

THE PROCESS

CARDCLEAR

Start up information

How to arrange for collection of BSP card data by CardClear

Airline's tasks

First, check that your airline is a member of the BSP Local Credit Card Billing scheme in each of the countries from which you wish to centralise your credit card data.

Appoint an 'acquiring bank' for the Visa & Mastercard transactions. A list of linked acquirers can be supplied.

Contact each Card Company (AX, DC), Acquirer (VI/MC) to request Merchant Numbers for central presentation.

Complete and return two signed copies of the CardClear Contract. Contact CardClear to confirm your requirements and start date.

Contact the local airline office in each country, to advise them of the changes to the credit card payment process.

Send a signed letter to each BSP requesting that your card data is sent to Cardclear. (CardClear will provide you with the letter for each BSP). Confirm to CardClear when this has been sent and allow 5-10 working days for the request to be processed.

To help you complete the start-up process, the following documents are available by contacting the CardClear team:

- CardClear Contract
- List of BSPs with links to CardClear
- List of Acquirers with links to CardClear
- Standard BSP request letter - Authorisation for BSP to send data to CardClear.

CardClear's tasks

CardClear will provide you with the information you require for start-up.

CardClear will appoint an account manager to implement the service and they will become your day to day contact.

CardClear will contact the BSPs to request confirmation of instructions from the airline.

CardClear will create the systems set-ups and Service Agreements for each country and currency to be processed through CardClear.

CardClear will set-up an airline representative to access and download the daily CardClear reports on the CardClear web-tool.

CardClear will monitor the implementation.

If you have any questions, please contact the CardClear team at:

Tel: 00 44 1276 401 249

Email: cardclear@accelya.com

