NOTE: If a new market is being added to the feed, you will also need to complete the [Global Data Transfer Form](https://resourcecenter.americanexpress.com/home/resourcecenter/usa/reconciliation-and-reporting)

1. **Client Information (Mandatory field)**

Company Name:

Street Address:

City:

State:

Zip:

Country:

Client Contact Name:

Contact Phone Number:

Contact Email Address:

1. **Third Party Details (Required field if data is being sent to third party)**

Company Name: KDS UK Limited

Street Address: 5 Churchill Place

City London

State London

Zip E14 5HP

Country: United Kingdom

Client Contact Name: Philippe Jandot

Contact Phone Number: pjandot@kds.com

Contact Email Address: +33 7 64 65 28 83

1. **American Express Field Representative (Optional)**

Name:

Phone:

Email:

1. **Request Type (Mandatory field. Please check the appropriate boxes)**

**For details on file type:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **File name** | **Product** | **File Description** | **Frequency/ File Format** | **Setup key** |
| GL1025 | Corporate Card | Global Daily Unbilled Transactions | Daily [x] **CSV** | Control Account Level |
| GL1205 | Corporate Card | Global Card Member Listing | Daily [ ] Weekly [ ] Monthly [ ] **ASCII, CSV** | Control Account Level |
| GL1022 | Corporate Card | Monthly Billed Transaction | Monthly [ ] **ASCII, CSV** | Control Account Level |
| GL1026 | Corporate Card | Global Daily Unbilled ‘Lite’ Transactions | Daily [ ] **ASCII, CSV** | Control Account Level |
| GL1076 | Corporate Card | Corporate Account Recon LID | Daily [ ] **ASCII, XML** | Control Account Level |
| GM1025 | Corporate Card | Market Daily Unbilled Transaction | Daily [ ] **ASCII, CSV** | Control Account Level |
| GM1022 | Corporate Card | Monthly Billed Transaction File | Monthly [ ] **ASCII, CSV** | Control Account Level |
| TMKD billed | BTA | BTA Billed Data File | Weekly [ ] Bi-Weekly [ ] Monthly [ ] **ASCII, CSV** | BTA Account |
| TMKD Unbilled\*\* | BTA | BTA Daily Unbilled Data File | Daily [ ] **ASCII, CSV** | BCA/ MCA/ BTA Account |
| TFTQ | CPC | CPC Data file | Monthly [ ] **ASCII, CSV** | Control Account Level |
| BSF3554 | Corporate Card | Corporate Card Data Files | Monthly [ ] **ASCII, CSV** | Control Account Level |

1. **Account Details (Mandatory field):**

For details on Control number please see the glossary at the end of this document

If Customer does not have the info, call the AMEX Help Desk or reach out to Customer’s AMEX field Representative.

Market/Country CID Control Account Number/ BTA Account Number

|  |  |  |
| --- | --- | --- |
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Below sections should be filled by Technical Team:

1. **File content option (Required for TMKD/BSF files)**

 (double click to select desired option – refer to Glossary for details)

File Format (Required for TMKD/BSF files)

[ ]  ASCII [x]  CSV [ ]  XML

1. **Setup Type (Mandatory field):**

Pull Type (Client will need to download the file from American Express server) [ ]

Existing User name [ ]  Yes [ ]  No (If selecting yes please provide the user name mandatory only for pull set up) \_\_\_\_\_\_\_\_\_\_\_\_

Push Type (American Express will deliver the file to Client Server) [x]

1. **Masking Options for card number and SSN number (Mandatory field):**

For detailed information on masking options please see the glossary at the end of this document

No Mask [x]

Fully Masked [ ]

Partially Masked 5 [ ]  6 [ ]  7[ ]

1. **Protocols (Mandatory for Push set up only):**

SFTP/SSH [x]  FTPS [ ]  AS2 [ ]

1. **Port Number (Optional for push set up only):**

**22**

**Remote Access Details: (Only Mandatory for Push set up if being changed):**

**For detailed information on Remote access please see the glossary at the end of this document**

|  |  |  |
| --- | --- | --- |
| **Details** | **Test** | **Production** |
| Remote User Name |  | See section M |
| Remote Password |  | See section M |
| URL |  | See section M |
| Delivery Directory  |  | See section M |
| Delivery Filename |  | See section M |

1. **File Encryption (Optional)**:

**For detailed information on encryption please see the glossary at the end of this document**

YES [x]  NO [ ]

If yes, please provide the encryption keys in your email

1. **for Bulk Requests/Projects (Mandatory field)**:

Please provide the following information for requests including 50 or more file setups:

Number of files to be implemented:

Timeline (Date Range) for the project:

Technical point of contact for the project:

1. **Additional information (Please use this section to provide any information for which there is no field available in the form above)**:

File needs to be delivered to an existing ‘Remote Access’ ‘KDS\_NEO1’ with delivery directory: /neo1amex

PGP Encryption Key attached. Please ensure files are PGP Encrypted

Filename convention should be: neo1amex\_CID\_$DATE$$TIME$.$SEQ$.pgp

**Please email the completed form to the Data Files Enablement Team:**

**corporatefileexchange@aexp.com**

**Glossary**

1. **CID:** Corporate ID
2. **Control Account number**: A15 Digit dummy account number under which the actual card numbers resides.

All Global & Regional data files are setup on Control Account level with an exception to TMKD data file which is setup on BTA account.

Only Daily unbilled TMKD file can be setup at BCA/ MCA or BTA level.

**\*\*TMKD daily unbilled file is not available for Belgium, Spain and Switzerland.**

1. **File Content Options:**

Option A: Refers to Level 3 data for new Transactions.

Option B: Refers to Level 2 data for new Transactions.

Option C: Refers to Level 1 data for new Transactions.

Option D: Refers to Level 4 data for new Transactions.

Option E: Refers to Level 3 data for new Transactions.

Options F: Refers to Level 3 data for new Transactions and Summary.

Option G: Refers to Level 4 data for Full Data.

Option H: Refers to Simple Transaction file.

1. **Encryption**: Provides an additional level of security by using the Encryption key/code which has to be provided to American Express.
2. **Masking of Card numbers:** An option during data file setup enabling masking/hiding of the card numbers completely or partially on a data file.

For partial masking card numbers there are 3 options i.e. 5, 6, 7 which mean last 5 or 6 or 7 numbers of the card would be visible.

GL files:

- Credit Card numbers masking is supported

**NOTE:** By default card numbers would be Unmasked.

1. **Remote Access:** American Express is able to deliver files directly to a client’s server via remote access. The following details are required for American Express to remotely access a client’s server:

**Remote User name**: this is the user name to access the client/requestor server.

**Remote Password**: this would be the password for the above mentioned user name.

**Remote URL**: IP address/URL for the client/requestor server.

**Delivery Directory**: Path of the folder on the client/requestor server in which the file has to be delivered.

Requestor/Client may need to involve their Technology teams to obtain the required details asked in the form**.**