

The new AirPlus Virtual Cards

AirPlus' virtual payment solution is one of the first products to be shifted to our new IT platform. In the course of the integration into the new IT architecture, AirPlus Virtual Cards will become an autonomous product **independent of the AirPlus Company Account**. Among other things, this means that you will receive a **separate statement** for all AirPlus Virtual Cards transactions in the future.

1. New features and benefits of the new AirPlus Virtual Cards at a glance

- **Greater user friendliness** thanks to new online services
- **Added security** due to the introduction of additional authentication during user creation and card generation and new configuration options for card creation
- **More transparency** due to new overviews with immediate action options

2. Various product versions

In the future, AirPlus Virtual Cards will be offered in the following versions:

- AirPlus Virtual Cards Classic** – the payment solution that is already familiar to you, with improved features
- AirPlus Virtual Cards Travel Agency** – designed for the specific needs of travel agencies and tour operators
- AirPlus Virtual Cards Procurement** – specially developed to pay for procurement services

AirPlus Virtual Cards Classic and Procurement come in two versions: single-use and multi-use. In the single-use version, a virtual card number can be used for a one-time payment, while the multi-use type can be used for recurring payments with the same purpose.

3. Settlement of sales

With their newly independent status, AirPlus Virtual Cards will also be receiving their own **account number** for the settlement of all your transactions from now on. This is a 12-digit number stored in the new AirPlus Portal, among other places.

Customers can look up references to the previous associated AirPlus Company Account number(s) on the previous AirPlus Business Travel Portal.

It is up to you to decide whether you wish to settle your transactions in the future via a single settlement account or using multiple account numbers. Additional account numbers can be requested on the new AirPlus Portal.

Important:

Users of booking platforms should store there not only their AirPlus Company Account number(s), but also their new AirPlus Virtual Cards account number(s). Beyond that, your travel agency should be informed accordingly. Upon respective inquiry from your travel service provider, your new account number(s) will be provided by AirPlus, too.

In the future, you will receive one statement per AirPlus Virtual Cards account number.

The previous settlement cycle for your AirPlus Company Account will be analogously adapted. The familiar selection options will also continue to apply.

All statements and additional documents (such as late payment fee invoices) will be stored on the new AirPlus Portal.

Important:

Statements will now **only be provided online** (as PDFs for downloading from the new AirPlus portal or as electronic billing files via your chosen transmission route).

4. Merchant categories

In the future, it will be possible to use AirPlus Virtual Cards to pay for the following services:

Flights, hotels, restaurants (new), car rental agencies, rail or other (such as parking fees, travel agency services, passenger transportation (e.g. taxi) or other (e.g. gas stations))

The following categories have been established for AirPlus Virtual Cards Procurement:

Retail, telecommunications, parking fees or other expenses

Important:

In the future, incoming transactions will be reviewed by AirPlus to determine whether the service provider that appears matches the merchant category chosen when the card was generated. If there is no match, the transaction will be rejected.

5. New control options during card generation

The new generation process will allow customized restrictions on every virtual credit card in terms of the uses that are permitted and the period of use, the merchant name, the limit, and the currency in the future as well.

Entering a card limit and period of validity is required. A period of up to six months (single-use) or twelve months (multi-use) maximum can be defined for the card to be valid within a twelve-month span starting on the date when the card is created. It will still be possible to limit the validity of the card to certain days.