

Company order form for file delivery transaction files and Smart receipts

Company information

Company name		
Name of contact person		
Contact person's telephone no.	Company reg. no.	
+		
Contact person's email		
Invoice address		
Zip code	City	Country code

File delivery

The company hereby orders the following file delivery option(s):

	Daily travel & expense transaction files*	Daily Smart receipts files**	Monthly match files***
Eurocard Corporate Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eurocard Purchasing Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Account	<input type="checkbox"/>	N/A	<input type="checkbox"/>

*) The transactions will be displayed in your travel expense management system.
 **) The receipts will be displayed in your travel expense management system, together with the corresponding transaction. Receipts can be either images captured with the Eurocard-app or, if available, digital receipts delivered directly from the merchants.
 ***) The monthly match files can be used in addition to the Daily file transfer for reconciliation, depending on you expense management system provider.

SEB Kort will provide files and receipts connected to the company's cards and accounts issued by SEB Kort, provided that the transactions can be connected to employee ID numbers. The company must ensure that SEB Kort always has an updated list of cardholder's names and employee ID numbers (e.g. filling in the form attached or by sending us an Excel-file). The prices for the different file delivery services can be seen on www.eurocard.com.

SEB Kort will send an invoice once a year. The Company may terminate the file delivery service with immediate notice. Any paid fee will not be refunded. SEB Kort reserves the right to change these terms and the price for the service with one month's prior notice. The terms and conditions for the relevant products, including the cards, accounts and Smart receipts terms and conditions, apply to the file delivery. The terms and conditions can be seen on www.eurocard.com.

Information about the company's expense management system (if any)

The Company hereby confirms that the files shall be delivered to the following party:

Expense management system

Company providing the expense management system

The delivery of files requires that SEB Kort has an agreement with the designated expense management system provider, and that such system provider does not use card numbers as keys. A complete list of expense management system providers having an agreement with SEB Kort can be found here: [Expense management systems](#).

Signatures

We hereby confirm that we order the file delivery service(s) mentioned above and confirm that we have read the terms and conditions.
 We authorize SEB Kort to send transaction files and receipts (if relevant) connected to our cards and accounts to our expense management system provider.
 We confirm that we have entered into an agreement with the expense management system provider guaranteeing that they will handle our data, including transaction data, receipt data (if relevant), card data and personal data with the appropriate level of care and in accordance with applicable law and that they fulfill applicable information security requirements.

Date	Signature by authorized signatory
Name of signatory above	
Date	Signature by authorized signatory
Name of signatory above	

Please return to:

For Sweden: corporatesupport@eurocard.se
 For Denmark: cosu@eurocard.dk

For Norway: corporatesupport@eurocard.no
 For Finland: corporatesupport@eurocard.fi

9528 030720



This covers cards and accounts issued by the Issuer. The Issuer is defined as:
 • SEB Kort Bank AB, SEB Kort Bank Danmark, Branch of SEB Kort Bank AB, SEB Kort Bank AB, Oslo Branch and SEB Kort Bank AB, Helsinki Branch