JAPA Global Apply for Card (GAFC) Footprint

Corporate Card Only	●
Corporate Card and CPC	●
Local Solution (Non @ Work)	○
Corporate Card, CPC and CMC	●
Corporate Card and CMC	○
Cardmember	CM
Company (PA/AS)	C

* See following tab for feature descriptions

FEATURE		AU		HK		SG		IN		NZ	JP	
Country		AU		HK		SG		IN		NZ	JP	
Product		AFC	GAFC	Paper	DocuSign	GAFC v1	GAFC v2	AFC	GAFC	Paper	Paper	GAFC
Language		EN		EN/ZH		EN		EN		EN	EN/JA	
Initiate Card Applications (PA features)												
Initiate Apply for Card - PA & Card Applicant	CM, C	●	●	●	●	●	●	●	●	●	●	●
Bulk initiate applications (up to 3,000 apps at a time)	C	●	*10 only*			*10 only*	*10 only*	●	*10 only*			*10 only*
Ability to Customise Approvals (Pre-Approval & Post)	CM, C		●			●	●		●			●
Nominate up to 3 Pre-Approvers (Line Manager)	CM, C		●				●		●			●
Upgrade/Downgrade Rush (Urgent) Card flag - fee associated	CM, C	●	●	●		●	●					
Ability to pre-set length of Employee number & Cost Centre	C		●			●	●		●			●
Ability to edit non PII Information	C		●				●		●			●
Automated email notification that application ready for review	CM, C	●	●	●	●	●	●	●	●			●
Track Application status	C	●	●	●	●	●	●	●	●			●
View Applications/Access Keys across Accounts Globally in single view	C		●			US Only	●		●			●
Card Applicant Experience												
Ability to request Direct Debit	CM, C			●				●		●	●	
Register for ATM / Express Pay/Cash	CM			●				●				
Register for Membership Rewards	CM							●				
Upgrade/Downgrade Rush (Urgent) Card flag - fee associated	CM, C	●	●			●	●					
Apply for Personal Card	CM							●				
Upload local regulatory support documentation	CM	●	●		●	●	●	●	●			●
Automated email notifications	CM, C	●	●		●	●	●	●	●			●
Approve Card Applications (Authorised Signatory features)												
Quick Send Function (AS Only for AU, SG, IN, JP, MX)	C		●			●	●		●			●
Automated email notification that application ready for approvals	C	●	●		●	●	●	●	●			●
Ability to revise delivery address	C		●				●		●			●
Edit non-PII information such as Employee ID or Cost Centre	C		●				●		●			●
Ability to re-route the application back to the Applicant	C	●	●			●	●	●	●		●	●
Ability to approve or cancel Application with Digital Signature	C	●	●		●	●	●	●	●			●
Online Applications - DocuSign	C				●							
Online Applications - Local Solution	C											

Feature Descriptions

Initiate Card Applications (PA features)	
Initiate Apply for Card - PA & Card Applicant	A PA or a Card Applicant can initiate a Card Application either using @ Work (PA/AS) or by accessing the form directly with a URL and Access Key.
Bulk initiate applications	Up to 3,000 apps at a time
Ability to Customise Approvals	Pre-Approval & Post
Nominate up to 3 Pre-Approvers	Up to 3 individuals can approve a Card Application for that employee prior to the form being completed. All pre-approvers nominated must approve the form before the Applicant can begin completing it.
Upgrade/Downgrade Rush (Urgent) Card flag	Fee associated - value is unique to country
Ability to pre-set length of Employee number & Cost Centre	Optional. If Company has specific length of characters that are required for their internal tracking purposes. These fields can be mandated for the Applicant and to reduce erroneous input length is set by the PA.
Ability to edit non PII Information	Such as Employee ID or Cost Centre or Billing Address (Office or Residential)
Automated email notification that application ready for review	Email is triggered to the creator or last person to edit the Access Key or Pre-Approvers advising application ready for approval
Track Application status	Card Applications tracking for PAs to monitor status
View Applications/Access Keys across Accounts Globally in single view	PA/AS who have responsibility across multiple countries can view all Card Applications and Access Keys linked to those Accounts in a single screen without having to switch between sites.
Card Applicant Experience	
Ability to request Direct Debit	Card Applicant can set up automatic direct debit facility - if feasible for that Account
Register for ATM / Express Pay/Cash	Allows for cash withdrawal for that Card Applicant
Register for Membership Rewards	Enables Applicant to register for Membership Rewards
Upgrade/Downgrade Rush (Urgent) Card flag	Fee associated - value is unique to country
Apply for Personal Card	Enables Applicant to apply for a Personal Card on the Card Application
Upload local regulatory support documentation	Enables document upload to satisfy local regulatory requirements within the Card Application
Automated email notifications	Emails are triggered automatically by the system at critical points within the Application journey to ensure Users are aware of a task for them to complete.
Approve Card Applications (Authorised Signatory features)	
Quick Send Function (AS Only for AU, SG, IN, JP, MX)	Does not require an Access Key. Application is considered "Approved" by the individual that initiates via the Quick Send link. Once initiated, the application will go to the Applicant to complete and once submitted will route to American Express for processing (except Japan and IEC which require Post Approver)
Automated email notification that application ready for approvals	Email is triggered to the creator or last person to edit the Access Key or Pre-Approvers advising application ready for approval
Ability to revise delivery address	Delivery address for the Card can be revised if feasible
Edit non-PII information	Such as Employee ID or Cost Centre or Billing Address (Office or Residential)
Ability to re-route the application back to the Applicant	If the PA/AS decides information is missing or requires alternative details
Ability to approve or cancel Application with Digital Signature	Authorised Signatory/Legal Representative can approve or reject Card Applications
Online Applications - DocuSign	DocuSign has digital signature capability and some journey customisation
Online Applications - Local Solution	3rd Party solutions unique to country