

Order form for Transaction files

Company information

Company name		
<input type="text"/>		
Name of contact person		
<input type="text"/>		
Contact person's telephone no.	Company reg. no.	
+ <input type="text"/>	<input type="text"/>	
Contact person's email		
<input type="text"/>		
Invoice address		
<input type="text"/>		
Zip code	City	Country code
<input type="text"/>	<input type="text"/>	<input type="text"/>

File delivery

The company hereby orders the following file delivery option(s):

	Daily travel & expense transaction files*	Monthly match files**
AirPlus Corporate Cards	<input type="checkbox"/>	<input type="checkbox"/>
AirPlus Purchasing Account	<input type="checkbox"/>	<input type="checkbox"/>
Travel Account	<input type="checkbox"/>	<input type="checkbox"/>

*) The transactions will be displayed in your travel expense management system.
**) The monthly match files can be used in addition to the Daily file transfer for reconciliation, depending on you expense management system provider.

SEB Kort will provide files connected to the company's cards and accounts issued by SEB Kort, provided that the transactions can be connected to employee ID numbers. The company must ensure that SEB Kort always has an updated list of cardholder's names and employee ID numbers (e.g. by updating in the AirPlus Portal or sending us an Excel-file). The prices for the different file delivery services can be seen on www.airplus.com.

SEB Kort will send an invoice once a year. The Company may terminate the file delivery service with immediate notice. Any paid fee will not be refunded. SEB Kort reserves the right to change these terms and the price for the service with one month's prior notice. The terms and conditions for the relevant products, including the cards, and accounts terms and conditions, apply to the file delivery. The terms and conditions can be seen on www.airplus.com.

Information about the company's expense management system

The Company hereby confirms that the files shall be delivered to the following party:

Expense management system
<input type="text"/>
Company providing the expense management system
<input type="text"/>

The delivery of files requires that SEB Kort has an agreement with the designated expense management system provider, and that such system provider does not use card numbers as keys. A complete list of expense management system providers having an agreement with SEB Kort can be found here: [Expense management systems](#)

Signatures

We hereby confirm that we order the file delivery service(s) mentioned above and confirm that we have read the terms and conditions.
We authorize SEB Kort to send transaction files connected to our cards and accounts to our expense management system provider.

We confirm that we have entered into an agreement with the expense management system provider guaranteeing that they will handle our data, including transaction data, card data and personal data with the appropriate level of care and in accordance with applicable law and that they fulfill applicable information security requirements.

Date	Signature by authorized signatory
<input type="text"/>	
Name of signatory above	
<input type="text"/>	
Date	Signature by authorized signatory
<input type="text"/>	
Name of signatory above	
<input type="text"/>	

Please return to:

For Sweden: support.se@corp.airplus.com
For Denmark: support.dk@corp.airplus.com

For Norway: support.no@corp.airplus.com
For Finland: support.fi@corp.airplus.com

9536 111125



This covers cards and accounts issued by the Issuer. The Issuer is defined as:
• SEB Kort Bank AB, SEB Kort Bank Denmark, Branch of SEB Kort Bank AB, SEB Kort Bank AB, Oslo Branch NUF, and SEB Kort Bank AB, Helsinki Branch