AirPlus Virtual Cards and Electronic Billing

In the course of the migration to our new IT platform, AirPlus Virtual Cards will become a **standalone product** for which you will soon receive a separate Virtual Cards account number and **associated statement**.

1. New account number

Previously, AirPlus Virtual Cards have been settled through your 15-digit AirPlus Company Account* number. Due to the new product autonomy, you will receive a **new 12-digit account number without expiry date** specifically for your Air AirPlus Virtual Cards statements. One new AirPlus Virtual Cards account number will be generated for each of your existing AirPlus Company Accounts. All payments you then make with AirPlus Virtual Cards will be summarized under the respective account on your statement.
The new account number(s) can be found **on the new AirPlus Portal**. References to your previously associated AirPlus Company Account number(s) can be looked up on the previous AirPlus Business Travel Portal.

If you need additional payment accounts beyond the AirPlus Virtual Cards account numbers that are automatically assigned to you, you can request them via the new AirPlus Portal.

Find links here to the former portal you are familiar with as well as to the new one:
https://www.airplus.com/world/en/airplus-portal/login.html

> **Important:**
>
> Users of booking platforms or travel expense statement and accounting systems should store there not only their AirPlus Company Account number(s), but also their new AirPlus Virtual Cards account number(s). Please also inform your travel agency accordingly.

2. Your new statements

> **Important:**
>
> All statements for your **new AirPlus Virtual Cards** will be available **exclusively on the new AirPlus Portal**. The period during which these statements are available to download has been extended to **12 months** (from the date of creation).
>
> Statements for **all other AirPlus products** and your **historical A.I.D.A. transactions** prior to the time of migration can still be found in the **AirPlus Business Travel Portal** that is already familiar to you.

* or AirPlus Debit Account, AirPlus Meeting Card, AirPlus Travel Agency Account and Amadeus B2B Wallet Pay Later by AirPlus

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Please note that you will receive **a separate statement for each AirPlus Virtual Cards account number**. Within the new AirPlus Portal, it is not possible to combine multiple account numbers into a single statement. To prevent fraud, the card numbers for the new AirPlus Virtual Cards are displayed with masking by default within the new AirPlus Portal.

However, if your electronic statement information is provided to you via a different transmission route (such as by email), you will receive the statements for your AirPlus Virtual Cards transactions *in one file*. In the case of all other transmission routes, card numbers are visible in full.
The **statement cycle** matches the one you have chosen for your AirPlus Company Account(s) statements.

> **Important:**
>
> Statements will **now only be provided electronically** (as PDFs for downloading from the new AirPlus portal and, where applicable, as electronic billing files via your chosen transmission route, such as email, SFTP, etc.), and **no longer as hard copy**.

3. Changes of the electronic billing formats

Individual field content for AirPlus Virtual Cards transactions has been specified even more precisely in the electronic billing and daily transformation data. **As a result, we kindly ask you to check**, if the **adjustments to the format descriptions** are congruent with your automated processes or any check logic that may be used.

To prevent issues with processing electronic transaction and statement data, please adjust these items as soon as possible or notify the relevant service provider, where applicable.

Please take careful note of the changes, format descriptions, and test files for the new AirPlus Virtual Cards available on our dedicated eBilling website:
https://www.airplus.com/world/en/central/business-transformation/electronic-billing-de.html

Do you have to set up automated processes for further data processing or check logics on field content level? In that case, it is particularly important to check whether corresponding adjustments are necessary internally or at one of your service providers.

Please note that these changes only affect AirPlus Virtual Cards transactions – not your existing configurations for the AirPlus Company Account. There are no current changes in this regard.

This information is important for your financial accounting department as well as your IT department any potential partners who support you in setting up your interfaces.

4. Transaction fees (TAF)

Important:

The TAF associated with an AirPlus Virtual Cards transaction will continue to be displayed on the statement of your associated AirPlus Company Account. References between your AirPlus Company Account and the respective new AirPlus Virtual Cards account number can be looked up on the familiar AirPlus Business Travel Portal.

5. Email ZIP encryption

AirPlus Virtual Cards files are encrypted using 7-Zip software (256-bit AES by default). Please make sure you can decrypt both PKZIP and 7-Zip encryptions if you receive your data with ZIP encryption by email.