Checklist for eBilling

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. This means there will be **a new AirPlus Virtual Card account number (12 digits) in addition to the customer's existing AirPlus Company Account number (15 digits).** This new account number will be used to charge AirPlus Virtual Card transactions.

Please **inform your accounting and administration departments** that they will receive **two separate statements** in the future.

2. 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).

3. **Save your new AirPlus Virtual Card account number(s)** in all systems where you previously also saved your AirPlus Company account numbers 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).

4. Please be sure to **share the new AirPlus Virtual Card account numbers with your travel providers** (e.g. booking platforms and travel agencies). This is the only way they can still generate AirPlus Virtual Cards for your company after the migration.

5. If you use structured eBilling data for your accounting or expense claiming processes, please **check your formats and logics to determine if you are affected by the eBilling changes** (e.g. separate files for the AirPlus Company Account and AirPlus Virtual Card statements) and adapt your system if necessary. You may need to inform your third-party provider or your internal IT department.

6. If you receive **data via an SFTP server**, please follow the steps below: ☑
   a. Until the AirPlus Company Account is migrated to the new AirPlus IT platform (scheduled to begin in late 2021), you will continue to receive electronic data from the previous IP address of 193.254.30.34.
   b. In addition to the previous IP address, you will need to store the new AirPlus IP address 193.254.30.133 in your systems to receive data via the SFTP connection. Both IP addresses must be activated at the same time.
   c. You may need to enable the new IP address on your firewall so that data can be processed as usual.
   d. If you allow public-key authentication, please add the new SSH RSA public key to your "authorized_keys file": iom_ebilling_ssh_sftp.pub.

7. Please refer to our [eBilling landing page](#) at hand for more information on the topic. You can also access format descriptions and corresponding test data. Both can be found in the download section at the bottom of the website. ☑