



# Corporate Card e-Application

User Guide for Programme Administrators | The Netherlands | 2020



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Corporate Card e-Application



# More advantages for all users

## Transparency

The Programme Administrator is able to get a fast overview of all open applications and receives reports to all actions in regards to the applications.

## Optimal accuracy

Applications can only be sent if all mandatory fields are completed.

## Secure transmitting

Applications are transmitted securely to American Express. Personal & Company information are not transferred via unsecure email or post.

## Fast handling

Directly submit and approve an application online.

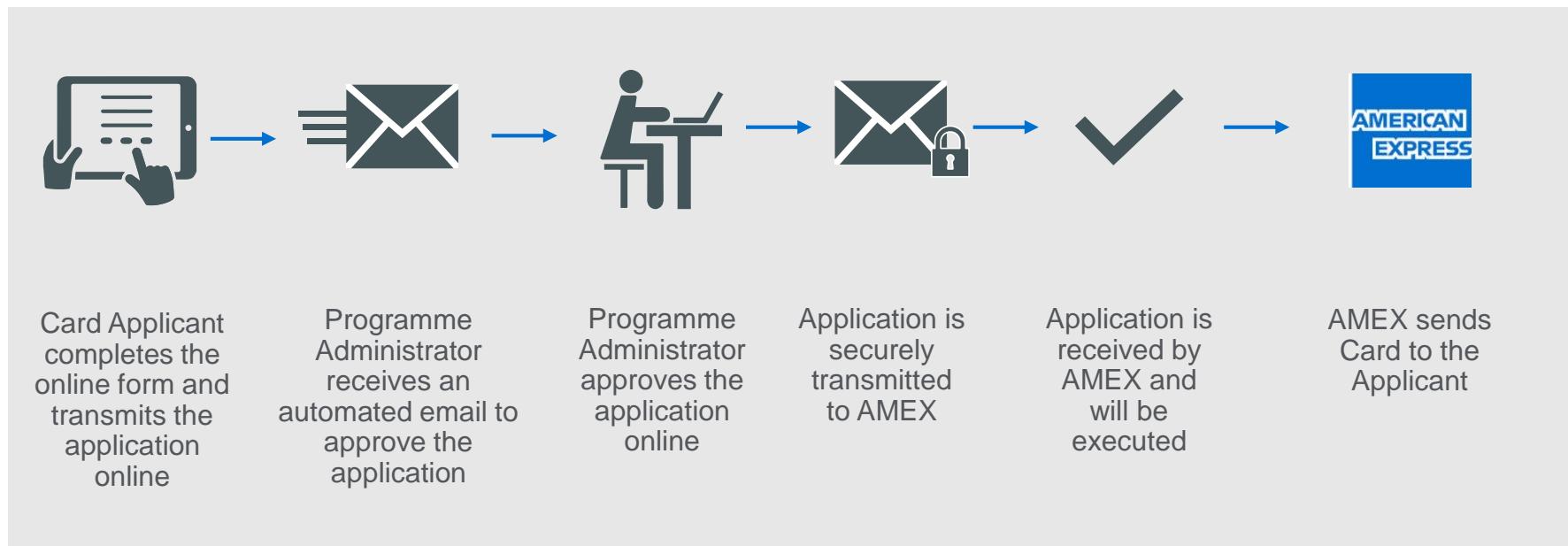
## Flexibility

Employees can apply for a Corporate Card every time – and everywhere they have a network connection.



# Efficient and fast application process

## Corporate Card e-Application



# Personal & Company Information

TO BE COMPLETED BY APPLICANT

**American Express Corporate Card**  
Personal & Company Information

**Personal & Company Information**      **Summary**      **Submit**

Please fill in your personal information and the company details, including information about the Program Administrator. In the summary section we ask you to review the details you have provided and to accept the Cardmember Terms & Conditions. Once you have completed all mandatory fields and you've submitted the form, the form will be sent to the nominated Program Administrator for approval.

**Card Type\*** Corporate Card    **Liability Type\*** Combined Liability    **Invoicing\*** Individually billed and individually settled

**Salutation\***    **Official First Name(s)\***    **First name or initials on the Card\***    **Last Name\***

**Nationality\*** Netherlands

**Postcode\***  **Search address**

**Residential address\*** **City\*** **Country** Netherlands

**Mobile Phone Number\*** **Company Telephone Number** **Email Address (work)\***

**Date of birth\*** dd/mm/yyyy    **National ID\*** dd/mm/yyyy    **Expiration Date of ID\*** dd/mm/yyyy

Please upload a copy of your valid passport or European ID (issued in a EU or EEA country).\*

If permitted by your Company you can sign up for Express Cash here by uploading your signed Express Cash Application form.

**Upload file**    Allowed format: PDF, JPG

**IBAN** **Account holder**

By clicking **Next**, you agree to let American Express Europe S.A. retain your information and contact you about the status of your application in accordance to Cardmember Terms & Conditions.

\* Mandatory field

**Back**      **Next**

Privacy Statement   Terms & Conditions

English or Dutch?

TO BE COMPLETED:

- I. Personal Information
- II. Company information
- III. Summary
- IV. Submit

Personal Information, like:

- Official First Name(s)
- Name on Card
- Last Name
- Residential address
- Email address (work)
- Date of birth
- National ID
- IBAN (if Direct Debit)
- Mother's maiden name

Company information\*, like:

- Company name
- Cost Centre
- Employee number
- PA Name
- PA Email Address

**NOTE:** please advise the Card Applicant to have a copy of his/her valid ID ready

\* Please note: as a Programme Administrator you can pre-populate some of these fields at back-end prior to Applicant receiving the personalised link and also some of these fields can be switched on/off (more details on page #23)



# Summary

## TO BE COMPLETED BY APPLICANT

- Review the completed information
- Option: Urgent Delivery of the Card
- Option: Membership Rewards/Flying Blue Miles\* programme enrolment (only when allowed by Company, can be switched on/off)
- Confirmation: Accept the Terms and Conditions, Liability and confirm the correctness of the information (mandatory field)
- By clicking on Submit the application will be forwarded automatically to the Programme Administrator for review and approval

\* Depending the Card Type

American Express Corporate Card  
Summary

Personal & Company information      Summary      Submit

Card Type\*      Liability Type\*      Invoicing\*

Corporate Card      Combined Liability      Individual

Salutation\*      Official First Name(s)\*      First name or initials on the Card\*

Nationality\*      Netherlands

Postcode\*      Search address

Residential address\*      City\*      Country

Mobile Phone Number\*      Company Telephone Number

Mobile Phone Number: NL +31      Company Telephone Number: NL +31

Date of birth\*      National ID\*      Expiration Date of ID\*

dd/mm/yyyy      dd/mm/yyyy

Please upload a copy of your valid passport or European ID (issued in a EU or EEA country).\*

If permitted by your Company you can sign up for Express Cash here by uploading your signed Ex

Upload file      Allowed format: PDF, JPG

IBAN\*      Account holder\*

Please tick the box in case you would like a Direct Debit on your bank account for the Card.

SEPA-Direct Debit Mandate

By submitting this application, you authorise (A) American Express Europe S.A. to send instructions to your bank to debit your account in accordance with the instructions from part of your rights, you are entitled to a refund from your bank under the Terms and Conditions of the Card. A refund must be claimed as soon as possible and at the latest within eight (8) weeks after the account was debited.

American Express SEPA Creditor ID: NL78ZZZ332722460000

Mandatory field

Back      Submit

Privacy Statement: Terms & Conditions



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## Approval Process



# How to get started

LINK TO THE APPROPRIATE E-APPLICATION FOR YOUR COMPANY/EMPLOYEES

To set up your customised profile, please contact our Corporate Customer Service team.

You can contact the team by phone on +31 (0)20-504 8999, Monday-Friday from 9 am to 5 pm.

Or alternatively you can use the PA Setup – self-service ([see link on page #32](#))

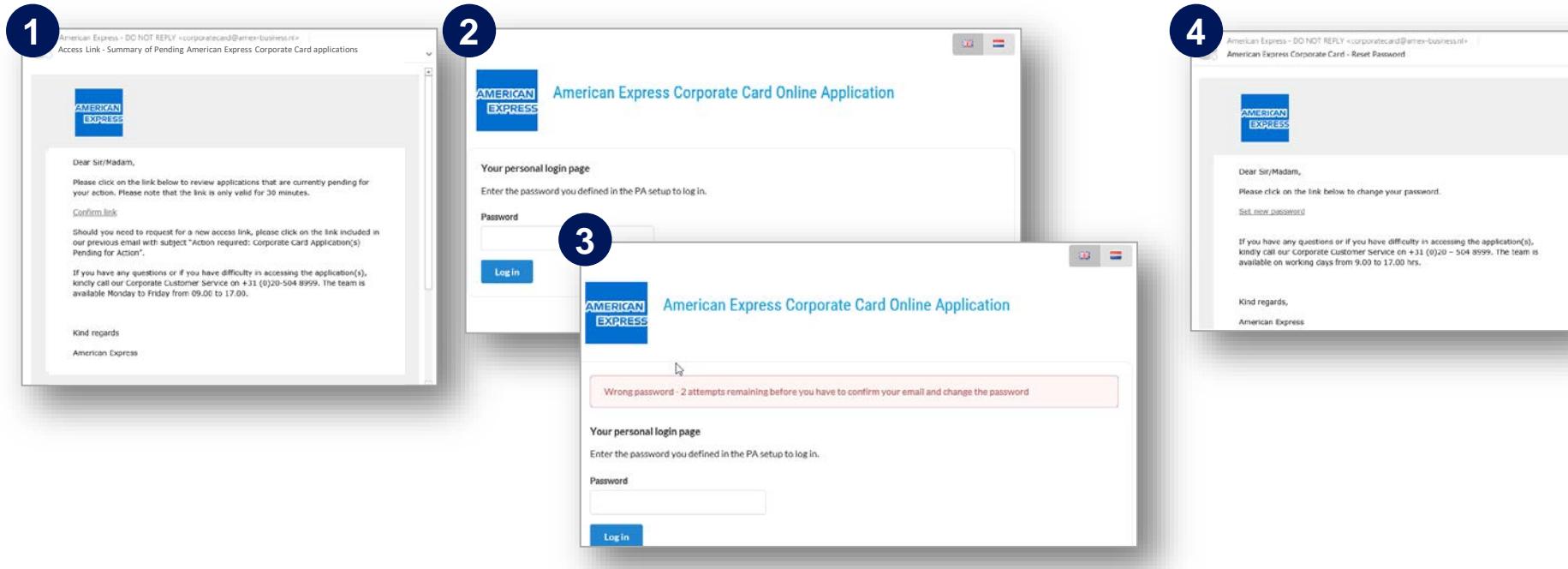
The “PA Setup” helps to generate the appropriate e-Application for your Company/employees. By entering the Company Account number(s) (BCA) and the email address of the Programme Administrator (PA), a customised link will be generated and sent to the PA together with the access details.

Your BCA will automatically be linked by the system to the corresponding e-Application. It enables the Card Applicant to immediately find the correct e-Application, complete it online and send it to American Express for further processing (after approval by your company).



# Login

## LOGIN AND RESET PASSWORD



The PA receives an email notification about pending Card applications and will be taken directly to the **login page**.

Enter your password.

You have 3 attempts to provide the correct password and will be given the option to **reset your password** in case you fail to provide it.

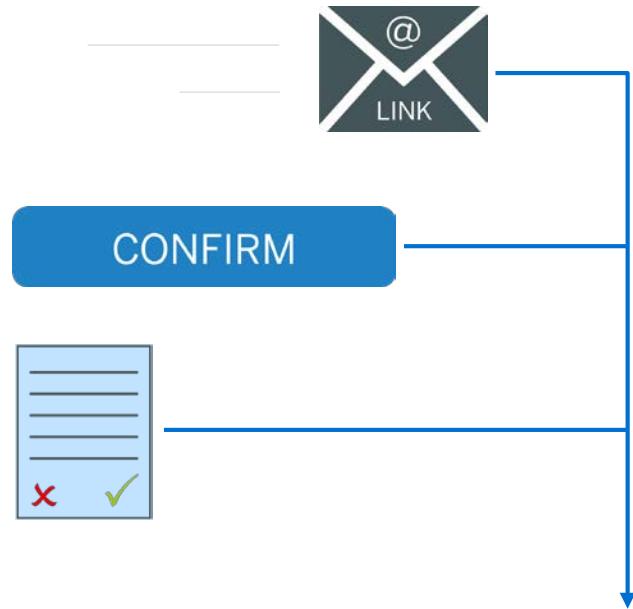
By clicking on **Set new password**, the system will trigger an email which includes a link to reset password.



# First steps of the approval

## WHAT HAPPENS AFTER THE APPLICATION IS SUBMITTED?

- STEP A** The Programme Administrator receives an email with a URL leading to the open applications.
- STEP B** After the Programme Administrator is directed to the URL, he/she will be asked to confirm email address due to security reasons.
- STEP C** After clicking on the URL the PA needs to log-in in his/her PA area via password (settled in advance).
- STEP D** The Programme Administrator can see an overview and is able to approve, decline or send back the received applications.



## Approvals of submitted e-Applications are executed by the Programme Administrator (PA).

Note: the PA is a person that is already registered as approver. There can be also more than one person, who are allowed to process the application (approve/decline/address queries). The PA needs to take action within 30 days. After the expiry, the application will be deleted.

# Step A

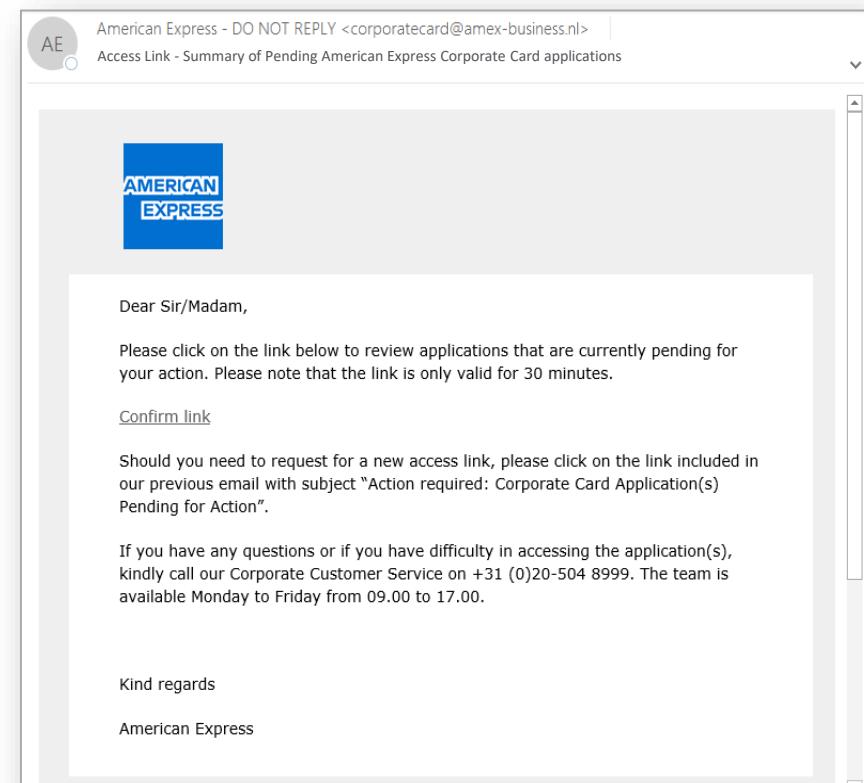
## RECEIVE EMAIL WITH LINK TO PENDING APPLICATIONS

The Programme Administrator receives an [email with a URL](#) leading to the pending applications.

As long as the applications are not approved he/she will receive a [daily email](#).

The Programme Administrator is directed through the URL to the [overview of pending applications](#) and just needs to use the URL and log-in with personal password.

For quick access and continuous use: please [bookmark the URL](#) or save it as favorite in the internet browser. The Overview page is updated in [real-time and can be accessed at every time](#).



# Step B

## CONFIRMATION OF EMAIL ADDRESS – ONE-TIME



American Express Corporate Card Online Application

Please confirm your email address.

For security reasons we kindly ask that you confirm your email address by clicking on the **Confirm** button below. Once you have confirmed your email address, an access link will be sent to you which will direct you to an overview of your pending Corporate Card application(s). Please note that this page is also displayed after a longer period of inactivity or after use of an expired access link.

Do you wish to stop having to confirm your e-mail address? Then create a password for your personal PA overview in the PA setup on the following page. As soon as you have created a password, you will be directed to the login page via your current PA login link.

**Confirm**

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After the Programme Administrator is directed to the URL, he/she will be asked to **confirm email address** due to security reasons. This needs to be done just one time. After the confirmation he/she is able to create a personal password, which will be used for accesses in the future.

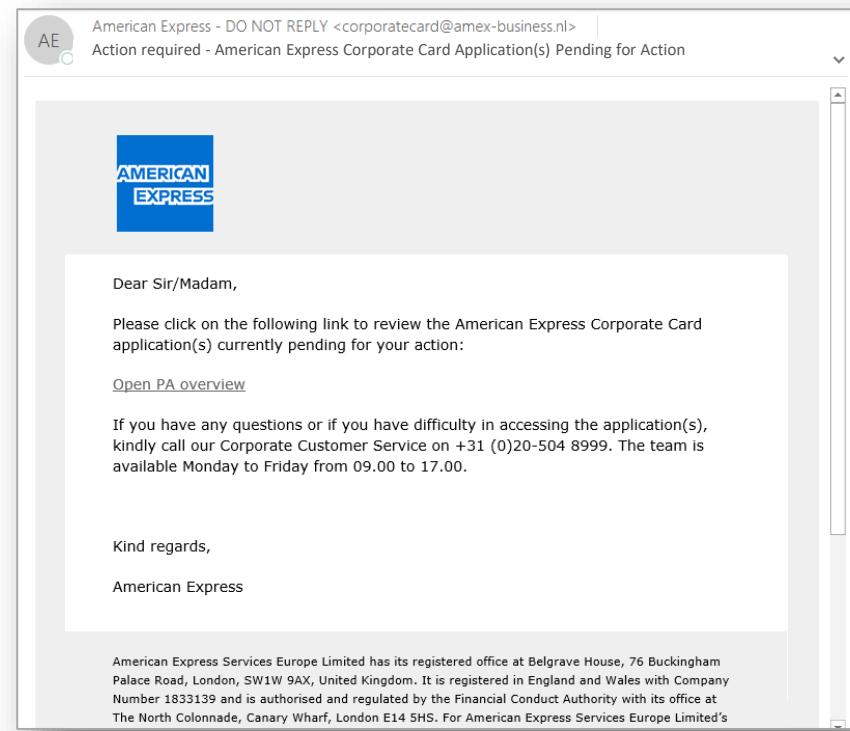


# Step C

## RECEIVE EMAIL WITH ACCESS LINK TO OVERVIEW PAGE

When the PA has confirmed the email address, an **access link to an Overview page** with the pending applications is sent **in a separate email**. The link is valid for 30 minutes.

If the PA fails to access the link within 30 minutes, he/she will be advised to go back to an email sent previously (step A), or a previously saved link, and repeat the steps until PA receives a new email with a new access link.



# Step D

## ACCESS TO THE PA OVERVIEW PAGE

American Express Corporate Card Online Application

Pending Card Applications Program Administrator ⓘ Company Account ⓘ Invite Employee Submitted ⓘ Logout

Please review the pending Corporate Card Application(s) that have been submitted to be approved by you.

You have been listed as the Program Administrator by the below Card Applicant(s).

Please click on **Details** if you wish to review an application in detail or if you would like to **Send back**, for example if you are not the correct Program Administrator.

You can **Approve** or **Decline** multiple Card applications in one go.

Please note that all approved and declined applications require an American Express Company Account number (BCA) of 15 digits. If you do not know your BCA number, please call our Corporate Customer Service on +31 (0)20 504 8999 ⓘ.

<input type="checkbox"/>	Company Account (BCA)	Reference number ⓘ	Urgent ▾	Date submitted	Company Name	Official First Name ⓘ	Last Name	Card Type	Liability	Print	Details
<input type="checkbox"/>	15 digit BCA number	Reference number		31.01.2019	American Express	Test	Test	Card Type	Full Corporate liability		

Company Affirmation

PA Name

By clicking on **Approve**, the undersigned declares that the information provided is accurate and complete. American Express reserves the right to refuse applications in accordance with the guidelines that American Express applies for assessment of applications. The undersigned asks American Express to issue the American Express Corporate Gold Card to the above employee. The undersigned certifies that the identity details of the employee have been checked by means of an official identity document.

**Decline** **Approve**

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Pending Card Applications

Program Administrator ⓘ

Company Account ⓘ

Invite Employee

Submitted ⓘ



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# PA Overview Page – 5 tabs

**American Express Corporate Card Online Application**

**Pending Card Applications**

Please review the pending Corporate Card Application(s) that have been submitted to be approved by you.

You have been listed as the Program Administrator by the below Card Applicant(s).

Please click on **Details** if you wish to review an application in detail or if you would like to **Send back**, for example if you are not the correct Program Administrator.

You can **Approve** or **Decline** multiple Card applications in one go.

Please note that all approved and declined applications require an American Express Company Account number (BCA) of 15 digits. If you do not know your BCA number, please call our Corporate Customer Service on +31 (0)20 504 8999.

**Program Administrator**

List of all pending application forms waiting for the PAs approval

**Company Account**

BCA set up and create a customised application for each BCA

**Invite Employee**

Invite specific employees to apply for a Corporate Card

**Submitted**

History of actioned applications

**Logout**

**1) Pending Card Applications**

**2) Program Administrator**

**3) Company Account**

**4) Invite Employee**

**5) Submitted**

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# Tab 1: Pending Card Applications – Overview

**Select Application**

Fill in the Company's Account/BCA number (15 digits)

This box will be checked if Applicant has applied for Urgent Card delivery. PA can uncheck the box if needed.

Information on how to Approve, Decline and Send back an application (view full text in Appendix)

View application in detail and take action for the relevant application

Pending Card Applications    Program Administrator ⓘ    Company Account ⓘ    Invite Employee    Submitted ⓘ    Logout

Please review the pending Corporate Card Application(s) that have been submitted to be approved by you.

You have been listed as the Program Administrator by the below Card Applicant(s).

Please click on Details if you wish to review an application in detail or if you would like to Send back, for example if you are not the correct Program Administrator.

You can Approve or Decline multiple Card applications in one go.

Please note that all approved and declined applications require an American Express Company Account number (BCA) of 15 digits. If you do not know your BCA number, please call our Corporate Customer Service on +31 (0)20 504 8999.

Company Account (BCA)	Reference number ⓘ	Urgent	Date submitted	Company Name	Official First Name ⓘ	Last Name	Card Type	Liability	Print	Details
15 digit BCA number	Reference number	Urgent	31.01.2019	American Express	Test	Test	Card Type	Full Corporate liability		

Company Affirmation

PA Name

By clicking on **Approve**, the undersigned declares that the information provided is accurate and complete. American Express reserves the right to refuse applications in accordance with the guidelines that American Express applies for assessment of applications. The undersigned asks American Express to issue the American Express Corporate Gold Card to the above employee. The undersigned certifies that the identity details of the employee have been checked by means of an official identity document.

**Decline**

Decline the application on behalf of the Company because the Card Applicant is not permitted to have a Corporate Card.

**Approve**

Approve the application on behalf of the Company. The application is sent to American Express for processing.

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# Tab 1: Pending Card Applications – Details

## VIEW APPLICATION IN DETAIL

	Company Account (BCA)	Reference number <small>?</small>	Urgent <small>▼</small>	Date submitted	Company Name	Official First Name <small>?</small>	Last Name	Card Type	Liability	Print	Details
<input type="checkbox"/>	15 digit BCA number	Reference number		31.01.2019	American Express	Test	Test	Card Type	Full Corporate liability		

By clicking the **Details** icon, PA will be able to review the application in detail and will be offered to take one of the following actions:

**Decline**

**Send back**

**Approve**

By clicking on **Send Back** the PA requests Card Applicant to revise and resubmit the application for the following reasons:

- PA is not authorised to sign the application
- The application has incomplete or incorrect information

# Tab 1: Pending Card Applications – Send back

## IF APPLICATION CONTAINS INCORRECT OR MISSING INFORMATION

By clicking **Send back**, a new window opens where the PA will be asked to specify the reason why the application needs to be revised by the Card Applicant.

The specified reason is communicated to the Card Applicant by email and he/she is advised to revise accordingly and to resubmit the application for Company approval.

**Send back**  
Here you have the possibility to send the application back to the Card Applicant to revise and resubmit it.

Please choose the alternative that best describes the reason why you want the application to be revised by the Card Applicant\*:

I am not the correct Program Administrator  
 The application has missing information  
 The application has incorrect information  
 Other

\* Mandatory field

[Back](#) Send back



# Tab 1: Pending Card Applications – Actions

## POSSIBLE ACTIONS TO TAKE:

**Decline**

Decline the selected application form(s).

**Approve**

Approve the selected application form(s).

**Details**

Select an application to review in detail and click on one of the following options:

**Decline**

The Card Applicant receives an email confirming that the application has been declined and is asked to contact the Company for further information.

**Send back**

The application is sent to American Express for processing. An email confirmation is sent to the Card Applicant.

**Approve**

The Card Applicant receives an email confirming that the application has been declined and is asked to contact the Company for further information.

The application is sent to American Express for processing. An email confirmation is sent to the Card Applicant.

American Express reviews the application. Once approved, a Card will be sent out to the Card Applicant. If the application is rejected, the PA will be informed.



# Tab 2: Programme Administrator

## PA PROFILE AND LOGIN CREDENTIALS

American Express Corporate Card Online Application

Pending Card Applications Program Administrator 1 Company Account 1 Invite Employee Submitted 1 Logout

The data you enter here is automatically copied for all Company Account numbers you add and employee invitations you create.

Full name\* PA Name Email Address Email Address

If you want to change your password, you can do so here. Please enter your desired password and click Save. Your password must be at least eight characters long and contain a number and a special character.

Password Repeat new password

\* Mandatory field

Full Name and Email Address as displayed in the online Application form for the Applicants

Login credentials for personal login page to avoid having to go through the 2-way authentication process demonstrated in Approval Process – Step A-C

Save

Private

Save your settings

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# Tab 3: Company Account (1/2)

## LIST OF CUSTOMISED APPLICATION FORMS

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American Express Corporate Card Online Application

Information

Pending Card Applications    Program Administrator    Company Account    Invite Employee    Submitted    Logout

Here you can create and configure your Company Account number (BCA) for the online applications.

Please click on Add BCA to set the desired settings of the Company Account.

Please click on Edit if you want to change settings for an existing BCA.

To provide your employees with a link to the card application page, please copy the link below the respective company number. Any number of employees can submit an application via this link.

Please click on the Invite employee tab if you only want to invite certain employees for selected BCAs.

Please click on Delete BCA if you want to delete a BCA. If you delete a BCA which you manage together with another program administrator, it is only deleted from your overview.

	Company Account (BCA)	Company Name	Card Type	Liability Type	Invoicing	Edit	Delete BCA
<input checked="" type="checkbox"/>	15 digit BCA number	American Express	Corporate Card	Full Corporate liability	CBCS		
<a href="https://aanvraag.amex-business.nl/cc/xxxxxxxxxxxxxx">https://aanvraag.amex-business.nl/cc/xxxxxxxxxxxxxx</a>							

[Delete selected BCAs](#) [Add BCA](#)

Link to customised e-Application.  
**This link can be posted on your intranet for employees to use to apply for their new Corporate Card.**

Add an additional BCA if you manage multiple BCA's as a PA and create a customised form for the specific BCA.



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# Tab 3: Company Account (2/2)

## CREATE A CUSTOMISED E-APPLICATION FOR A SPECIFIC COMPANY ACCOUNT (BCA)

Pending Card Applications
Program Administrator
Company Account
Invite Employee
Submitted
Logout

Enter a BCA of your company and choose a product, a liability type and an invoicing that is to be assigned to it.

**Company Account (BCA)\***

Product Selection
Liability
Invoicing

Corporate Card

Full Corporate liability

Centrally billed and centrally settled

Choose BCA number that you are authorised to manage

You can use the below toggle switch function to control whether the corresponding fields are mandatory fields for the applicant. If you enter the name of your Company name, the applicant can no longer change it. You can select the delivery options of the Card to the home or work address. Membership Rewards can also be switched on or off.

**Company Name**

**Position**

**Cost Centre**

**Employee number**

With the toggles you can switch the fields ON or OFF so it either displays or not at front-end to Applicant

Restrict card delivery options

Membership Rewards

Flying Blue Miles

Consumer Card Offer

Consumer Card Offer: special offer for applicants for a Consumer Green or Gold Card for their personal expenses

\* Mandatory field
Back
Save

Set Company Name, Position, Cost Centre, Employee ID, Membership Rewards/Flying Blue Miles, Consumer Card Offer and Delivery options

Save your settings

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# Tab 4: Invite Employee (1/3)

SEND A PERSONAL INVITATION TO AN EMPLOYEE TO APPLY FOR A CORPORATE CARD

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American Express Corporate C

Information

Pending Card Applications    Program Administrator    Company Account    Invite Employee    Submitted

Logout

Here you can add employees and send them a personal invitation link. Each sent link can be opened several times, but can only be used once to submit an application.

Please click on **Add employee** to add an employee. If you want to change the data for an already added employee, click on **Edit**.

Please click on **Send selected invitations** to send an invitation email to the desired employee(s).

Employees who have been added are deleted from your overview if:

- they have successfully completed an application; or
- they have not taken any action in the last 30 days; or
- they are deleted manually by you.

If the employee successfully completes an application, it will appear in the tab **Pending Corporate Card applications**.

**Pending invitations**

<input type="checkbox"/>	Company Account (BCA)	Salutation	First Name	Last Name	Email Address	Invitation sent	Edit	Send link	Delete
--------------------------	-----------------------	------------	------------	-----------	---------------	-----------------	------	-----------	--------

**Sent invitations**

<input type="checkbox"/>	Company Account (BCA)	Salutation	First Name	Last Name	Email Address	Invitation sent	Edit	Send link	Delete
--------------------------	-----------------------	------------	------------	-----------	---------------	-----------------	------	-----------	--------

[Bulk Download](#) [Import invitations](#) [Delete selected invitations](#) [Send selected invitations](#) [Add employee](#)

If you want to invite several Employees to apply for a Card, use this Bulk Download function which enables you to import data for several Employees in one go

Add an Employee that you want to send a personal invitation to

# Tab 4: Invite Employee (2/3)

## CUSTOMISE THE INVITATION FOR THE EMPLOYEE

Select which customised application form the Employee is invited to complete (in case of multiple Basics)

Pending Card Applications   Program Administrator    Company Account    **Invite Employee**   Submitted 

[Logout](#)

Please select the BCA. If you want to change the settings stored for the BCA or your PA details, please make the desired changes in the **Basic Control Account** or **Program Administrator** tab.

**Company Account (BCA)\***

- Please select -

Product Selection	Liability	Invoicing	Company Name
- Please select -	- Please select -	- Please select -	

Full name program administrator

PA Name	Email Address 
	Email Address

Please enter the data of the employee to whom you wish to send a personal invitation.

The data you enter will be pre-filled on the personalised application.

Salutation*	First Name*	Last Name*	Email Address (work)*	Language*
Salutation				<input checked="" type="checkbox"/>
Residential address	Postcode	City	Country	Mobile Phone Number
				- Area code -
Position	Cost Centre	Employee number		

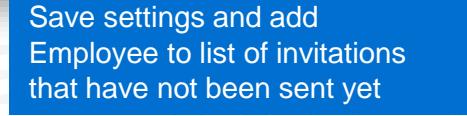
\* Mandatory field

Back 

Provide Employee's Name, Email Address and Preferred language (language in which email should be sent) and customise the application form with further information

**Add employee** 

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Save settings and add Employee to list of invitations that have not been sent yet 

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# Tab 4: Invite Employee (3/3)

## PERSONAL INVITATION EMAIL

American Express - DO NOT REPLY <corporatecard@amex-business.nl> |  
Invitation to apply for an American Express Corporate Card



Dear [Recipient Name],

You have been invited by your company to apply for an American Express Corporate Card.

Please click on the following link to start the card application:

[Start card application](#)

In case of any questions, please contact the person responsible for corporate credit cards in your company.

Kind regards

American Express



# Tab 5: Submitted applications

## LIST OF ACTIONED APPLICATION FORMS

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### American Express Corporate Card Online Application

[Pending Card Applications](#) [Program Administrator](#) [Company Account](#) [Invite Employee](#) [Submitted](#) [Logout](#)

Here you can see all decisions made for applications on the BCAs that you have added in the **Company Account** tab. The decisions made by other Program administrators for jointly managed BCAs are also displayed here. You have currently no pending Corporate Card applications

Basic Control Account (BCA)	Reference number	Date submitted	Company Name	First Name	Last Name	Response date	Status	Print
15 digit BCA number	Reference number	11.03.2019	Company Name	Name	Last Name	11.03.2019	Approved	
	Reference number	09.11.2018	Company Name	Name	Test	13.02.2019	Rejected	
	Reference number	05.11.2018	Company Name	Name	Nguyen	11.02.2019	Sent back	
	Reference number	02.11.2018	Company Name	Tz	T	11.02.2019	Sent back	

[Privacy Statement](#) [Terms & Conditions](#)

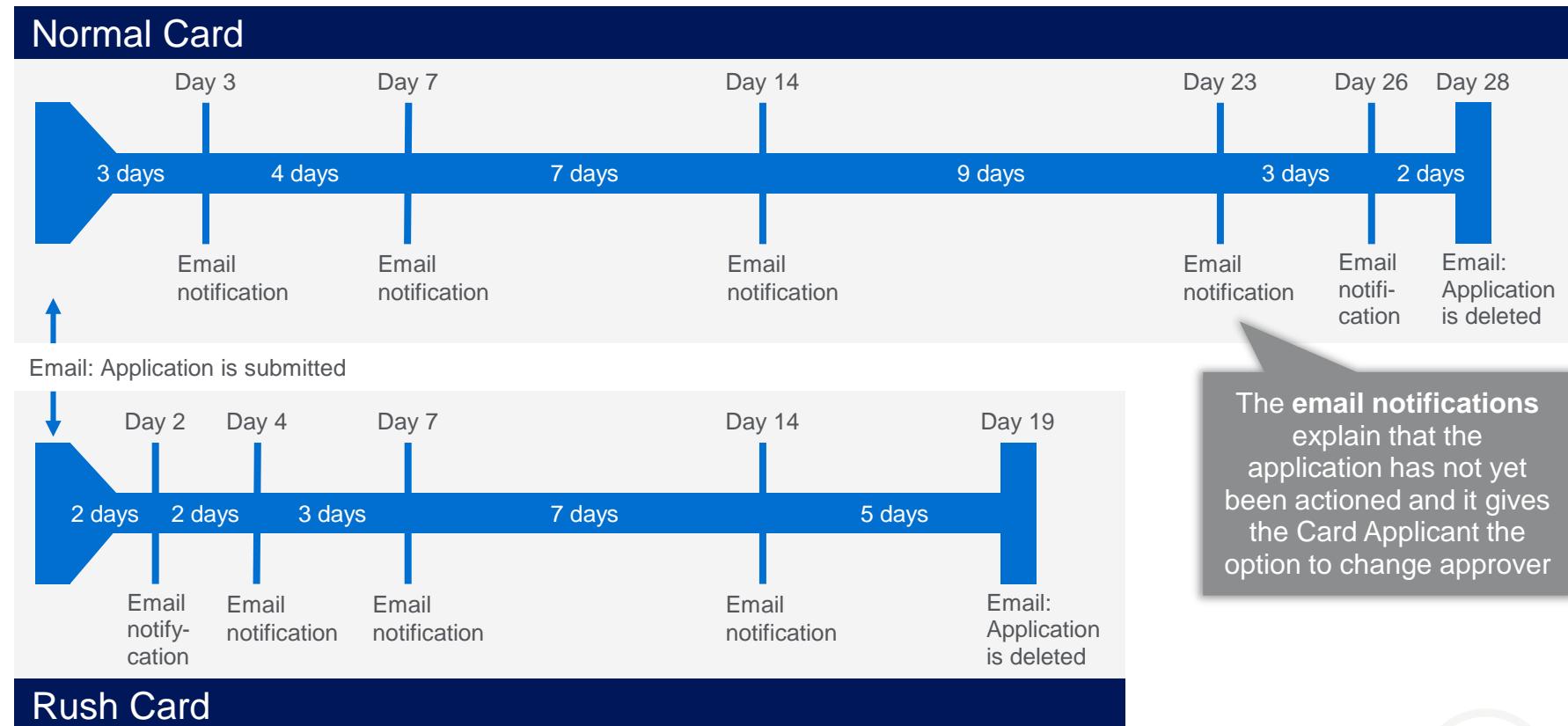
List of submitted applications within last 30 days – if there are multiple PA's responsible for the BCA, all applications will show here

Decision taken



# When the PA is Out of the office/unavailable

EMAIL NOTIFICATIONS THAT CARD APPLICANT WILL RECEIVE IF PA TAKES NO ACTION:



# Weekly Reports

## KEEP TRACK ON LATEST ACTIONS

Every Monday at 6 a.m. CET the PA will receive a report that summarises the applications that have been submitted for approval **the previous week** and what actions have been taken on each application.

American Express - DO NOT REPLY <corporatecard@amex-business.nl>

Weekly report of submitted Corporate Card applications

**AMERICAN EXPRESS**

Dear Sir/Madam,

Below you will find a summary of your actions on the American Express Corporate Card applications that have been submitted for your approval the previous week:

Official First Name(s)	Last Name	Action taken	Date of action
Test	Test	Declined	2020-01-03
	test	Approved	2020-01-03

If you have any questions regarding this, kindly call our Corporate Customer Service on +31 (0)20-504 8999. The team is available Monday to Friday from 9.00 to 17.00.

Kind regards,

American Express

American Express Europe S.A. has its registered office at Avenida Partenón 12-14, 28042, Madrid, Spain. It is registered in Spain with fiscal identification number A-82628041 and is authorised and regulated by the Banco de España with its office at C/ Alcalá 48, 28014 Madrid Spain. For American Express Europe S.A.'s branch activities in the Netherlands with its branch office at gebouw Amerika,



## Appendix



# USEFUL LINKS

## TO SAVE TO YOUR FAVORITES

## PA SETUP (more details on page #32)

<http://www.americanexpress.nl/pa-corp-card-setup>

	<p style="margin: 0;"><b>American Express Corporate Card Application</b></p> <p style="margin: 0;">Your Company Account number is listed to the left of the Application.</p> <p style="margin: 0;">You can publish the generated card on your Internet site and e-mail it to your employees.</p>
<p style="margin: 0;">Here you can enter the appropriate card for the Corporate Card application for your company employees. This enables the card to be applied for, printed and sent to the correct Application. All the card details will be sent to American Express for further processing after approval by your company.</p>	
<p style="margin: 0;">Entering the Company Account number will automatically add the address of the Program Administrator, generate a link to the application in Application. You will be redirected by the system to the corresponding application. The link is sent together with the access code to your e-mail address.</p> <p style="margin: 0;">Please enter the Company Account number. The Program Administrator is the person that is responsible for the American Express Corporate Programs within your company.</p>	
<p style="margin: 0;">We would like to point out that the company protection and security reasons, only authorized persons should apply for Corporate Cards issued to your company.</p>	
<p style="margin: 0;"><b>Select one of the options below:</b></p>	
<p style="margin: 0;">If you are a Program Administrator and you have your Company Account number, enter it here. If you are not a Program Administrator, enter your Company Account number and e-mail address here.</p>	
<p style="margin: 0; background-color: #006699; color: white; text-align: center; padding: 2px;">Enter your Company Account number and e-mail address here!</p>	
<p style="margin: 0;">Please enter your Company Account number and e-mail address here.</p>	
<p style="margin: 0;">Company Account number (CA, 15 digits):</p>	<p style="margin: 0;">E-mail Address:</p>
<p style="margin: 0;">*Please note that if you are not a Program Administrator, you are not a Program Administrator.</p>	
<p style="margin: 0; background-color: #006699; color: white; text-align: center; padding: 2px;">Please enter your Company Account number and e-mail address here!</p>	
<p style="margin: 0;">Please request your Company Account Number from American Express.</p>	
<p style="margin: 0;">E-mail Address:</p>	
<p style="margin: 0;">*Please note that if you are not a Program Administrator, you are not a Program Administrator.</p>	
<p style="margin: 0; background-color: #006699; color: white; text-align: center; padding: 2px;">Please fill in the form to set up a Program Administrator and send it to American Express.</p>	
<p style="margin: 0; text-align: right;"><a href="#" style="color: #006699;">Download Form</a></p>	
<p style="margin: 0; background-color: #006699; color: white; text-align: center; padding: 2px;">You can request a Company Account number and e-mail address here!</p>	
<p style="margin: 0;">Please contact us to request your Company Account number and e-mail of your Program Administrator. Call our Corporate Customer Service at +41 32 202 604 (9999), 01-000-0000, Fax: 0041 32 202 605 and the contact form below.</p>	
<p style="margin: 0;">*Please note that if you are not a Program Administrator, you are not a Program Administrator.</p>	
<p style="margin: 0;">*Please note that if you are not a Program Administrator, you are not a Program Administrator.</p>	
<p style="margin: 0;">*Please note that if you are not a Program Administrator, you are not a Program Administrator.</p>	

## STANDARD LINK

**http://www.americanexpress.nl/corp-card-application**

 <b>American Express Corporate Card Online Application</b> Please select a product, Subtype type and settlement option.		
<b>Product Selection</b> Please select the card of your preference. If you are uncertain of which product you are allowed to choose, please contact your Programme Administrator.		
 <b>Corporate Card</b>  Select	 <b>Corporate Gold Card</b>  Select	 <b>KLM American Express Corporate Card</b>  Select
<b>Liability</b> Please select an option. If you are uncertain of your company's liability type, please contact your Programme Administrator.		
<b>Full Corporate liability</b> This option is selected if your company has full liability for all debts and expenses incurred by the cardholders. This is the most common liability type.	<b>Centralised Liability</b> This option is selected if your company has full liability for all debts and expenses incurred by the cardholders, but the cardholders are responsible for their individual debts.	<b>Individually liable and centrally settled</b> This option is selected if your company has individual liability for debts and expenses incurred by the cardholders, but the debts are centrally settled.
 Select	 Select	 Select
<b>Invoicing</b> Please select a preference. If you are uncertain of your business's invoicing type, please contact your Programme Administrator.		
<b>Individually billed and individually settled</b> This option is selected if your company has individual bills and individual settlements for debts and expenses incurred by the cardholders.	<b>Centrally billed and centrally settled</b> This option is selected if your company has a central bill and a central settlement for debts and expenses incurred by the cardholders.	<b>Individually billed and centrally settled</b> This option is selected if your company has individual bills and central settlements for debts and expenses incurred by the cardholders.
 Select	 Select	 Select
<input type="button" value="Reset"/>		
<a href="#">Forgot Username</a> <a href="#">Forgot Password</a>		

# PA Setup - self-service

[HTTP://WWW.AMERICANEXPRESS.NL/PA-CORP-CARD-SETUP](http://WWW.AMERICANEXPRESS.NL/PA-CORP-CARD-SETUP)

Entering the Company Account number(s) (BCA) and the email address of the Programme Administrator, generates a link to the appropriate e-Application for your Company/employees.



**American Express Corporate Card e-Application**

Your Company Account number is linked to the correct e-Application.  
You can publish the generated link on your intranet or send it via email to your employee(s).



Here you can generate the appropriate link to the Corporate Card application for your company/employees. This enables the card applicant to immediately find the correct e-Application, fill it out online and send it to American Express for further processing (after approval by your company).

Entering the Company Account number(s) (BCA) and the email address of the Program Administrator, generates a link to the appropriate e-Application. Your BCA will automatically be linked by the system to the corresponding application. The link is sent together with the access details to the Program Administrator. The Program Administrator is the person that is responsible for the American Express Corporate Programme within your company.

We would like to point out that for data protection and security reasons, only authorized persons should apply for Corporate Cards issued to your company.

Select one of the options below:

1) You are Program Administrator and you have your Company Account number at hand  
 2) You are Program Administrator and you do not have your Company Account number at hand  
 3) You have your Company Account number, but you are not a Program Administrator  
 4) You do not have a Company Account number and you are not a Program Administrator

**You are Program Administrator and you have your Company Account number at hand?**

Please enter your Company Account number and email address below:

4) You do not have a Company Account number and you are not a Program Administrator

**You are Program Administrator and you have your Company Account number at hand?**

Please enter your Company Account number and email address below:

Company Account number (BCA, 15 digits)\*

\* Mandatory field

Email Address\*

**Generate link**



**You are Program Administrator and you do not have your Company Account number at hand?**

Please request your Company Account number from American Express:

Email Address\*

\* Mandatory field

**Request Company Account number**

**You have your Company Account number, but you are not a Program Administrator?**

Please fill out the form to set up a Program Administrator and send it to American Express.

**Download form**

**You do not have a Company Account number and you are not a Program Administrator?**

Please contact us to request your Company Account number and the details of your Program Administrator. Call our Corporate Customer Service at +31 (0)20-504 8999, (Mon-Fri, 9am-5pm) or fill out the contact form below.

First name and surname\*

\* Mandatory field

Job title\*

Email Address\*

Phone number\*

**Send request**



# Questions?

If you have any questions related to the Corporate Card e-Application tool or related to a specific Card application, please call our Corporate Customer Service on phone number **+31 (0)20-504 8999** (Mo.-Fr., from 9 am to 5 pm).

If you do not receive emails from our e-Application, please refer to the IT department of your company. They can check, if the mails are blocked by the spam filter. The IT department should be able to resend the blocked emails and can adjust the spam filter so you can receive our mails with the sender [@americanexpress.nl](mailto:@americanexpress.nl) and [@amex-business.nl](mailto:@amex-business.nl)

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