

# Payment Guide

## Invoice Per Delivery Note

American Express Business Travel Account (BTA)

### Payment instructions and References

To be able to allocate your payment correctly it is essential we receive the full payment with correct payment references from you. Please ensure the following:

- ❖ Please send one payment per invoice.
- ❖ Statements are to be paid in full.
- ❖ Please quote your invoice number as your payment reference.
- ❖ Payment should be made to American Express as advised on your invoice.

Credit statements can be handled in different ways. Please liaise with Customer Service for the best solution.

### General Information

The payment will not be credited to the account until the payment has been received and reconciled against the accounts. The payment is considered received when allocated by American Express. Therefore payment must be received by your due date, as advised on your invoice.

#### Payment from a Swedish Bank Account

**Address** American Express  
SE-106 82 Stockholm

**Account Number** Bank giro: 5117-1049

#### Cross Boarder Payments

**Address** Skandinaviska Enskilda Banken AB  
Kungsträdgårdsgatan 8106 40  
Stockholm, Sweden

**Account Number** Bank Account: 55651110682  
SWIFT (BIC): ESSESESS  
IBAN: SE82 5000 0000 0556 5111 0682

### Contact Us

For questions regarding bookings, missing delivery notes or copies of delivery notes please contact your travel office. For all other questions please contact BTA Customer Service on [btasweden@aexp.com](mailto:btasweden@aexp.com) or by phone [0771-29 53 80](tel:0771-295380).