Applying for a Quintiles American Express Corporate Travel Card

1. You must have an access key to apply for a corporate card. If you're unsure of which access key to use and/or have any questions regarding the application process, please consult with your manager and/or email corporate.card@quintiles.com for guidance. We will be happy to assist.

Access Key:
Quintiles Canada: 48siu1fm
Quintiles Commercial: g9m49bq5

2. All employees must log into American Express to start the application process. The website is http://www.americanexpress.ca/atworkapplyforcard

3. Once you access the web page, the below screen will populate:

4. Please enter your Access Key, once your Access Key is entered, click "Next"
5. Determine if you would like to continue the process in English or French

Once you click "Next" the below screen will populate:

AMERICAN EXPRESS @ WORK

Submit a Card Application (Joint and Several) - Step 2 of 3:

Complete the following fields. Then click SUBMIT.

Note: Fields in error are indicated by an ✕ image. A **bold label** indicates a required field.

Corporate Name
QUINTILES

Applicant Name

Prefix	**First Name**	Middle Name	**Last Name**	Suffix

Please provide the Full Name you would like to appear on the card (max 20 characters)

Applicant Attributes

Either Home Phone Number Or Business Phone Number is required.

Business Phone & Extension   Home Phone

Title   Years Of Service

Employee ID   **Cost Center**   Universal Number

Date Of Birth (dd/mm/yyyy)   Social Insurance Number (optional)

Language Preference   Email Address
○ English   ○ French

Home Address

Street Address   **City/APO**   **State/Province**

Zip/Postal Code   Country
                             CANADA

Business Address

Street Address   City/APO   State/Province

Zip/Postal Code   Country
                             CANADA

Billing Information

Send My Monthly Statement To   ○ Home Address   ○ Business Address

Approver Information

The Applicant is required to complete the Approver information below. The information will be used to send an e-mail message request to the Approver by the Applicant.

Approver Name   **Approver Phone Number** & Extension

Approver Email

Next   Cancel

You are now ready to complete your online application.

*Please complete all information. The fields in "**Bold**" are required. If these fields are not completed, you will not be able to submit your application.*

First Name, Last Name, & Full Name to Appear on Card fields must be completed, as these fields are required.
{A maximum of 20 characters for the full name to appear on the card} Please do not add any special characters such as - . , ; etc. AMEX will reject the application.

Corporate Name
QUINTILES

Applicant Name

Prefix	**First Name**	Middle Name	**Last Name**	Suffix

Please provide the Full Name you would like to appear on the card (max 20 characters)

Please complete the following fields, as they are required for processing the application:

A business or home telephone number

Employee Id: Please enter your 6-digit Q-ID # {Numeric values only, no need to enter the Q-} **Example: 123456**
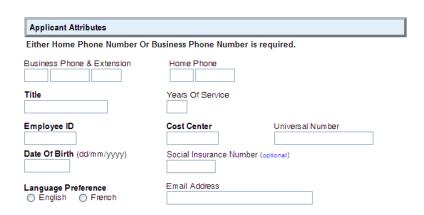
Cost Center: Site and SBU must be entered in this field for all Business Units. **Example: 117430**

Universal Number: All Quintiles based Employees must enter their 6 digit department number in this field. **Example: 324001**
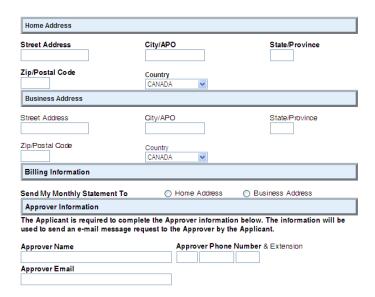
Date of Birth: Please complete.

Language Preference: Please complete.

Applicant Attributes

Either Home Phone Number Or Business Phone Number is required.

Business Phone & Extension	Home Phone

Title	Years Of Service

Employee ID	**Cost Center**	Universal Number

Date Of Birth (dd/mm/yyyy)	Social Insurance Number (optional)

Language Preference
○ English   ○ French

Email Address

Street Address, City, State/Province, and Zip/Postal Code must be completed, as these fields are required. {Street address field limited to 20 characters} Please do not add any special characters such as - . , ; etc. AMEX will reject the application.
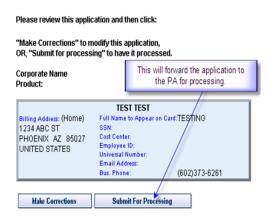
Approver Name, Approver Phone Number, and Approver E-mail must be completed, as these fields are required.

Approver name is defined as your line manager. All applications must be approved by your line manager. All applications submitted without approval will be rejected.

Click "Next"

The below screen will populate. You will be able to "Make Corrections" or Submit your application for processing.

If you need to make corrections, select "Make Corrections" to return to the application, if not select "Submit for Processing".

You have now successfully completed the application process.

Application notification will be sent to the Corporate Card Administrator, Approval notification will be sent to your approving manager and a copy of this notification will also be sent to you, the applicant. You will receive updated emails on the status of your application, please keep a close eye on your emails for notifications.

Please see the sample notification below.

<mark>Sample:</mark>
From: American Express
Sent: Tuesday, January 26, 2010 1:25 PM
To: Line Manager, Employee
Subject: Approval request

Employee Name *has listed you as the approver for his/her submission of an application for a Corporate Card.*
Your Company requires approval prior to a Corporate Card application being submitted.
Please indicate your approval by forwarding this email to the Program Administrator listed below.

Program Administrator name: Brian McMahon
Program Administrator email: corporate.card@quintiles.com

Once manager approval is sent to corporate.card@quintiles.com Application and approval are matched and validated by the Corporate Card Administrator.   Once validated and approved, your application is sent to AMEX for processing.

The following will occur:

If Approved	If Declined
American Express processes the application within 3 days, Card received in 7-10 days	Employee notified by mail within 7-10 days of decline.

If you have any questions please contact corporate.card@quintiles.com and to check application status, please contact AMEX Customer Service at 1.800.528.2122. If you have received a letter from AMEX declining your request for a corporate card account, please contact AMEX Customer Service directly at 1.888.800.7325, Option 2.

Thank You.
Quintiles Corporate Card Services