlus Virtual Cards account number**
	Combined eBiling file with Company Account and A.I.D.A (virtual card) transactions	**Separated** electronic billing files • One for **AirPlus Company Account** data • One for **AirPlus Virtual Cards account** data

Electronic billing files downloadable in the existing AirPlus Business Travel Portal	Starting April 12, the electronic billing data for your AirPlus Virtual Cards will be available for **download exclusively from the new AirPlus Portal.**
7-digit **EDI Partner number** DTAxxxx	**Note**: You must distinguish between migrated accounts and newly generated accounts • Migrated accounts: 7 digits (DTAxxxx) If you open a new account under an existing contract, you can choose if you want to stick to the existing EDI Partner or open up a new EDI Partner number. • **If you open up a totally new** account with a new EDI profile, you will get a **new 10-digit** number (DTNxxxxxxx)
SFTP active Electronic billing data for Company Account including A.I.D.A (virtual card) will be sent by one IP address	**SFTP active** An **additional IP address** needs to be set up in your systems: **193.254.30.133, Port 22**. Until the **Company Account** is migrated to the new IT systems, (planned from end of 2021 onwards), you will **continue to receive electronic data from the previous IP address 193.254.30.34**. Therefore, both IP addresses need to be activated in parallel. You may also need to enable the new IP address on your firewall in order to process the data as usual. **Please also add the new public SSH RSA key in your settings: iom_ebilling_ssh_sftp.pub**
AirPlus fees shown in the main transaction (e.g. foreign exchange fee, transaction-based insurance fees, etc.)	In the AirPlus Virtual Card files**, the main transaction will be separated from the transaction of the AirPlus fee** (e.g. foreign exchange fee). The fees are displayed in a sequence but there is no linking between both transactions.
Mastercard Country Code In the Company Account file, the country code has **2 letters**.	**Mastercard Country Code** for the new files for AirPlus Virtual Cards will have **3 letters**.
Encryption • 7-Zip • PK Zip	Encryption: **7-Zip** **Note:** The AirPlus Company Account files will still be encrypted with the existing tools (7-Zip or PKZip)
FlexEbill / DailyFlex In our existing portal, you have the service FlexEbill / Daily Flex for the AirPlus Company Account and you can still configure everything for your AirPlus Company Account.	**FlexEbill / DailyFlex** This service will not be available in the new portal. **Note:** We will **migrate all your settings** from the existing portal to the new portal. But new set ups **are not possible for AirPlus Virtual Cards data after March 26.**
New transaction category: • Parking • Restaurant • Etc.	Transaction category: **Newly** implemented categories defined via AirPlus Portal like: - Parking - Restaurant will **only be shown as "others"** in the file.
Travel date / Posting date: Standard pre-filled date	**Travel date / Posting date** If the travel date is not supplied in the data, the field will be filled with the posting date from our ERP system by default.
E-mailing text Our emailing text referring to our send-out of eBilling data always contained customized information such as DTA number.	**E-mailing text** With the data delivery of the AirPlus Virtual Cards, this **e-mailing text** will be **standardized** and will **no longer contain any customized information.**
Archive In our former AirPlus Business Travel Portal, we provide all electronic billing files for 3 months.	**Archive** In our new AirPlus Portal, we provide you the electronic billing files for AirPlus Virtual Cards for **12 months**.