AirPlus
INTERNATIONAL

Checklist for corporate customers

Key steps for a successful
AirPlus Virtual Cards migration.

1. Once the migration is complete, AirPlus Virtual Cards will be a standalone and independent product from the Company Account. Consequently, **separate statements will be issued for AirPlus Virtual Cards** in the future**. Please inform your accounting and administration departments** accordingly. ☑

2. If applicable, please **inform your IT colleagues** that they will receive two electronic billing (eBilling) files, which need to be integrated into the ERP and T&E systems. ☑

3. You can access an overview of the old account numbers assignment and the new 12-digit account numbers ahead of the migration. **You can do so by visiting the** AirPlus Business Travel Portal and going to the service area "Your new AirPlus Virtual Card account numbers". From there, you can export the **list of new AirPlus Virtual Cards account numbers** as an Excel file (xls). ☑

4. **If an A.I.D.A. virtual card has** not **been generated since November 1, 2019**, you will not receive a new AirPlus Virtual Cards account number. To migrate an existing account, it is necessary to **generate an A.I.D.A. virtual card on this Company Account in the** AirPlus Business Travel Portal **before March 25, 2021** (Note: It isn't necessary to make any payments). Once an A.I.D.A. card has been created, your Company Account will automatically be flagged for migration. Your new AirPlus Virtual Card account number will then be available in the AirPlus Business Travel Portal from March 31, 2021. ☑

5. Please make sure **to share the new AirPlus Virtual Card account numbers with your travel service providers** (e.g. travel agents or booking platforms). After the migration, this is the only way they can continue to generate AirPlus Virtual Cards for your company. ☑

6. **Save your new AirPlus Virtual Card account number(s) in all systems** where you previously also saved your Company Account number(s) for billing purposes such as booking channels (e.g. Booking.com, HRS), T&E systems (e.g. Concur, MobileXpense), and ERP systems (e.g. SAP, Oracle). ☑

7. On our migration landing page, you will find tutorials and current information on the most important changes. Our **migration mailings** also offer guidance on how to access the new AirPlus Portal and other important information. We advise you to refer to these resources for any information on the AirPlus Virtual Cards migration.