

## e-Reporting information sheet

# Consolidated card statement

## Overview of BIL's e-Reporting service

BIL offers services to provide information in electronic format, either as reusable data files, or as PDF documents. As such, you can subscribe to an e-Report to receive the desired file on a regular basis through a secure communication channel (either File Transfer or MultiLine).

## Description of the report

The "Consolidated card statement" provides a list of transactions carried out with company credit cards each month. The observation period for card activity is the period between two card statement closing dates at WORLDCARD.

You can choose a subscription that comprises either all credit cards issued by BIL to your company, or only those linked to a specific list of accounts.

## Possible formats

### CSV

Type:	Re-usable data file. Code: ASCII (American Standard Code for Information Interchange)
Structure:	The first file save includes technical headings enabling data used in future saves to be recorded.  Each line of the file represents a specific card transaction and all file saves have the same structure. Data that does not apply to a type of transaction is left empty.
Data:	Period in the year, Year, Card account (IBAN), WORLDCARD card contract, Transaction value date, Transaction timestamp, Cardholder's full name, Card type, Card number, Card expiry date, Transaction type, Transaction amount (equivalent value in EUR), Transaction fee (EUR), CETREL card contract currency, Merchant name, Transaction location, Transaction country, Amount in transaction currency, Transaction currency, Communication, Outstanding balance for the previous period, Currency of the previous outstanding balance, Merchant code.  The Merchant code or "MCC" complies with an international standard and indicates the type of business activity of the merchant behind a transaction.  A more detailed description of the report structure is available on request. Data
format:	The format is predefined for dates and amounts.
Separators:	Each piece of information is separated by a semicolon (;).
Possible frequency:	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Annually
	It is not possible to generate backdated statements.
Heading languages:	<input checked="" type="checkbox"/> English <input checked="" type="checkbox"/> French <input checked="" type="checkbox"/> German <input checked="" type="checkbox"/> Dutch

### PDF

The electronic consolidated card statement is not provided in PDF via e-Reporting.

## Encryption

Electronic files can be password protected and compressed using a ZIP tool. The password agreed with the bank upon setting up the subscription can be amended later on request.

## Execution notification

It is possible to opt in to receive email notifications each time an e-Report is produced. This notification can be sent to several recipients at the same time.

## How to subscribe

Your BIL Relationship Manager is on hand to collect all the information necessary for creating a subscription. All new e-Report subscriptions or amendments to e-Report subscriptions shall be made official by concluding a subscription agreement detailing the features of the service required.

The first time you apply to use the service you will sign an agreement explaining the general terms and conditions of the e-Reporting service. Any further subscriptions will be governed by the same agreement.

## Activating the communication channel

If you have not yet used the required communication channel (File Transfer or MultiLine) with BIL for reporting purposes, your Relationship Manager will advise you on taking the necessary steps to open the communication channel (activation may take a few days).