**American Express GL/KR (FOR KR USA, CANADA & GDC only) Feed Implementation Form**

NOTE: If the Data is crossing borders or a third party vendor is involved, you will also need to complete the GDTF form using the link below: <http://resourcecenter.americanexpress.com/Reconciliation%20and%20Reporting/Global%20Data%20Transfer%20Form.aspx>.

1. **Client Information (Mandatory field)**

Company Name:

Street Address:

City:

State:

Zip:

Country:

Client Contact Name:

Contact Phone Number:

Contact Email Address:

1. **American Express Field Representative (Optional)**

Name:

Phone:

Email:

1. **Request Type (Mandatory field. Please check the appropriate boxes)**

 **For details on file type:**

GL1025 [ ]  Daily Transactions

GL1205 [ ]  Card Member listing Daily [ ]  Weekly [ ]  Monthly [ ]

GL1076 [ ]  P Card Transactions Daily

GL1022 [ ]  Monthly Transactions

GL1080 [ ]  Hotel Folio Transactions Daily

GL1026 [ ]  Daily Transactions Lite

GL1050 [ ]  Daily Travel Recon

GL1301 [ ]  Interim Ageing Daily [ ]  Weekly [ ]  Monthly [ ]

**GM1025** **[x]**  Regional Daily Transactions

**GM1022** [x]  Regional Monthly Transactions

GL1029 [ ]  Daily Transactions Dinova

KR1025 [ ]  Daily Transactions Regional

KR1022 [ ]  Monthly Billed Transactions Regional

KR1205 [ ]  Card Member listing Regional Daily [ ]  Weekly [ ]  Monthly [ ]

KR1075 [ ]  P Card Transactions Regional Daily

KR1301 [ ]  Interim Ageing Regional Daily [ ]  Weekly [ ]  Monthly [ ]

KR1001 [ ]  Recon C Cm Activity Summary

KR1002 [ ]  Recon D Cm Activity Detail Data Monthly

1. **Account Details** **(Mandatory field)**:

**For details on Control number please see the glossary at the end of this document**

If Customer does not have the info, call the AMEX Help Desk or reach out to Customer’s AMEX field Representative.

Market/Country CID Control Account Number

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1. **Setup Type (Mandatory field):**

**Pull Type (Client will need to download the file from American Express server) [x]**

**Existing User name [x]  Yes** **[ ]  No (If selecting yes please provide the user name mandatory only for pull set up)**

**AcubizGM1025**

**ACUBIZGM-1022**

**Push Type (American Express will deliver the file to Client Server)** **[ ]**

1. **Masking Options for card number and SSN number (Mandatory field):**

**For detailed information on masking options please see the glossary at the end of this document**

**No Mask** **[ ]**

**Fully Masked [ ]**

**Partially Masked 5** **[ ]  6** **[ ]  7****[x]**

**G. Protocols (Mandatory for Push set up only):**

**SFTP/SSH [ ]  FTPS [ ]  AS2** **[ ]**

**H. Port Number (Optional for push set up only):**

**I. Remote Access Details: (Only Mandatory for Push set up if being changed):**

**For detailed information on Remote access please see the glossary at the end of this document**

|  |  |  |
| --- | --- | --- |
| **Details** | **Test** | **Production** |
| Remote User Name |  |  |
| Remote Password |  |  |
| URL |  |  |
| Directory  |  |  |
| Delivery Filename |  |  |

1. **File Encryption (Optional)**:

**For detailed information on encryption please see the glossary at the end of this document**

YES [ ]  NO [x]

If yes, please provide the encryption keys in your email

1. **For Bulk Requests/Projects (Mandatory field)**:

Please provide the following information for requests including 50 or more file setups:

Number of files to be implemented:

Timeline (Date Range) for the project:

Technical point of contact for the project:

**Please email the completed form to the Data Files Enablement Team:**

**electronictransmissionsteam@aexp.com**

**Glossary**

1. **CID:** Corporate ID
2. **Control Account number**: A 15 Digit dummy account number under which the actual card numbers resides.
3. **Encryption**: Provides an additional level of security by using the Encryption key/code which has to be provided to American Express.
4. **Masking of Card numbers:** An option during data file setup enabling masking/hiding of the card numbers completely or partially on a data file.

For partial masking card numbers there are 3 options i.e. 5, 6, 7 which mean last 5 or 6 or 7 numbers of the card would be visible.

GL files:

- Credit Card numbers masking is supported

- SSN cannot be masked

KR files:

- Credit Card numbers all masking options are available

- SSN full and partial masking is supported.

**NOTE:** By default card numbers would be Unmasked.

1. **Remote Access:** American Express is able to deliver files directly to a client’s server via remote access. The following details are required for American Express to remotely access a client’s server:

**Remote User name**: this is the user name to access the client/requestor server.

**Remote Password**: this would be the password for the above mentioned user name.

**Remote URL**: IP address/URL for the client/requestor server.

**Delivery Directory**: Path of the folder on the client/requestor server in which the file has to be delivered.

Requestor/Client may need to involve their Technology teams to obtain the required details asked in the form**.**