

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

Cardholder file

Transaction file

Select the files to be transferred

- Corporate liability cards
- Private liability cards
- Joint liability cards
- Executive cards
- Purchasing cards
- Travel accounts

Select file format

- Complete
- SAP
- Oracle

Travel account systems

- M2
- Aditro
- Basware TEM
- Oracle/TERP
- Concur
- Other, which

Use of expense types / posting suggestions

- Mastercard Category Codes
- or
- First Card table for card transactions
- First Card table for travel account transactions

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