

AccessLine[®] Payee Upload Instruction



AccessLine allows you to pay virtually any suppliers domestically, even if they don't accept Card payments, using your American Express[®] Business or Corporate Card.

How to add a payee in the AccessLine Portal

- 1
- Go to the **My Payees** tab and select Add Payee.

- 2
- Upload the invoice for your Payee and select **Next**. A valid invoice must include the following criteria:

What does a valid Payee invoice include?

1.
- Customer's full business name and address.
2.
- The Payee's business name.
3.
- The Payees Physical Address including Post Code (no PO Box number).
4.
- Clear description of the goods and services that have been purchased on the invoice.
5.
- The Payee's contact number and email address.
6.
- The Payee's bank account details must match the entity name that is issuing the invoice.
7.
- Invoice issue date must not be older than 12 months.
8.
- Invoice amount must not be zero.
9.
- In certain circumstances additional information may be required to verify the Payee. American Express will communicate with you if this is the case.

- 3
- Input the Payee ABN & select **Show Details**.

Review the ABN details and click '**Yes**' to confirm the details are correct.



- 4 Review and edit the Payee contact details as required and select **Continue**. Address must be the Payee's physical address including Postcode (no PO Box number).

- 5 Input the Payee EFT bank details.
- Important:** Review the 'Important' disclaimer in full before proceeding with saving the Payee EFT bank details.
- Select **Save** when complete. The Payee's bank account details must match the entity Legal or Trading name that is issuing the invoice.
- A success message will then be displayed temporarily in the top right corner of the screen if the Payee details are saved.

- 6 Please note, AccessLine payments can be created once the Payee is approved by American Express. Approval time period depends on the Payee and its associated internal review process.

Payees					
The new payee record(s) will be subject to approval					
ID	Type	Payee Name	ABN	Disbursement Type	Status
	Company	American Express Australia Limited	92108952085	EFT	New

IMPORTANT NOTE:

Customers can use AccessLine platform to make supplier payments to businesses. Payments are made in accordance with the AccessLine Terms and Conditions. Some of the key conditions of payment include:

- Customers agree that all AccessLine Payments, whether in their name or a related body corporate (as defined under section 50 of the Corporations Act 2001 (Cth)), are for their business benefit only;
- Customers agree that AccessLine Payments must not be made to Prohibited or Restricted Industry Payees (American Express may not enable payment for certain goods & services including but not limited to, wages, payroll, financing, and T&E, or if the payee does not meet our payee assessment criteria for internal reasons);
- Customers agree that AccessLine Payments cannot be used for personal expenses, for internal business funding purposes, or for a purpose that involves making payments to themselves, or to related entities or affiliates; and
- Customers acknowledge and agree that American Express Consumer Cards are ineligible to be used to settle AccessLine Payments.

REMINDER:

Please find the link to our full T&Cs on our website:
<https://www.americanexpress.com/content/dam/amex/en-au/business/accessline-payments-for-business/American-Express-AccessLine-Terms-and-Conditions.pdf>



If you require further assistance, please contact our Customer Service team at **accessline.team@aexp.com** or **1300 554 884**, available Monday – Friday 9am – 5pm AEST.