

BMO MasterCard[®] Product Training Services

Version 1.0
November 2012
BMO Spend & Payment Solutions[®]

Foreword

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BMO MasterCard Products Live and Self-Run Training

Overview

BMO Spend & Payment Solutions®, a division of BMO Financial Group is pleased to offer a comprehensive training curriculum supporting its technology tools for corporate payment solutions. The training sessions are designed to support all user levels – from beginners to experts and the individual session content indicates the appropriate user level for participation.

The curriculum covers the following topics:

LIVE TRAINING	SELF-RUN TRAINING
BMO <i>details</i> Online General Overview	BMO <i>details</i> Online General Overview
BMO <i>details</i> Online System Setup Training	BMO <i>details</i> Online System Setup Training
BMO <i>details</i> Online System Day-to-Day Training	BMO <i>details</i> Online System Day-to-Day Training
BMO <i>details</i> Online Customized Training*	BMO <i>details</i> Online Expense Claim Administration
BMO <i>details</i> Online Consulting/Product Configuration*	MasterCard Enhanced Merchant Reporting (EMR)
MasterCard Enhanced Merchant Reporting (EMR)*	
BMO FlexPort General Overview*	
BMO FlexPort Buyer Administration*	
BMO FlexPort Supplier Administration*	

* These sessions are available upon request only.

Live or Self-Run Training?

There are advantages to both types of training:

Live Training

- You are able to participate in an interactive fashion while viewing the *details* Online environment, meaning that you are able to ask questions and receive answers immediately.
- You are listening to an eConsultant who has extensive knowledge of *details* Online
- You may attend a session as often as you wish

Self-Run Training

- You are able to participate at a time that is convenient for you
- You can control the tempo of the training i.e. you can play a slide many times over if required or alternatively move quickly onto a new slide if you are already familiar with the content.
- You can participate in a weekly Q&A forum for any training questions you may have.

BMO Technology Tools

Products Supported

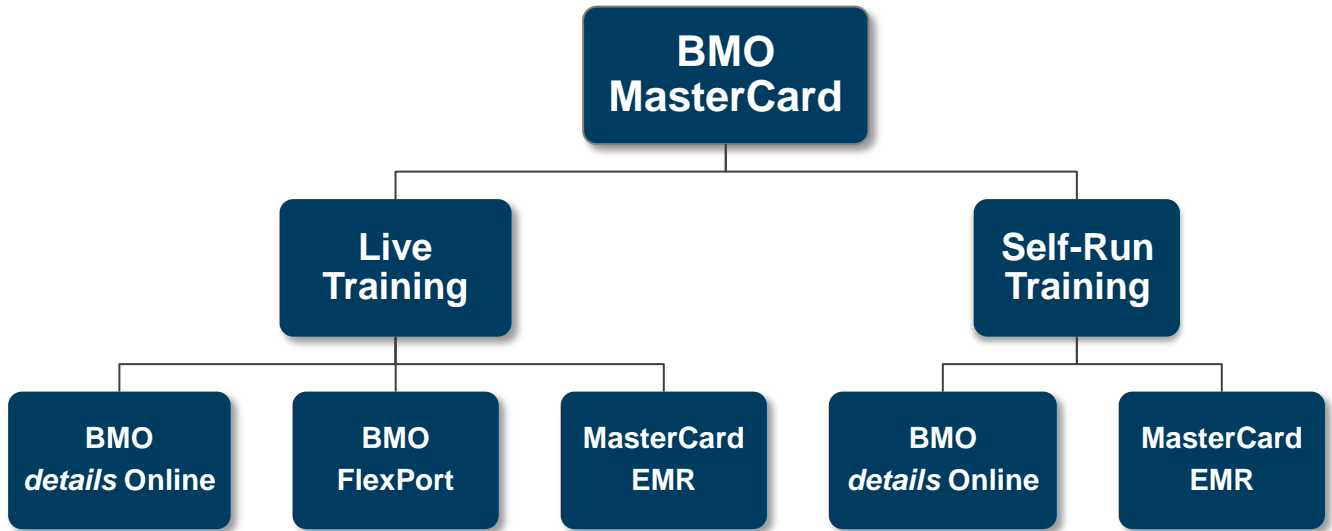
TECHNOLOGY TOOLS	PRODUCTS
BMO details Online	Purchasing Card, One Card, Declining Balance, Corporate Card
BMO FlexPort/Approve2Pay	Buyer-Initiated Payment, Remittance, Closed Loop
MasterCard Enhanced Merchant Data Reporting	US Tax Reporting (1099, 1057)

Summary of BMO Technology Tools

- **BMO *details* Online**
 Actionable information is critical for achieving your purchasing card program objectives. *details* Online provides comprehensive data on your cardholders' purchases, including data levels 1-4. With over 100 standard reports and the ability to create customized reports, *details* Online delivers actionable information on all aspects of your purchasing card program. Built-in flexibility enables you to configure the system to best meet your business rules and needs as well as provide a clear audit trail. Click on www.bmodetailsonline.com for more information.
- **BMO FlexPort**
 BMO FlexPort is a web-based front-end communications vehicle for business-to-business procurement. It is a payment gateway established for BMO Spend & Payment Solutions corporate customers and their suppliers. This gateway supports both file/message and online access. Users can benefit from electronic purchase and payments instructions such as order delivery, acknowledgement and shipping notification, multiple payment methods and advanced reporting.

 - **BMO Approve2Pay (BMO FlexPort service)** is a buyer-initiated payment solution that combines the benefits of a purchasing card program with control and security over the timing and amount of supplier payments. BMO Approve2Pay provides the ability to pay any supplier electronically through multiple payment options, including ACH/EFT and Corporate Card. For more information click on www.bmoflexport.com
- **MasterCard Enhanced Merchant Data Reporting (EMR)**
 MasterCard Enhanced Merchant Data Reporting System (EMR) is a state-of-the-art online reporting tool that facilitates corporate and government 1099, small business, and MWOB reporting requirements. It is an online database that provides supplemental socio-economic data, when available, on all U.S. merchants that accept MasterCard Purchasing Cards, regardless of MCC, incorporation status, industry type, or total spend. For more information click on www.mastercard.com/us/business/en/gov/ebiz_solutions/gov_spending.html

Overall Training Streams



BMO MasterCard® Product Training Services (Live)

BMO MasterCard Product Training Services (Live)

Overview

BMO Spend & Payment Solutions®, a division of BMO Financial Group is pleased to offer a comprehensive training curriculum supporting its technology tools for Corporate Payment solutions. The curriculum covers the following topics:

- BMO *details* Online
- BMO FlexPort/Approve2Pay
- MasterCard Enhanced Merchant Reporting

The training sessions are designed to support all user levels – from beginners to experts and the individual session content indicates the appropriate user level for participation.

BMO MasterCard Product Training: Live Sessions

Session ID #	Description	Length	Language	Registration	Time	Frequency
BMO <i>details</i> Online						
D110	details Online General Overview	1hr.	EN	Required	11:00 AM Eastern	Weekly (Monday)
D111	details Online General Overview	1hr.	FR	-	-	On Request
D220	details Online Day-to-day Administration	1.5hr	EN	Required	1:00 PM Eastern	Weekly (Monday)
D221	details Online Day-to-day Administration	1.5hr	FR	-	-	On Request
D260	details Online System Setup	2 hr.	EN	Required	3:00 PM Eastern	Weekly (Monday)
D261	details Online System Setup	2 hr.	FR	-	-	On Request
D290	details Online Q&A Sessions	1.5hr.	EN	Required	3:00 PM Eastern	Weekly (Friday)
D291	details Online Q&A Sessions	1.5hr.	FR	-	-	On Request
BMO FlexPort/Approve2Pay						
F210	General Overview*	1hr.	EN	-	-	On Request
F211	General Overview*	1hr.	FR	-	-	On Request
F250	Buyer Admin*	1hr.	EN	-	-	On Request
F251	Buyer Admin*	1hr.	FR	-	-	On Request
F260	Supplier Admin*	1hr.	EN	-	-	On Request
F261	Supplier Admin*	1hr.	FR	-	-	On Request
MasterCard Enhanced Merchant Reporting						
MC300	MasterCard Enhanced Merchant Reporting*	1hr.	EN	-	-	On Request
MC301	MasterCard Enhanced Merchant Reporting*	1hr.	FR	-	-	On Request

Session ID#	Description	Length	Language	Registration	Time	Frequency
BMO Specialized Services						
S100	Live Demonstration (Webcast/Onsite)	1hr.	EN	-	-	On Request
S101	Live Demonstration (Webcast/Onsite)	1hr.	FR	-	-	On Request
S300	Consulting/Product Configuration	1hr.	EN	-	-	On Request
S301	Consulting/Product Configuration	1hr.	FR	-	-	On Request
S310	Customized Training Session	2hr.	EN	-	-	On Request
S311	Customized Training Session	2hr.	FR	-	-	On Request

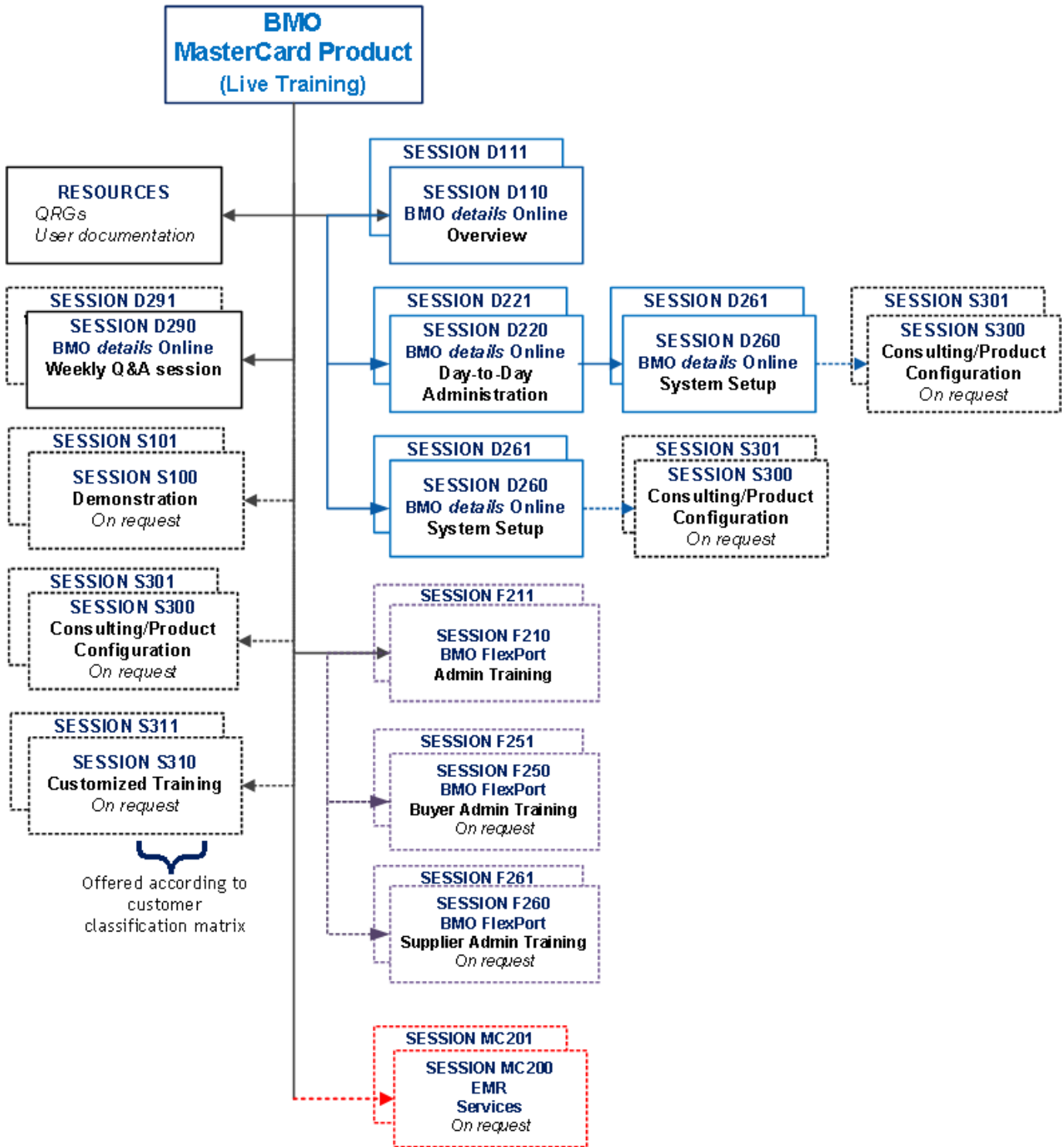
Sessions marked with an asterisk* are on request only

What does “On Request” mean?

A session that is “On Request” means that the specified session does not take place on a regular, scheduled time and place. In order to receive an “On Request” training session, please contact your BMO representative who will place your request with the BMO eSolutions Consulting team.

The benefit of “On Request” training is that there is likely to be fewer participants than on a regularly scheduled session and so the eSolutions Consultant will be able to orient the session to cover your particular needs rather than a more general approach for a larger group.

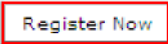
Training Streams

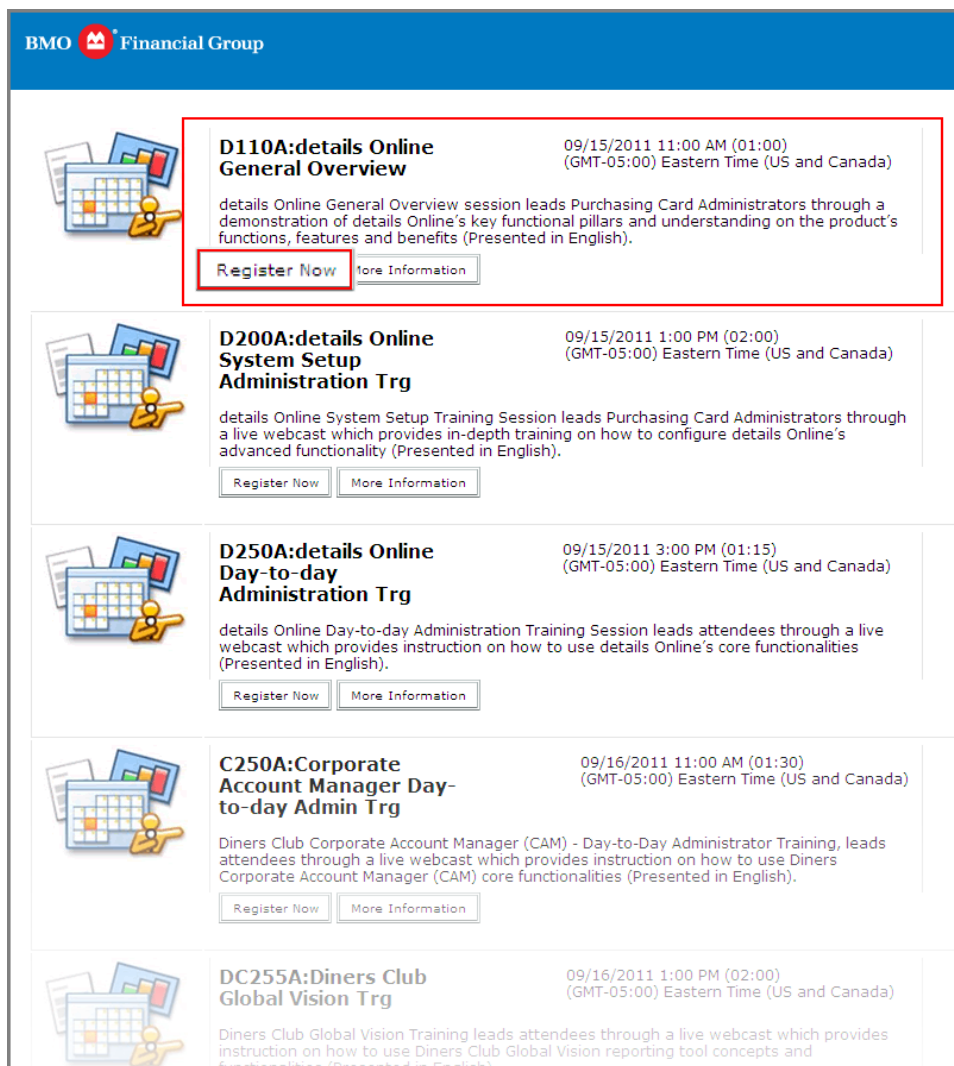


Registering for a Session

User registration may be required in order to attend some of the sessions. In some instances, you may be required to register a minimum of 2 business days prior to the scheduled session. Attendees, who have not registered by that time, would be required to register for the next scheduled session.

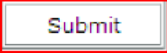
Session Registration (minimum of 2 Days prior):

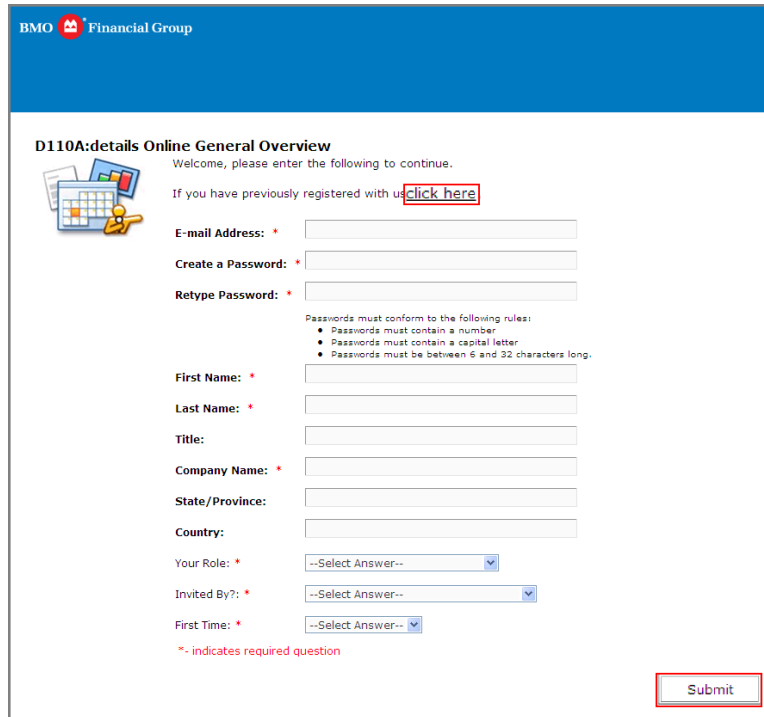
1. Cut and paste the following web address into your browser for a list of upcoming sessions/events: <http://bmo.adobeconnect.com/f82586093/>
2. Locate the session/event you wish to attend.
3. Review the session content and click on the  button located below the session description.



Session Title	Date & Time	Description
D110A:details Online General Overview	09/15/2011 11:00 AM (01:00) (GMT-05:00) Eastern Time (US and Canada)	details Online General Overview session leads Purchasing Card Administrators through a demonstration of details Online's key functional pillars and understanding on the product's functions, features and benefits (Presented in English).
D200A:details Online System Setup Administration Trg	09/15/2011 1:00 PM (02:00) (GMT-05:00) Eastern Time (US and Canada)	details Online System Setup Training Session leads Purchasing Card Administrators through a live webcast which provides in-depth training on how to configure details Online's advanced functionality (Presented in English).
D250A:details Online Day-to-day Administration Trg	09/15/2011 3:00 PM (01:15) (GMT-05:00) Eastern Time (US and Canada)	details Online Day-to-day Administration Training Session leads attendees through a live webcast which provides instruction on how to use details Online's core functionalities (Presented in English).
C250A:Corporate Account Manager Day-to-day Admin Trg	09/16/2011 11:00 AM (01:30) (GMT-05:00) Eastern Time (US and Canada)	Diners Club Corporate Account Manager (CAM) - Day-to-Day Administrator Training, leads attendees through a live webcast which provides instruction on how to use Diners Club Corporate Account Manager (CAM) core functionalities (Presented in English).
DC255A:Diners Club Global Vision Trg	09/16/2011 1:00 PM (02:00) (GMT-05:00) Eastern Time (US and Canada)	Diners Club Global Vision Training leads attendees through a live webcast which provides instruction on how to use Diners Club Global Vision reporting tool concepts and functionalities (Presented in English).

Registration Options:

1. **First time:** Complete registration form using your business information (e.g. business email address, company name, etc.). Then click on the  button, located at the bottom of the page. *Note:* Fields noted with an * are mandatory.



D110A:details Online General Overview

Welcome, please enter the following to continue.

If you have previously registered with us [click here](#)

E-mail Address: *

Create a Password: *

Retype Password: *

Passwords must conform to the following rules:

- Passwords must contain a number
- Passwords must contain a capital letter
- Passwords must be between 6 and 32 characters long.

First Name: *

Last Name: *

Title:

Company Name: *

State/Province:

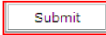
Country:

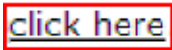
Your Role: *

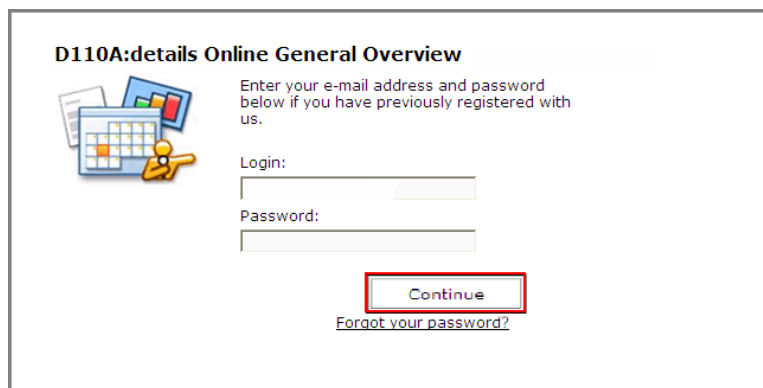
Invited By?: *

First Time: *

*- indicates required question



2. **Previously registered:** If you have previously registered with us click the  hyperlink available near the top of the page. A new screen will appear.

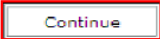


D110A:details Online General Overview

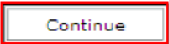
Enter your e-mail address and password below if you have previously registered with us.

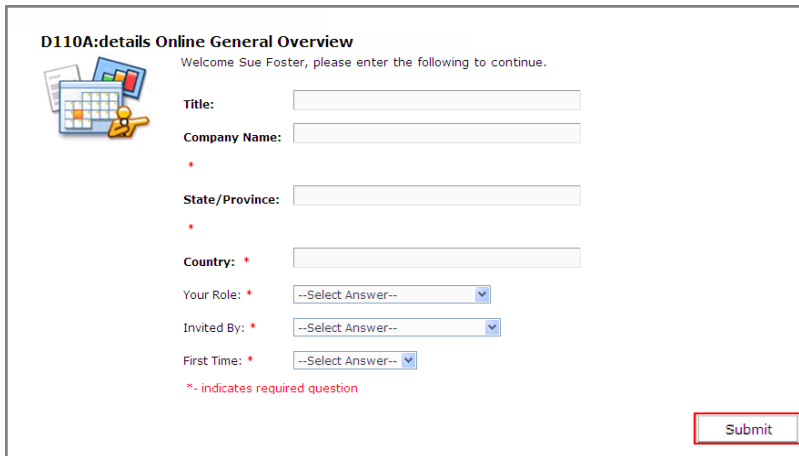
Login:

Password:



[Forgot your password?](#)

- a. Enter your business email address and previously issued password. Then click on the  button at the bottom of the screen.



D110A:details Online General Overview
 Welcome Sue Foster, please enter the following to continue.

Title:

Company Name:

State/Province:

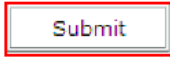
Country:

Your Role:

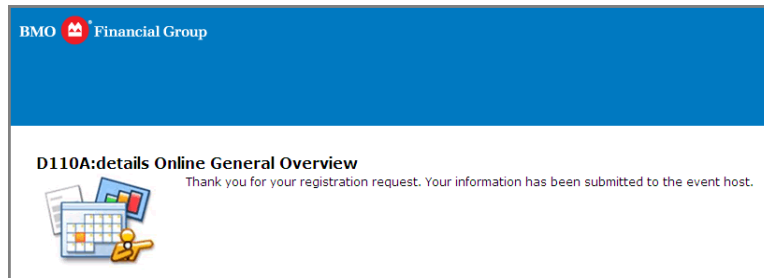
Invited By:

First Time:

*- indicates required question

- b. Review the auto-completed form and if required provide additional information. Then click on the  button at the bottom of the screen. *Note:* Fields noted with an* are mandatory.

The system will display a confirmation page and you will also receive an email confirming that your registration request has been submitted to the event host.



Confirmation email

The trainer/event host will review all attendees’ registration requests and you will receive an email confirming your registration to attend within 5 business days of the event/session. The email will include additional event information including the URL and audio information.

Update email (optional)

You may receive an update email if any of the event information has changed.

Reminder email

You will receive a reminder email closer to the event date which will include the event name, description, time, date and audio conference details. The email will also include the URL for the event.

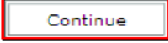
System verification

To ensure a successful learning experience, confirm that your environment (i.e. desktop, laptop, mobile device, etc.) will support the webcast.

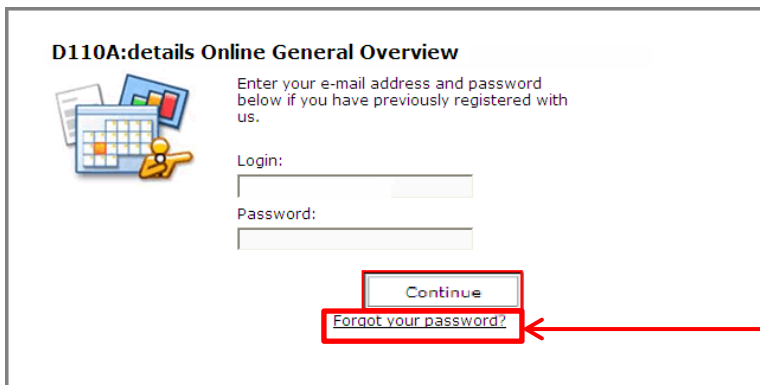
Test your connection: http://bmo.adobeconnect.com/common/help/en/support/meeting_test.htm

Get a quick overview: http://www.adobe.com/go/connectpro_overview

Day of Session:

1. Logon on to the session (recommended 5-10 minutes prior to the scheduled start time), using the URL provided for the given session.
2. Sign on using your business Email address and password. Then click the  button.
Note: This is unique and separate from any other BMO application/software.

If you have forgotten your password you can use the **forgotten password** feature



D110A:details Online General Overview

Enter your e-mail address and password below if you have previously registered with us.

Login:

Password:

Session D110/D111: BMO *details* Online General Overview

Is this session right for you?

Product Types: Purchasing Card, One Card, Declining Balance, Corporate Card

Attendees: All new Program Administrators and Support Staff

Prerequisite: There is no prerequisite for this session

Description

The *details* Online General Overview session leads attendees through a live demonstration of *details* Online’s key functional pillars and provides them with information and understanding on the product’s functions, features and benefits.

Objective

Attendees will have a high-level understanding of *details* Online’s capabilities and how they apply to their own organizations.

Session Schedule

Session ID #	Description	Length	Language	Registration	Time	Frequency
BMO <i>details</i> Online						
D110	General Overview	1 hr.	EN	Required	11:00 AM Eastern	Weekly (Monday)
D111	General Overview	1 hr.	FR	-	-	On Request

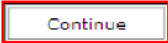
In order to receive an “On Request” training session, please contact your BMO representative who will place your request with the BMO eSolutions Consulting team.

Accessing the Session (Session D110 Only)

Registering for the event (Minimum of two days prior):

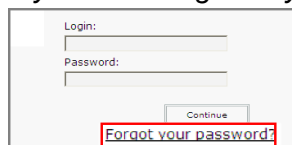
1. Cut and paste the following web address into your browser:
<http://bmo.adobeconnect.com/f82586093/>
2. For additional instructions on how to register please refer to [Registering for a Session](#) in this document or the BMO Spend & Payment Solutions Training Quick Reference Guide.

Attending the event

1. Log on to the session (recommended 5-10 minutes prior to the scheduled start time), using the URL provided for the given session from the event/session invitation email.
2. Sign in using your business email address and event password. Then click the  button. *Note:* This is unique and separate from any other BMO application/software.

Audio is available via phone or via webcast (Voice over IP). For best results use the conference call information provided in your event approval email. The conference call information is also available after you successfully log on to the session/event.

If you have forgotten your password you can use the forgotten password feature.



The image shows a login interface with the following elements:

- A label "Login:" above a text input field.
- A label "Password:" above a text input field.
- A "Continue" button below the password field.
- A red-bordered link labeled "Forgot your password?" located below the "Continue" button.

Session Content

Topic	Module	Functions
Introduction	BMO Spend & Payment Solutions BMO <i>details</i> Online	<ul style="list-style-type: none"> • Modules • Key Concepts • General Navigation
Program Management	Hierarchy module	<ul style="list-style-type: none"> • Adding a card • Updating an existing cardholder's profile • Requesting a change in a cardholder's credit limit • Viewing request history
Financial Reconciliation	Statement module Transaction module Expense module	<ul style="list-style-type: none"> • Viewing a statement • Viewing transactions • Understanding expense management
Reporting and Extracting	Reports module	<ul style="list-style-type: none"> • Running a report • Viewing a report • Exporting a report • Running a query
System Administration	Administration module Supplier module	<ul style="list-style-type: none"> • Managing System News • Creating/Managing user profiles

Session D220/D221: BMO *details* Online Day-to-day Administration

Is this session right for you?

Product Types: Purchasing Card, One Card, Declining Balance, Corporate Card

Attendees: All new Program Administrators and Support Staff

Prerequisite: Session D110/111: General Overview
Must have received cards and user IDs

Description:

The BMO *details* Online Day-to-day Administration Training Session leads attendees through a live webcast which provides instruction on how to use BMO *details* Online’s core functionalities (e.g. requesting cards, viewing statements, running reports etc.).

Objective:

Attendees will be able to use BMO *details* Online’s core functionalities in their own organizations.

Session Schedule

Session ID #	Description	Length	Language	Registration	Time	Frequency
BMO <i>details</i> Online						
D110	General Overview	1 hr.	EN	Required	11:00 AM Eastern	Weekly (Monday)
D111	General Overview	1 hr.	FR	-	-	On Request
D220	Day-to-day Administration Training	1.5 hrs.	EN	Required	3:00 PM Eastern	Weekly (Monday)
D221	Day-to-day Administrator Training	1.5 hrs.	FR			On Request

Please attend Session D110/111 before attending Session D220/221

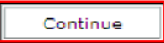
In order to receive an “On Request” training session, please contact your BMO representative who will place your request with the BMO eSolutions Consulting team.

Accessing the Session (Session D220 Only)

Registering for the event (Minimum of two days prior):

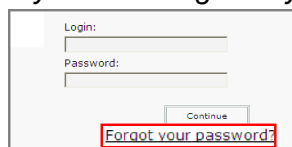
1. Cut and paste the following web address into your browser:
<http://bmo.adobeconnect.com/f82586093/>
2. For additional instructions on how to register please refer to [Registering for a Session](#) topic in this document or the BMO Spend & Payment Solutions Training Quick Reference Guide.

Attending the event

1. Log on to the session (recommended 5-10 minutes prior to the scheduled start time), using the URL provided for the given session from the event/session invitation email.
2. Sign in using your business email address and event password. Then click the  button. *Note:* This is unique and separate from any other BMO application/software.

Audio is available via phone or via webcast (Voice over IP). For best results use the conference call information provided in your event approval email. The conference call information is also available after you successfully log on to the session/event.

If you have forgotten your password you can use the forgotten password feature.



Session Content

Topic	Module	Functions
Introduction	BMO <i>details</i> Online key concepts	<ul style="list-style-type: none"> • Types of card programs • Level 3 and 4 data • Hierarchy • General Navigation
System Configuration	Administration (Admin) module Hierarchy module	<ul style="list-style-type: none"> • Configuring field labels • Creating/Managing account templates
System Administration	Administration module	<ul style="list-style-type: none"> • Managing System News • Creating/Managing user profiles
Program Management	Hierarchy module	<ul style="list-style-type: none"> • Requesting new accounts/cards • Requesting changes to existing account profiles • Viewing request history
Financial Reconciliation	Statement module Transaction module	<ul style="list-style-type: none"> • Managing online statements • Managing online payment (for individually billed accounts) • Reconciliation tools (e.g. splitting, changing assigned GL or accounting values) • Locating and viewing transactions • Viewing transaction details
Reporting and Extracting	Reports module	<ul style="list-style-type: none"> • Running/viewing reports (simple, background) • Exporting/viewing reports • Running queries • Viewing key reports

Session D260/D261: BMO *details* Online System Setup

Is this session right for you?

Product Types: Purchasing Card, One Card, Declining Balance, Corporate Card

Attendees: Advanced large Corporate Program Administrators and Support Staff

Prerequisite: Session D110/111: General Overview
Must have received cards and user IDs

Description

The *details* Online System Setup training session leads attendees through a live webcast which provides in-depth training on how to configure *details* Online’s advanced functionalities for their own systems.

Objective

Attendees will be able to use *details* Online’s advanced functionalities in their own organizations.

Session Schedule

Session ID #	Description	Length	Language	Registration	Time	Frequency
BMO <i>details</i> Online						
D110	General Overview	1 hr.	EN	Required	11:00 AM Eastern	Weekly (Monday)
D111	General Overview	1 hr.	FR	-	-	On Request
D260	System Setup Training	2 hrs.	EN	Required	1:00 PM Eastern	Weekly (Monday)
D261	System Setup Training	2 hrs.	FR	-	-	On Request

Please attend Session D110/111 before attending Session D260/261

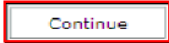
In order to receive an “On Request” training session, please contact your BMO representative who will place your request with the BMO eSolutions Consulting team.

Accessing the Session (Session D260 Only)

Registering for the event (Minimum of two days prior):

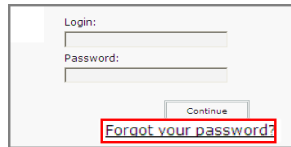
1. Cut and paste the following web address into your browser:
<http://bmo.adobeconnect.com/f82586093/>
2. For additional instructions on how to register please refer to [Registering for a Session](#) topic in this document or the BMO Spend & Payment Solutions Training Quick Reference Guide.

Attending the event:

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2. Sign in using your business email address and event password. Then click the  button. *Note:* This is unique and separate from any other BMO application/software.

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If you have forgotten your password you can use the forgotten password feature.



The screenshot shows a login interface with the following elements:

- A text input field labeled "Login:"
- A text input field labeled "Password:"
- A "Continue" button
- A link labeled "Forgot your password:"

Session Content

Topic	Module	Functions
Introduction	BMO <i>details</i> Online key Concepts	<ul style="list-style-type: none"> • Types of card programs • Level 3 and 4 data • Hierarchy • General Navigation
System Configuration	Administration (Admin) module Hierarchy module	<ul style="list-style-type: none"> • Configuring field labels • Creating/Managing the Chart of Accounts • Creating/Managing distribution IDs • Managing GL Cross-Validation • Creating local roles • Importing Files
Financial Reconciliation – Expense Claim	Expense	<ul style="list-style-type: none"> • Setting up expense claim preferences • Creating a claim • Approving claims

Session D290/291: BMO *details* Online Q&A Sessions

Is this session right for you?

Product Types: Purchasing Card, One Card, Declining Balance, Corporate Card

Attendees: All Program Administrators and Support Staff

Prerequisite: Session D110/111: General Overview
Must have received cards and user IDs

Description:

The BMO *details* Online Q & A Session provides an opportunity for all program administrators and support staff to ask any questions about BMO *details* Online’s features and functionality. The session will take the form of an online webcast with a BMO *details* Online eConsultant who will answer questions and expand on any requested topic.

Objective:

Attendees will be able to enhance their use of BMO *details* Online’s features and functionalities in their own organizations.

Session Schedule

Session ID #	Description	Length	Language	Registration	Time	Frequency
BMO <i>details</i> Online						
D110	General Overview	1 hr.	EN	Required	11:00 AM Eastern	Weekly (Monday)
D111	General Overview	1 hr.	FR	-	-	On Request
D290	Q&A Session	1.5 hrs.	EN	Required	3:00PM Eastern	Weekly (Friday)
D291	Q&A Session	1.5 hrs.	FR	Required		On Request

Please attend Session D110/111 before attending Session D290/291

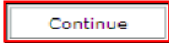
In order to receive an “On Request” training session, please contact your BMO representative who will place your request with the BMO eSolutions Consulting team.

Accessing the Session (Session D290 Only)

Registering for the event (Minimum of two days prior):

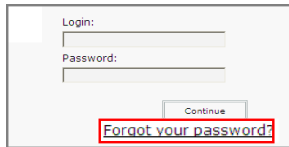
1. Cut and paste the following web address into your browser:
<http://bmo.adobeconnect.com/f82586093/>
2. For additional instructions on how to register please refer to [Registering for a Session](#) topic in this document or the BMO Spend & Payment Solutions Training Quick Reference Guide.

Attending the event:

1. Log on to the session (recommended 5-10 minutes prior to the scheduled start time), using the URL provided for the given session from the event/session invitation email.
2. Sign in using your business email address and event password. Then click the  button. *Note:* This is unique and separate from any other BMO application/software.

Audio is available via phone or via webcast (Voice over IP). For best results use the conference call information provided in your event approval email. The conference call information is also available after you successfully log on to the session/event.

If you have forgotten your password you can use the forgotten password feature.



Session F210/211: BMO FlexPort General Overview*

Is this session right for you?

Product Types: Buyer-initiated payment, Remittance, Closed Loop

Attendees: All new BMO FlexPort Program Administrators and Support Staff

Prerequisite: No prerequisite

Description:

The BMO FlexPort General Overview session leads attendees through a live demonstration of BMO FlexPort’s key concepts and usage while providing them with information and understanding on the product’s functions, features and benefits.

Objective:

Attendees will be able to utilize BMO Flexport, its tools, features and functions within their own organizations.

Session Schedule - Please note that these sessions are only available on request

Session ID #	Description	Length	Language	Registration	Time	Frequency
BMO FlexPort						
F210	General Overview	1 hr.	EN	-	-	On Request
F211	General Overview	1 hr.	FR	-	-	On Request

**In order to receive an “On Request” training session, please contact your BMO Diners Club representative who will place your request with the BMO eSolutions Consulting team.*

Session Content

Topic	Module	Functions
Introduction	BMO Flexport key concepts	<ul style="list-style-type: none"> Buyer & supplier relationships Purchasing life cycle Hierarchy General Navigation
System Administration	Administration (Admin) module	<ul style="list-style-type: none"> Change Password Creating/Managing users Managing templates
Managing Orders	Orders module	<ul style="list-style-type: none"> Creating and copying an order Reviewing and processing an order Completing an order

Topic	Module	Functions
Managing Products	Products module	<ul style="list-style-type: none"> • Adding a product • Modifying and Viewing a product • Deleting a product
Managing Trade Partners (Profiles)	Profile module	<ul style="list-style-type: none"> • Managing companies • Adding supplier and buyer profiles • Creating 'Share Relationships' with companies
Managing Catalogs	Catalog module	<ul style="list-style-type: none"> • Creating a new catalog • Viewing and deleting a catalog / version • Publishing and withdrawing a catalog • Uploading a data source file • Viewing the load log file
Generating Reports	Reports module	<ul style="list-style-type: none"> • Running, scheduling & viewing reports • Creating custom reports • Report extraction process

Session F250/251: BMO FlexPort Buyer Admin*

Is this session right for you?

Product Types: Buyer-initiated payment, Remittance, Closed Loop

Attendees: All BMO FlexPort Program Administrators and Support Staff including first-time users and those requiring a refresher session.

Prerequisite: Session F210/211: BMO FlexPort General Overview

Description:

The BMO FlexPort Buyer Administration session leads attendees through a live demonstration of BMO FlexPorts key concepts and functionality as it relates to the management of supplier trade partners within a purchasing life cycle i.e., the delivery of electronic purchase orders, electronic messaging, versatile automated electronic settlement and reporting.

Objective:

Attendees will be able to utilize BMO Flexport, its' tools, features and functions within their own organizations.

Session Schedule - *Please note that this training is only available on request*

Session ID #	Description	Length	Language	Registration	Time	Frequency
BMO FlexPort						
F210	General Overview	1 hr.	EN	-	-	On Request
F211	General Overview	1 hr.	FR	-	-	On Request
F250	Buyer Administration	1 hr.	EN	-	-	On Request
F251	Buyer Administration	1 hr.	FR	-	-	On Request

Please attend Session F210/211 before attending Session F250/251

In order to receive an "On Request" training session, please contact your BMO Diners Club representative who will place your request with the BMO eSolutions Consulting team.

Session Content

Topic	Module	Functions
Introduction	BMO <i>Flexport</i> key concepts	<ul style="list-style-type: none"> • Buyer & supplier relationships • Purchasing life cycle • Hierarchy • General Navigation
System Administration	Administration (Admin) module	<ul style="list-style-type: none"> • Change Password • Creating/Managing users • Managing templates
Managing Orders	Orders module	<ul style="list-style-type: none"> • Creating, copying and reviewing an order • Processing an order
Managing Products	Products module	<ul style="list-style-type: none"> • Adding a product • Viewing, modifying and deleting a product
Managing Trade Partners (Profiles)	Profile module	<ul style="list-style-type: none"> • Adding supplier profiles • Managing companies - Creating 'Share Relationships' with companies
Managing Catalogs	Catalog module	<ul style="list-style-type: none"> • Creating a new catalog • Viewing, deleting, publishing and withdrawing a catalog / version • Uploading a data source file • Viewing the load log file
Generating Reports	Reports module	<ul style="list-style-type: none"> • Running, scheduling & viewing reports • Creating custom reports • Report extraction

Session F260/261: BMO FlexPort Supplier Admin*

Is this session right for you?

Product Types: Buyer-initiated Payment, Remittance, Closed Loop

Attendees: All BMO FlexPort Program Administrators and Support Staff including first-time users and those requiring a refresher session.

Prerequisite: Session F210/211: BMO FlexPort General Overview

Description:

The BMO FlexPort Supplier Administration session leads attendees through a live demonstration of BMO FlexPorts key concepts and functionality as it relates to optimal and versatile settlement of outstanding accounts, order fulfillment and order tracking within a purchasing life cycle i.e., the delivery of electronic purchase orders, advanced shipping notifications, electronic messaging, automated electronic settlement and reporting.

Objective:

Attendees will be able to utilize BMO Flexport, its tools, features and functions within their own organizations.

Session Schedule - Please note that this training is only available on request

Session ID #	Description	Length	Language	Registration	Time	Frequency
BMO FlexPort						
F210	General Overview	1 hr.	EN	-	-	On Request
F211	General Overview	1 hr.	FR	-	-	On Request
F260	Supplier Administration	1 hr.	EN	-	-	On Request
F261	Supplier Administration	1 hr.	FR	-	-	On Request

Please attend Session F210/211 before attending Session F260/261

In order to receive an "On Request" training session, please contact your BMO Diners Club representative who will place your request with the BMO eSolutions Consulting team.

Session Content

Topic	Module	Functions
Introduction	BMO <i>Flexport</i> key concepts	<ul style="list-style-type: none"> • Buyer & supplier relationships • Hierarchy • General Navigation
System Administration	Administration (Admin) module	<ul style="list-style-type: none"> • Change Password • Creating/Managing users • Managing templates
Managing Orders	Orders module	<ul style="list-style-type: none"> • Creating and copying an order • Reviewing and processing an order • Completing an order
Managing Products	Products module	<ul style="list-style-type: none"> • Adding a product • Modifying and Viewing a product • Deleting a product
Managing Trade Partners (Profiles)	Profile module	<ul style="list-style-type: none"> • Managing companies • Adding buyer profiles
Generating Reports	Reports module	<ul style="list-style-type: none"> • Running, scheduling & viewing reports • Creating custom reports • Report extraction process

Session MC300/301: MasterCard Enhanced Merchant Reporting*

Is this session right for you?

Product Types: US Tax Reporting (1099, 1057)

Attendees: All BMO Corporate Clientele requiring an understanding of Enhanced Merchant Data Reporting (EMR), its functions, features and benefits. Attendees include first-time users as well as those requiring a refresher session.

Prerequisite: No prerequisite

Description:

The MasterCard Enhanced Merchant Data Reporting System (EMR) training session, leads attendees through a live demonstration of the key functions, features and benefits of the EMR reporting tool.

Objective:

Attendees will be able to utilize the EMR reporting application, its tools, features and functions within their own organizations.

Session Schedule - *Please note that this training is only available on request*

Session ID #	Description	Length	Language	Registration	Time	Frequency
MasterCard Enhanced Merchant Reporting						
MC200	Enhanced Merchant Reporting	1 hr.	EN	-	-	On Request
MC201	Enhanced Merchant Reporting	1 hr.	FR	-	-	On Request

In order to receive an "On Request" training session, please contact your BMO Diners Club representative who will place your request with the BMO eSolutions Consulting team.

Session Content:

Topic	Functions
Introduction MasterCard EMR key concepts/benefits	<ul style="list-style-type: none"> • Overview of concepts, benefits and usage • System Logon • General Navigation
EMR Administration	<ul style="list-style-type: none"> • Adding a User Profile
EMR Data Sources	<ul style="list-style-type: none"> • MasterCard • Austin Tetra • D&B
EMR Transaction Data Flow	<ul style="list-style-type: none"> • Transaction data flow - relationships

<p>EMR Reporting</p>	<ul style="list-style-type: none">• Report Types• Running/viewing standard reports• Running/viewing Ad-hoc reports• EMR Hierarchy• Exporting/viewing reports• Running custom queries• Viewing key reports
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BMO MasterCard® Product Training Services (Self-Run)

BMO MasterCard Product Training Services (Self-Run)

Overview

BMO Spend & Payment Solutions®, a division of BMO Financial Group is pleased to offer a comprehensive self-run training curriculum supporting its technology tools for Corporate Payment solutions. The curriculum covers the following topics:

BMO *details* Online

- General Overview
- System Setup Training
- Day-to-Day Training
- Expense Claim Administration Training

MasterCard Enhanced Merchant Reporting

- General Overview

The training sessions are designed to support all user levels – from beginners to experts and the individual session content indicates the appropriate user level for participation.

BMO MasterCard Product Training: Self-Run Sessions

Session ID #	Description	Est. Duration	Language	Registration
BMO <i>details</i> Online				
D300	BMO details Online General Overview	1 hr.	EN	Required
D305	BMO details Online System Setup Training	2 hrs.	EN	Required
D310	BMO details Online Day-to-day Administration	1.5 hrs.	EN	Required
D315	BMO details Online Expense Claim Administration	1.5 hrs.	EN	Required
MasterCard Enhanced Merchant Reporting				
MC300	MasterCard Enhanced Merchant Reporting*	1 hr.	EN	On Request


Navigation of the Self-Run Training Sessions

Introductory Screen

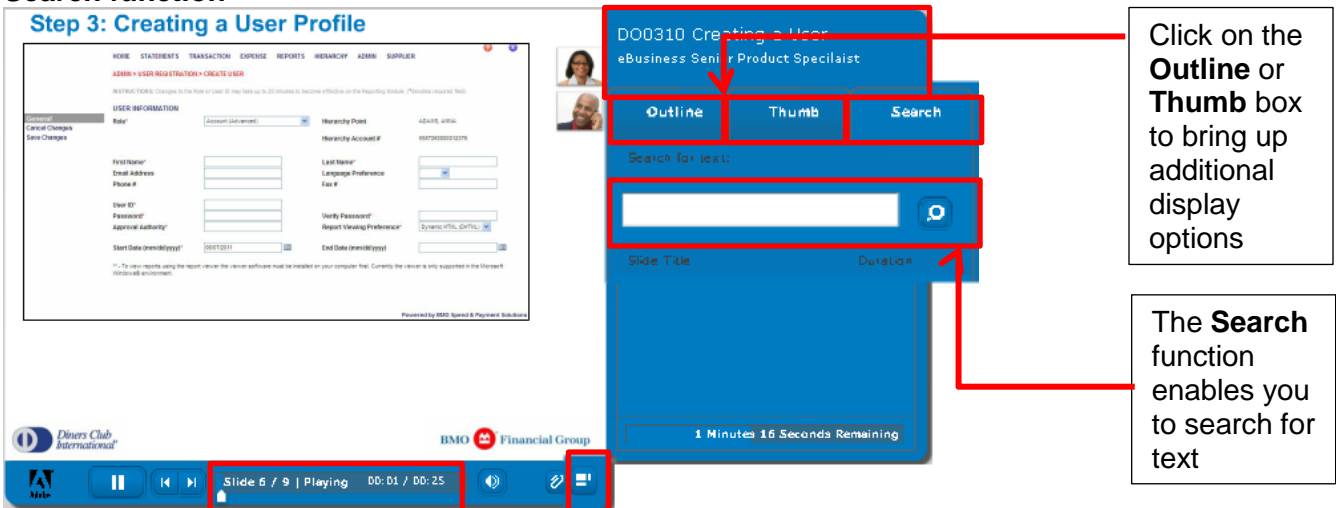
When you log into a self-run training session in *details* Online, you will be presented with a screen similar to this: with the navigation controls at the bottom or on the side of the screen.



Display Options

If you click on the icon for additional session information , you will see the following display options on the right of screen: **Outline**, **Thumb** and the **Search** function. Note that the navigation bar is now at the bottom of the screen and also provides the slide number playing, total number of slides and duration (in minutes and seconds) of the slide that is currently playing.

Search function



The outline view

Step 3: Creating a User Profile

DO0310 Creating a User
eBusiness Senior Product Specilaist

Contact

Outline	Thumb	Search
Slide Title		Duration
▶ Slide 1		00:11
▶ Creating a User Profil...		00:13
▶ Step 1: Creating a Use...		00:08
▶ Step 2(a): Creating a ...		00:14
▶ Step 2(b): Creating a ...		00:14
▶ Step 3: Creating a Use...		00:25
▶ Confirmation - Creatin...		00:09

0 Minutes 1 Seconds Remaining

Click on the **Slide Title** to jump to that slide. You can also scroll up or down to find the slide you are looking for.

The slide outline view

Step 3: Creating a User Profile

DO0310 Creating a User
eBusiness Senior Product Specilaist

Contact

Outline	Thumb	Search
Slide		Slide Title/Duration
		Slide 1 00:11
		Creating a User Profil... 00:13

Step 1: Creating a Use...

0 Minutes 0 Seconds Remaining

Click on the **Slide thumbnail** to jump to that slide. You can also scroll up or down to find the slide you are looking for.

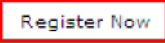
Registering for a Session

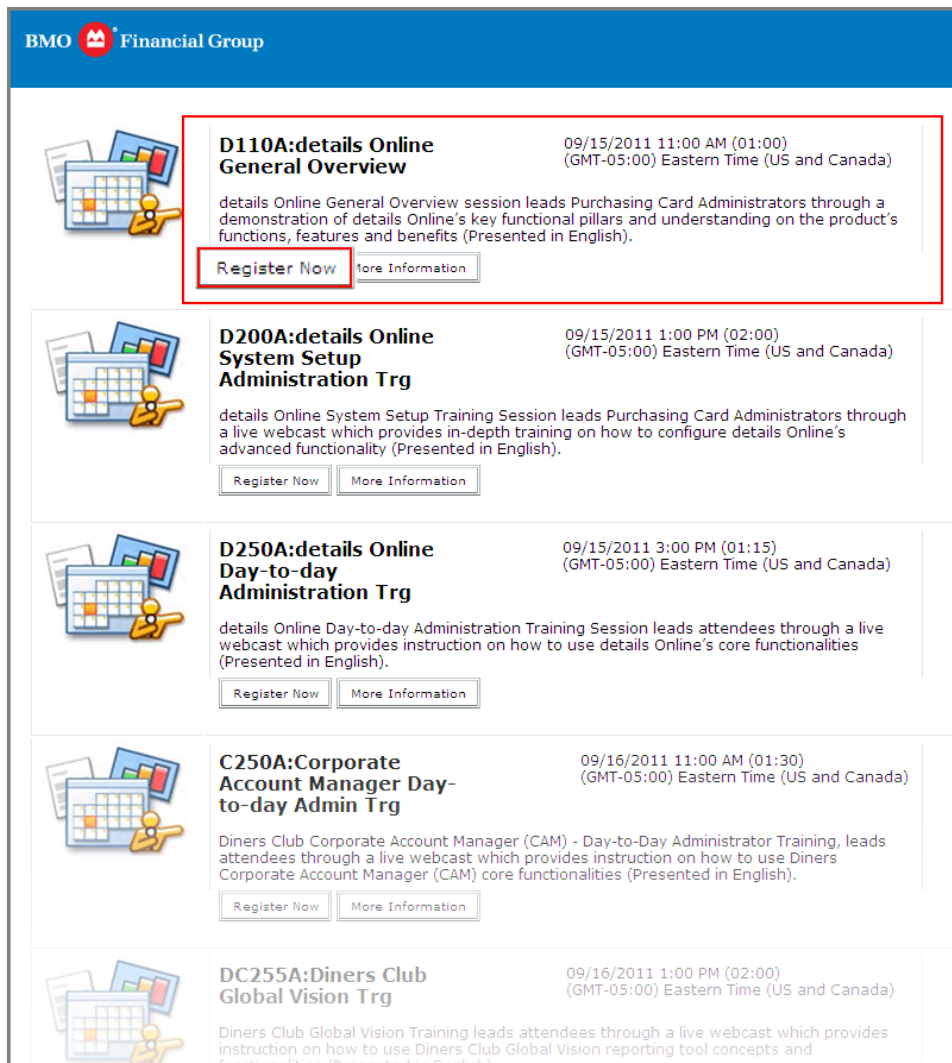
User registration may be required in order to attend the self-run sessions.

Session Registration

Cut and paste the following web address into your browser for a list of upcoming sessions/events:

<http://bmo.adobeconnect.com/f33p92fn3pt/>

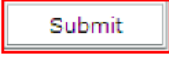
1. Locate the self-run session/event you wish to attend.
2. Review the self-run session content and click on the  button located below the session description.

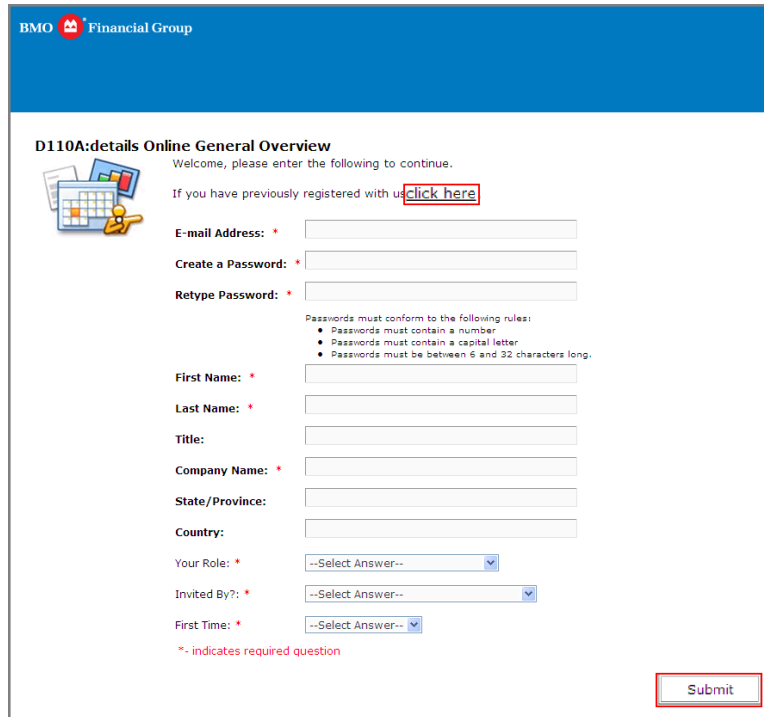


The screenshot shows a registration page with a blue header containing the BMO Financial Group logo. Below the header is a list of five sessions, each with an icon of a calendar and a person pointing, a title, a date and time, a description, and two buttons: 'Register Now' and 'More Information'. The first session, 'D110A:details Online General Overview', has its 'Register Now' button highlighted with a red box. The other sessions are 'D200A:details Online System Setup Administration Trg', 'D250A:details Online Day-to-day Administration Trg', 'C250A:Corporate Account Manager Day-to-day Admin Trg', and 'DC255A:Diners Club Global Vision Trg'.

Session Title	Date and Time	Description
D110A:details Online General Overview	09/15/2011 11:00 AM (01:00) (GMT-05:00) Eastern Time (US and Canada)	details Online General Overview session leads Purchasing Card Administrators through a demonstration of details Online's key functional pillars and understanding on the product's functions, features and benefits (Presented in English).
D200A:details Online System Setup Administration Trg	09/15/2011 1:00 PM (02:00) (GMT-05:00) Eastern Time (US and Canada)	details Online System Setup Training Session leads Purchasing Card Administrators through a live webcast which provides in-depth training on how to configure details Online's advanced functionality (Presented in English).
D250A:details Online Day-to-day Administration Trg	09/15/2011 3:00 PM (01:15) (GMT-05:00) Eastern Time (US and Canada)	details Online Day-to-day Administration Training Session leads attendees through a live webcast which provides instruction on how to use details Online's core functionalities (Presented in English).
C250A:Corporate Account Manager Day-to-day Admin Trg	09/16/2011 11:00 AM (01:30) (GMT-05:00) Eastern Time (US and Canada)	Diners Club Corporate Account Manager (CAM) - Day-to-Day Administrator Training, leads attendees through a live webcast which provides instruction on how to use Diners Corporate Account Manager (CAM) core functionalities (Presented in English).
DC255A:Diners Club Global Vision Trg	09/16/2011 1:00 PM (02:00) (GMT-05:00) Eastern Time (US and Canada)	Diners Club Global Vision Training leads attendees through a live webcast which provides instruction on how to use Diners Club Global Vision reporting tool concepts and functionalities (Presented in English).

Registration Options:

1. **First time:** Complete the registration form using your business information (e.g. business email address, company name, etc.). Then click on the  button, located at the bottom of the page. *Note:* Fields noted with an* are mandatory.



D110A:details Online General Overview

Welcome, please enter the following to continue.

If you have previously registered with us [click here](#)

E-mail Address: *

Create a Password: *

Retype Password: *

Passwords must conform to the following rules:

- Passwords must contain a number
- Passwords must contain a capital letter
- Passwords must be between 6 and 32 characters long.

First Name: *

Last Name: *

Title:

Company Name: *

State/Province:

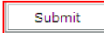
Country:

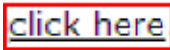
Your Role: * --Select Answer--

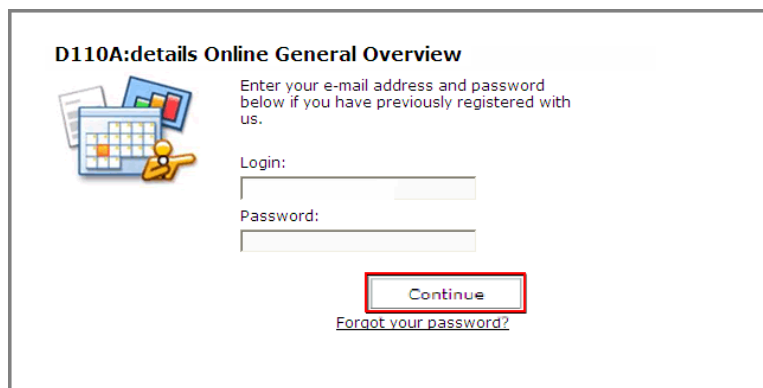
Invited By?: * --Select Answer--

First Time: * --Select Answer--

*- indicates required question



2. **Previously registered:** If you have previously registered with us click the  hyperlink available near the top of the page. A new screen will appear.

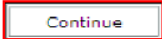


D110A:details Online General Overview

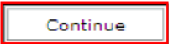
Enter your e-mail address and password below if you have previously registered with us.

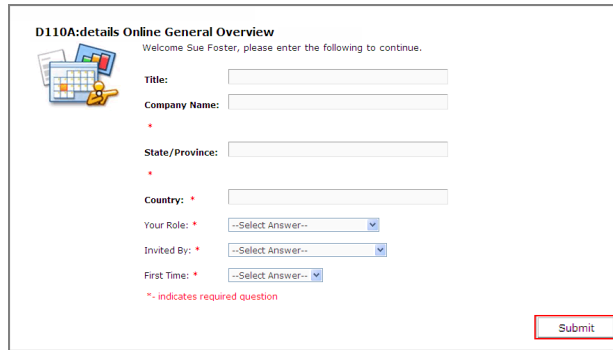
Login:

Password:



[Forgot your password?](#)

- a. Enter your business email address and previously issued password. Then click on the  button at the bottom of the screen.



D110A:details Online General Overview
 Welcome Sue Foster, please enter the following to continue.

Title:

Company Name:

*
 State/Province:

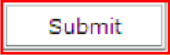
*
 Country:

Your Role:

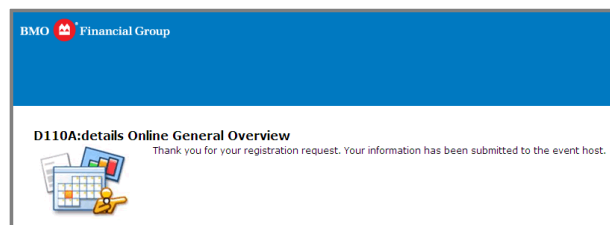
Invited By:


First Time:

* - indicates required question

- b. Review the auto-completed form and if required provide additional information. Then click on the  button at the bottom of the screen. *Note:* Fields noted with an * are mandatory.

The system will display a confirmation page and you will also receive an email confirming that you registration request has been submitted to the event host.



BMO  Financial Group

D110A:details Online General Overview
 Thank you for your registration request. Your information has been submitted to the event host.

Confirmation email

The event host will review all registration requests and you will receive an email confirming your registration. The email will include additional event information including the URL.

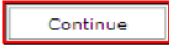
System verification

To ensure a successful learning experience, confirm that your environment (i.e. desktop, laptop, mobile device, etc.) will support the self-run training.

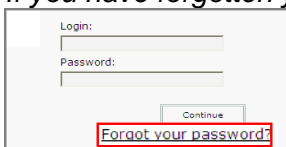
Test your connection: http://bmo.adobeconnect.com/common/help/en/support/meeting_test.htm

Get a quick overview: http://www.adobe.com/go/connectpro_overview

Day of Session:

1. Logon on to the session using the URL provided for the given session.
2. Sign on using your business Email address and password. Then click the  button. *Note:* This is unique and separate from any other BMO application/software.

If you have forgotten your password you can use the forgotten password feature.



Login:

Password:

[Forgot your password?](#)

Session D300: BMO *details* Online General Overview

Is this session right for you?

Product Types: Purchasing Card, One Card, Declining Balance, Corporate Card

Attendees: All new Program Administrators and Support Staff

Prerequisite: There is no prerequisite for this session

Description

The *details* Online General Overview session demonstrates *details* Online’s key functional pillars and provides the participant with information and understanding on the product’s functions, features and benefits.

Objective

Participants will have a high-level understanding of *details* Online’s capabilities and how they apply to their own organizations.

Session Schedule

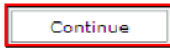
Session ID #	Description	Est. Duration	Language	Registration
BMO <i>details</i> Online				
D300	General Overview	1 hr.	EN	Required

Accessing the Session

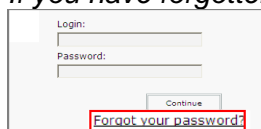
Registering for the event

1. Cut and paste the following web address into your browser:
<http://bmo.adobeconnect.com/f82586093/>
2. For additional instructions on how to register please refer to [Registering for a Session](#) topic in this document or the BMO Spend & Payment Solutions Training Quick Reference Guide.

Attending the event:

1. Log on to the session, using the URL provided for the given session from the event/session confirmation email.
2. Sign in using your business email address and event password. Then click the  button. *Note:* This is unique and separate from any other BMO application/software.

If you have forgotten your password you can use the forgotten password feature.



Session Content

Topic	Module	Functions
Introduction	BMO Spend & Payment Solutions <i>details</i> Online	<ul style="list-style-type: none"> • Modules • Key Concepts • General Navigation
Program Management	Hierarchy module	<ul style="list-style-type: none"> • Adding a card • Updating an existing cardholder's profile • Requesting a change in a cardholder's credit limit • Viewing request history
Financial Reconciliation	Statement module Transaction module Expense module	<ul style="list-style-type: none"> • Viewing a statement • Viewing transactions • Understanding expense management
Reporting and Extracting	Reports module	<ul style="list-style-type: none"> • Running a report • Viewing a report • Exporting a report • Running a query
System Administration	Administration module Supplier module	

Session D305: BMO *details* Online System Setup Training

Is this session right for you?

Product Types: Purchasing Card, One Card, Declining Balance, Corporate Card

Attendees: Advanced Large Corporate Program Administrators and Support Staff

Prerequisite: Session D300: General Overview
Must have received cards and user IDs

Description

The *details* Online System Setup Training Session provides participants with in-depth training on how to configure *details* Online’s advanced functionalities for their own systems. The session includes key concepts in *details* Online and system set-up.

Objective

Attendees will be able to use *details* Online’s advanced functionalities in their own organizations.

Session Schedule

Session ID #	Description	Est. Duration	Language	Registration
BMO <i>details</i> Online				
D300	General Overview	1 hr.	EN	Required
D305	System Setup Training	2 hrs.	EN	Required

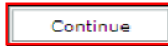
Please attend Session D300 before attending Session D305

Accessing the Session

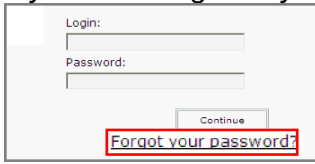
Registering for the event

1. Cut and paste the following web address into your browser:
<http://bmo.adobeconnect.com/f82586093/>
2. For additional instructions on how to register please refer to [Registering for a Session](#) topic in this document or the BMO Spend & Payment Solutions Training Quick Reference Guide.

Attending the event:

1. Log on to the session, using the URL provided for the given session from the event/session confirmation email.
2. Sign in using your business email address and event password. Then click the  button. *Note:* This is unique and separate from any other BMO application/software.

If you have forgotten your password you can use the forgotten password feature.



Session Content

Topic	Module	Functions
Introduction	<i>details</i> Online key Concepts	<ul style="list-style-type: none"> • Types of card programs • Level 3 and 4 data • Hierarchy • General Navigation
System Configuration	Administration (Admin) module Hierarchy module	<ul style="list-style-type: none"> • Configuring field labels • Creating/Managing the Chart of Accounts • Creating/Managing distribution IDs • Managing GL Cross-Validation • Creating local roles • Importing Files

Session D310: BMO *details* Online Day-to-day Administration

Is this session right for you?

Product Types: Purchasing Card, One Card, Declining Balance, Corporate Card

Attendees: All new Program Administrators and Support Staff

Prerequisite: Session D300: General Overview
Must have received cards and user IDs

Description:

The *details* Online Day-to-Day Administration Training Session provides participants with instructions on how to use *details* Online’s core functionalities (e.g. requesting cards, viewing statements, running reports etc.).

Objective:

Attendees will be able to use *details* Online’s core functionalities in their own organizations.

Session Schedule

Session ID #	Description	Est. Duration	Language	Registration
BMO <i>details</i> Online				
D300	General Overview	1 hr.	EN	Required
D310	Day-to-day Administration Training	1.5hrs.	EN	Required

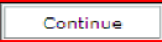
Please attend Session D300 before attending Session D310

Accessing the Session

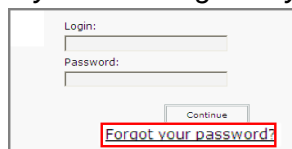
Registering for the event

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Session Content

Topic	Module	Functions
Introduction	<i>details</i> Online key concepts	<ul style="list-style-type: none"> • Types of card programs • Level 3 and 4 data • Hierarchy • General Navigation
System Configuration	Administration (Admin) module Hierarchy module	<ul style="list-style-type: none"> • Configuring field labels • Creating/Managing account templates
System Administration	Administration module	<ul style="list-style-type: none"> • Managing System News • Creating/Managing user profiles
Program Management	Hierarchy module	<ul style="list-style-type: none"> • Requesting new accounts/cards • Requesting changes to existing account profiles • Viewing request history
Financial Reconciliation	Statement module Transaction module	<ul style="list-style-type: none"> • Managing online statements • Managing online payment (for individually billed accounts) • Reconciliation tools (e.g. splitting, changing assigned GL or accounting values) • Locating and viewing transactions • Viewing transaction details
Reporting and Extracting	Reports module	<ul style="list-style-type: none"> • Running/viewing reports (simple, background) • Exporting/viewing reports • Running queries • Viewing key reports

Session D315: BMO *details* Online Expense Claim Administration

Is this session right for you?

- Product Types:** Purchasing Card, One Card, Declining Balance, Corporate Card
- Attendees:** All Advanced Large Corporate Program Administrators and Support Staff
- Prerequisite:** Session D300: General Overview
Must have received cards and user IDs

Description:

The BMO *details* Online Expense Claim Administrator session, leads attendees through a live demonstration of BMO’s expense claim functionality, its key concepts, features, benefits and proposed usage. An expense claim may contain card-based, out of pocket-based and or mileage-based receipt information. Expense claims can be identified as either reviewed or approved as a part of an organizations monthly transaction reconciliation process.

Objective:

Attendees will be able to utilize BMO details Online’s expense management / eClaim tool to assist in reconciling transactions on a monthly basis.

Session Schedule

Session ID #	Description	Est. Duration	Language	Registration
BMO <i>details</i> Online				
D300	General Overview	1 hr.	EN	Required
D315	Expense Claim Administration Training	1.5 hrs.	EN	Required

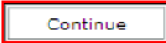
Please attend Session D300 *before* attending Session D315

Accessing the Session

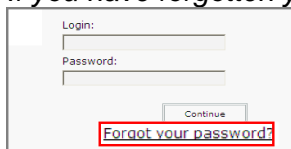
Registering for the event

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Session Content

Topic	Module	Functions
Introduction	<i>details</i> Online key concepts	<ul style="list-style-type: none"> • Types of card programs • Level 3 and 4 data • Hierarchy • General Navigation • eClaim Introduction
Expense Claim Preferences (Profile)	Expense module	<ul style="list-style-type: none"> • Configuring an expense claim profile • Modifying an expense claim profile
Expense Claim Creation (Process)	Expense module	<ul style="list-style-type: none"> • Creating an expense claim • Saving, submitting, cancelling and deleting an expense claim • Expense claim notifications
Expense Claim Approval	Expense module	<ul style="list-style-type: none"> • Reviewing an expense claim • Approving an expense claim • Rejecting an expense claim • Viewing expense claim history
Reporting and Extracting	Reports module	<ul style="list-style-type: none"> • Running/viewing reports (simple, background) • Exporting/viewing reports

Session MC300: MasterCard Enhanced Merchant Reporting*

Is this session right for you?

Product Types: US Tax Reporting(1099, 1057)

Attendees: All BMO Corporate Clientele requiring an understanding of Enhanced Merchant Data Reporting (EMR), its functions, features and benefits. Attendees include first-time users as well as those requiring a refresher session.

Prerequisite: No prerequisite

Description:

The MasterCard Enhanced Merchant Data Reporting System (EMR) training session provides attendees with a self-run demonstration of the key functions, features and benefits of the EMR reporting tool.

Objective:

Attendees will be able to utilize the EMR reporting application, its tools, features and functions within their own organizations.

Session Schedule

Session ID #	Description	Length	Language	Registration	Time	Frequency
MasterCard Enhanced Merchant Reporting						
MC300	Enhanced Merchant Reporting	1 hr.	EN	-	-	On Request

In order to receive an "On Request" training session, please contact your BMO representative who will place your request with the BMO eSolutions Consulting team.

Session Content:

Topic	Functions
Introduction MasterCard EMR key concepts/benefits	<ul style="list-style-type: none"> • Overview of concepts, benefits and usage • System Logon • General Navigation
EMR Administration	<ul style="list-style-type: none"> • Adding a User Profile
EMR Data Sources	<ul style="list-style-type: none"> • MasterCard • Austin Tetra • D&B
EMR Transaction Data Flow	<ul style="list-style-type: none"> • Transaction data flow - relationships

Topic	Functions
<p>EMR Reporting</p>	<ul style="list-style-type: none"> • Report Types • Running/viewing standard reports • Running/viewing Ad-hoc reports • EMR Hierarchy • Exporting/viewing reports • Running custom queries • Viewing key reports