

Customer data

Name	Business Identity Code	FC agreement code (To be filled in by Nordea)
Street address	Postal code	City
Invoicing address (if different from above)	Postal code	City
Name (Contact person / Main user of travel expense invoice system) E-mail address		Telephone number

File retrieval

<input type="checkbox"/> Daily		Weekly, retrieval day	Start date
	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed
	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
			<input type="checkbox"/> Sun

Select the necessary files

<input type="checkbox"/> Cardholder file	
<input type="checkbox"/> Transaction file	
<p>Select the files to be transferred</p> <ul style="list-style-type: none"> <input type="checkbox"/> Corporate liability cards <input type="checkbox"/> Private liability cards <input type="checkbox"/> Joint liability cards <input type="checkbox"/> Executive cards <input type="checkbox"/> Purchasing cards <input type="checkbox"/> Travel accounts <p>Travel account systems</p> <ul style="list-style-type: none"> <input type="checkbox"/> M2 <input type="checkbox"/> Aditro <input type="checkbox"/> Basware TEM <input type="checkbox"/> Oracle/TERP <input type="checkbox"/> Concur <input type="checkbox"/> Other, which 	<p>Select file format</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete <input type="checkbox"/> SAP <input type="checkbox"/> Oracle <p>Use of expense types / posting suggestions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mastercard Category Codes or <input type="checkbox"/> First Card table for card transactions First Card table for travel account transactions
<input type="checkbox"/> Invoice control file NOTE! Always formed on the day following the invoicing.	

Additional information (e.g. group companies included in the same agreement)

If the Company's First Card agreement between the Customer and Nordea expires, this agreement will also expire without separate notice of termination.

Nordea is responsible for ensuring that the files correspond to the file descriptions and can be retrieved from Nordea's server on the dates agreed above. Nordea will not be responsible for data transfer to the Customer's systems or any modification of the files in external systems.

The fee for the service is in accordance with the valid tariff unless Nordea and the Customer have agreed otherwise.

Signature

Place and date

Signature of company representative and name in block letters

Company's name/stamp

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