

WPS

an Onyx Payments company

USER GUIDE FOR HOTELS

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- WPS invoices:** View all payments made by hotel.

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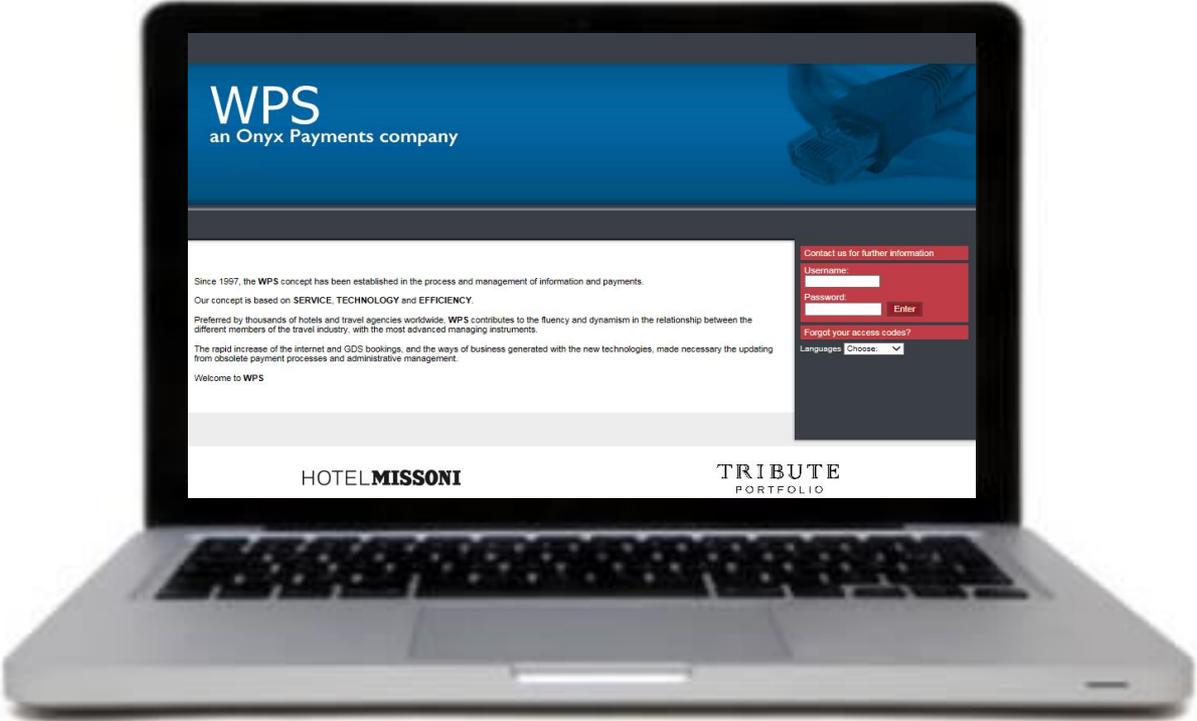
- Data Mining.**

- Communications.**

- Your Commission Claims.**

- Hotel Guide.**

CHAPTER I: INTRODUCTION



WPS Network

WPS Network (www.wpsnetwork.com) is an eminently useful working tool for hotels and travel agents. It has been developed to:

- Make the management of commission payments easier.
- Achieve greater efficiency in communication and marketing activities via a new channel of communication.
- Automate and give efficiency to the invoicing process.
- Control, verify & input travel agency commissions.

WPS Network is a business to business Intranet, created for the sole use of WPS' clients, offering a private working environment and value added services.

The aim of this User Guide is to make easier the use of WPS network for WPS' clients. For this purpose, it includes a detailed description of how each of the services works, as well as a general scheme of WPS operational system.

We hope that this User Guide helps you; anyway, we keep at your entire disposal for any further assistance you may need.

Welcome to **WPS**.

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WPS Functionality

Step 1: Data Processing

The reception of the Booking Data at WPS from the Hotel. Flexibility of the Data entry:

- Any electronic files (CRS file, PMS files, etc, via Communications service).
- Direct input in WPS Network (via Direct Data service).
- YCC: Commission claims coming from TTA Worldwide and or any other Third Party Companies (via Your Commissions Claims service).

Step 2: Data Validation

Hotel checks and validates bookings – confirming and amending (check in/out date, commission amount, etc) when necessary.

Step 3: Proforma & invoice issued

Once data has been processed, WPS will inform the hotel via email that a proforma in hotel's local currency (or major ones) has been uploaded. Proforma includes the total amount to transfer to travel agencies and WPS fees, and WPS bank account details.

WPS Functionality

Step 4: Funds transfer

Hotel sends the funds to WPS bank account indicated in the proforma.

Step 5: Payment processing

The week after receiving the funds from the Hotel, WPS pays the travel agencies.

Step 6: Invoicing & Reporting

Once payments have been made WPS issues and uploads the Invoice for WPS fee and the Payment Report with the breakdown of all travel agent payments made on hotel's behalf.

Both Hotel and travel agencies can control and track their payments through www.wpsnetwork.com where reconciliation tools are available.

WPS Advantages

- Administrative Work Saving:

Hotels are able to check the data on the Network and to process “non commissionable” information through the system.

- Free of charge commission claims handling.

- Optimization of the Banking Costs:

Hotel transfers in their local currency (or major ones) and in most cases to a local bank.

- Control:

Total control through WPS Network, historical data is stored for informative and control purposes.

- Personalized Support:

International team, assistance in 8 languages.

Please go to www.wpsnetwork.com

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Introduce your WPS
access codes

Since 1997, the **WPS** concept has been established in the process and management of information and payments.

Our concept is based on **SERVICE, TECHNOLOGY** and **EFFICIENCY**.

Preferred by thousands of hotels and travel agencies worldwide, **WPS** contributes to the fluency and dynamism in the relationship between the different members of the travel industry, with the most advanced managing instruments.

The rapid increase of the internet and GDS bookings, and the ways of business generated with the new technologies, made necessary the updating from obsolete payment processes and administrative management.

Welcome to **WPS**

Click here for access
codes request

Contact us for further information

Username:

Password:

Enter

Forgot your access codes?

Languages Choose:

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WPS Main Page: Please follow the instructions appearing on this pop up

The screenshot shows the WPS network main page. At the top left is the WPS network logo. A navigation bar contains links: your profile, data input, payment tracking, communications, your commission claims, data mining, and hotel guide. The page title is "Hotel Demo" and the main heading is "worldwide payment systems". A central pop-up box contains the following text: "Due to the VAT regulation (European Directive 2008/8/EC) that has come into effect from 01 January 2010, your EU recipients require your Tax Identification / VAT Number. Please enter it in Your Profile". Below the text is a green "Accept" button with a checkmark icon.

You will be redirected to the main menu / home page.

The screenshot shows a web browser window displaying the WPS Network Services dashboard. The browser's address bar contains the following navigation links: [your profile](#), [data input](#), [payment tracking](#), [communications](#), [your commission claims](#), [data mining](#), and [hotel guide](#). The dashboard itself features a sidebar with logos for Radisson Hotels & Resorts, HUBS 汇通天下, JOLLY HOTELS, and CONCORDE. The main content area is titled "WPS Network Services:" and lists several menu items: [Your Profile](#), [Data Input](#), [Payment Tracking](#), [Communications](#), [Your commission claims](#), [Data Mining](#), and [Hotel Guide](#). Below this list is a note: "Place your cursor over the links on the top for a description of our services to appear here." To the right of the dashboard, there are logos for FOUR POINTS BY SHERATON, LUXE Worldwide Hotels, web.res, and CAMINO REAL HOTELS & RESORTS. At the bottom of the page, there are links for [Contacts](#) and [Terms of Business](#). Several red callout boxes with arrows point to specific elements: "Click to update your hotel information" points to "Your Profile"; "Click to review, approve and enter commission payments" points to "Your commission claims"; "Click to track your payments" points to "Payment Tracking"; "Click to check your commission claims" points to "Your commission claims"; "Click to obtain useful statistical analyses" points to "Data Mining"; "Click to communicate with travel agencies or with WPS" points to "Communications"; "Click to display User Guide" points to the "hotel guide" link in the browser's address bar; "Log out" points to a user icon in the browser's address bar; and "Help? Click here to insert request" points to a help icon in the browser's address bar.

WPS network

your profile — data input — payment tracking — communications — your commission claims — data mining — hotel guide

Hotel Demo

WPS Network Services:

- > Your Profile
- > Data Input
- > Payment Tracking
- > Communications
- > Your commission claims
- > Data Mining
- > Hotel Guide

Place your cursor over the links on the top for a description of our services to appear here.

Contacts Terms of Business

Radisson HOTELS & RESORTS

HUBS 汇通天下

JOLLY HOTELS

CONCORDE

FOUR POINTS BY SHERATON

LUXE Worldwide Hotels

web.res

CAMINO REAL HOTELS & RESORTS

Click to update your hotel information

Click to review, approve and enter commission payments

Click to track your payments

Click to check your commission claims

Click to obtain useful statistical analyses

Click to communicate with travel agencies or with WPS

Click to display User Guide

Log out

Help? Click here to insert request

Your Profile: Complete and update your hotel information.

Hotel Demo



HOTEL GRAND PALACE

worldwide payment systems

Your Profile

Update all your hotel legal information

Hotel Details | **User Configuration**

Hotel Name: DEMO HOTEL **Legal Name:** HOTEL 2 DE DEMOSTRACIÓN WEB
Address: C/AZAHAR 5 **Legal Address:** C/AZAHAR 5
Country: FRANCE **Country:** FRANCE
City: FORT NEUF DE VINCENNES **City:** FORT NEUF DE VINCENNES
ZIP / Postal Code: **ZIP / Postal Code:**
Telephone: 606606606 **Telephone:** 606606606
Fax: 606606606 **Fax:** 606606606
V.A.T. Number: FR - 22222222
Invalid V.A.T.

Please indicate which name and address should appear on the proforma: Physical Legal

Proforma Receptor

Name: DEMO DEMO **Phone:** +34 955 2222 **E-mail:** PAYFAST@WPSNETWORK.COM

Other Contacts

	Name	E-mail	Phone	Insert
	DEMO DEMO	PAYFAST@WPSNETWORK.COM		Modify
Comm. Check Responsible	JOHN CUSSAK	JCUSSAK@DEMOHOTEL.COM	351247854	Modify
Claims	Shai Doitsh	shaidoitsh@isrotel.com		Modify
				Insert

Mandatory

Save

Modify or update the contact person details

Click to save the changes

User Configuration: Personalize your access codes, language and date format.

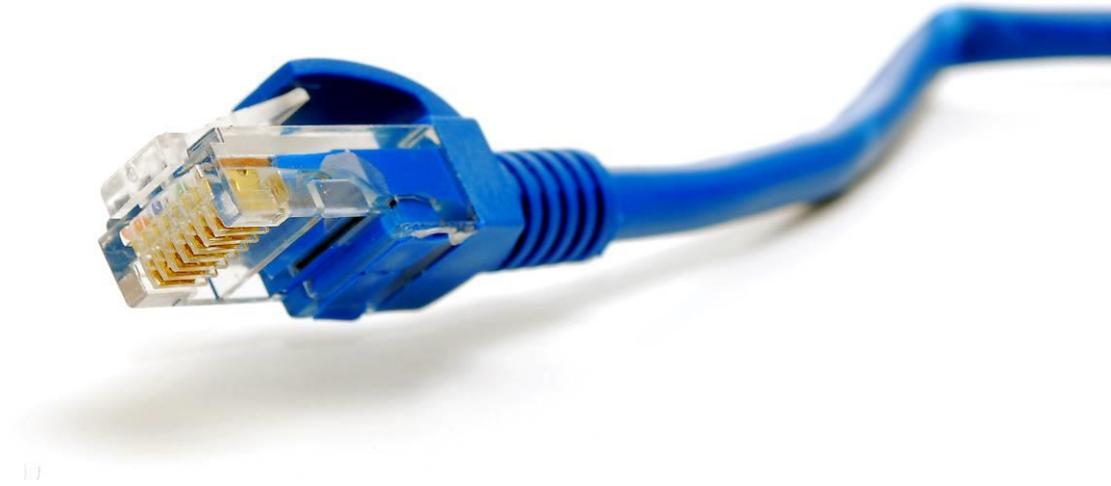
The screenshot shows the 'Your Profile' page with a navigation bar at the top containing links: 'your profile', 'data input', 'payment tracking', 'communications', 'your commission claims', 'data mining', and 'hotel guide'. The 'your profile' link is highlighted with a yellow box. Below the navigation bar is the 'Hotel Demo' header and the 'Your Profile' sub-header. The main content area is divided into two tabs: 'Hotel Details' and 'User Configuration'. The 'User Configuration' tab is active and contains four sections: 'Change user name', 'Change password', 'Change language', and 'Change date format'. Each section has input fields and a 'Change' button. Red callout boxes with arrows point to specific elements: 'Modify your access codes' points to the 'Change user name' and 'Change password' sections; 'Select the language' points to the language dropdown menu; and 'Select date format' points to the radio button options for date format.

Modify your access codes

Select the language

Select date format

Chapter 2: Data input



Data Input

WPS network

your profile data input payment tracking communications your commission claims data mining hotel guide

Hotel Demo

Radisson HOTELS & RESORTS

HUBS 汇通天下

JOLLY HOTELS

CONCORDE HOTELS & RESORTS

WPS Network Services:

- > Your Profile
- > Data Input
- > Payment Tracking
- > Communications
- > Your commission claims
- > Data Mining
- > Hotel Guide

Place your cursor over the links on the top for a description of our services to appear here.

FOUR POINTS BY SHERATON

LUXE Worldwide Hotels

web.res

CAMINO REAL HOTELS & RESORTS

Contacts Terms of Business

Data Input → Commission Check: Verify travel agencies commission payments

WPS network

your profile | **data input** | payment tracking | communications | your commission claims | data mining | hotel guide

Commission Check | Commission Check Review | Direct Data | Direct Data - Non Commissionable | Direct Data Review

Hotel Demo

worldwide payment systems

Rejected commissions

Commission Check

+ Click for details

Page 1 of 1

Booking Date	Association	Currency	Type	Commissions to be paid		Refused		Send Payment details
				Clients	Amount	Clients	Amount	
01/05/2009	DEMO WEB ASSOCIATION	EUR	TA Commission	63	17,568.47	4	1,795.70	Send Payment details →
Booking Date	Association	Currency	Type	Clients	Amount	Clients	Amount	Send Payment details

Page 1 of 1

Click to view
commission details

Step I: Review commission details.

HOTEL GRAND PALACE

Commission Check

TA Code: Hotel Demo Client: Status: All Order: Travel Agency

Loading date: 01/05/2009 Association: DEMO WEB ASSOCIATION

Click on the status column to accept or reject the payments

Click to Print or to export into Excel file

+ Click for T.A. details

TA Code	Booking Reference	Client	Check-In	Check-Out	Booking	Commission			Status	Non Commissionable
						V.A.T.	%	Amount		
	21529686	AAA MID ATLANTIC TRAVEL AGENCY - 2730 UNIVERSITY BOULEVARD WEST - WHEATON , ESTADOS UNIDOS TELEFONO: 1+301+946-5200 FAX: 1+301+946-2649			EUR 300.00	0.00		30.00		
	436963	HOLMES/NORMAN AND KIM	24/03/2009	25/03/2009	EUR 300.00	0.00	10.00	30.00	✓	
	02310206	AGENCIA GENERAL GDS +			EUR 206.67	0.00		20.67		
	425745	LOWIG MR	07/04/2009	08/04/2009	EUR 106.67	0.00	10.00	10.67	✗	Non Commissionable
	0000001	MATTHEWS/S MR	09/04/2009	10/04/2009	EUR 100.00	0.00	10.00	10.00	✓	
	03667333	AGENCIA GENERAL GDS +			EUR 300.00	0.00		30.00		
	333333	GONZALEZ/NESTOR	06/04/2009	07/04/2009	EUR 300.00	0.00	10.00	30.00	✓	
	05649335	AGENCIA GENERAL GDS +			EUR 350.00	0.00		35.00		
	415895	DUNGAL/TERESA	28/03/2009	29/03/2009	EUR 350.00	0.00	10.00	35.00	✓	
	37201636	AMSALEM TOURS & TRAVEL LTD +			EUR 1,800.00	0.00		0.00		
	462970	KAMINSKY/DAN	30/03/2009	01/04/2009	EUR 1,800.00	0.00	10.00	180.00	✗	Non Commissionable

Click to modify check in-out dates, booking amount, commission percentage...etc.

Select a reason for the non – commissionable reservations

- Non Commissionable
- No Show
- Cancelled
- Non Commissionable
- Paid (Not Via WPS)
- Already Deducted
- No Records

Step 2: Modify commission booking details

Any of the white fields can be modified

Hotel Demo

Association	DEMO WEB ASSOCIATION		Loading date	01/05/2009	
Commission Data	Booking Reference:		<input type="text" value="436963"/>		
Travel Agency:	21529686 AAA MID ATLANTIC TRAVEL AGENCY 2730 UNIVERSITY BOULEVARD WEST WHEATON, ESTADOS UNIDOS				
Client:	HOLMES/NORMAN AND KIM				
Check-In:	<input type="text" value="24/03/2009"/>	Check-Out:	<input type="text" value="25/03/2009"/>		
Booking Amount:	<input type="text" value="300.00"/> EUR	Commission Percentage:	<input type="text" value="10.00"/> %	Net Commission Amount:	30.00 EUR
V.A.T. Percentage	<input type="text" value="0.00"/> %	V.A.T. Amount :	0.00 EUR	Total Commission Amount:	<input type="text" value="30.00"/> EUR
Remarks:	<input type="text" value="CANCELLED"/>				
<input type="button" value="Exit >>"/>		<input type="button" value="Accept ✓"/>		<input type="button" value="Reject ●●"/> Reason: <input type="text"/>	

New The VAT % can be used when dealing with domestic commissions. The Total Commission Amount includes the VAT amount.

Click to accept
the commission and
exit

Click to turn into
non - commissionable

Select non – commissionable
reason

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Step 3.I: Approve commission details

Hotel Demo

Commission Check

TA Code : Booking Reference : Check-In : Client : Status : All Order : Travel Agency Search

Loading date 01/05/2009 Association DEMO WEB ASSOCIATION

TA Commission	Total
17,557.80	17,557.80

Page 3 of 3

TA Code	Travel Agency			Booking	Commission			Status	Non Commissionable
	Booking Reference	Client	Check-In		Check-Out	V.A.T.	%		
80204880	RESE-CENTER +			EUR	2,675.00	0.00	267.50		
395590	VON KOCH/RICHERT MR	27/03/2009	29/03/2009	EUR	2,675.00	0.00	10.00	267.50	<input type="checkbox"/>
96010972	TOURIST INTERNATIONAL ASSISTAN +			EUR	2,782.00	0.00	278.20		
408479	IKEGAMI/KAZUE MS	14/04/2009	16/04/2009	EUR	2,782.00	0.00	10.00	278.20	<input type="checkbox"/>
14685775	UNIVERSAL TRAVEL AND TOURS +			EUR	2,675.00	0.00	267.50		
475339	KREUZBERG/CATHY	17/04/2009	19/04/2009	EUR	2,675.00	0.00	10.00	267.50	<input type="checkbox"/>
78218173	VIAJES MAGON +			EUR	1,337.50	0.00	133.75		
459117	MERCADAL/JUAN	16/04/2009	17/04/2009	EUR	1,337.50	0.00	10.00	133.75	<input type="checkbox"/>
	VIAJES PROVIAS +			EUR	1,070.00	0.00	107.00		
480532	SR VERSTEEG	23/04/2009	23/04/2009	EUR	1,070.00	0.00	10.00	107.00	<input type="checkbox"/>
08270463	VOYAGES MONTAINE SA +			EUR	4,420.00	0.00	464.00		
476090		04/04/2009	19/04/2009	EUR	2,280.00	0.00	10.00	250.00	<input type="checkbox"/>
475925		04/04/2009	18/04/2009	EUR	2,140.00	0.00	10.00	214.00	<input type="checkbox"/>

After commission check
click here

Continue

Step 3.2: Send Payment Details

WPS network

your profile | **data input** | payment tracking | communications | your commission claims | data mining | hotel guide

Commission Check | Commission Check Review | Direct Data | Direct Data - Non Commissionable | Direct Data Review

Hotel Demo

worldwide payment systems

Commission Check

Rejected commissions

+ Click for details

Page 1 of 1

Booking Date	Association	Currency	Type	Commissions to be paid		Refused		Send Payment details
				Clients	Amount	Clients	Amount	
01/05/2009	DEMO WEB ASSOCIATION	EUR	TA Commission	63	17,568.47	4	1,795.70	Send Payment details →
Booking Date	Association	Currency	Type	Clients	Amount	Clients	Amount	Send Payment details

Page 1 of 1

Click to submit your payment orders to WPS

Step 3.3: Confirm details to be sent

WPS network

your profile | **data input** | payment tracking | communications | your commission claims | data mining | hotel guide

Commission Check | Commission Check Review | Direct Data | Direct Data - Non Commissionable | Direct Data Review

Hotel Demo

worldwide payment systems

Commission details to be sent

+ Click for details

Booking Date	Association	Type	Currency	Commissions to be paid		Refused (*)		Pay
				Clients	Amount	Clients	Amount	
01/05/2009	DEMO WEB ASSOCIATION	TA Commission	EUR	62	17,557.80	5	1,806.37	<input checked="" type="checkbox"/>
29/01/2003	WPS Direct Data	TA Commission	EUR	8	539.00			<input checked="" type="checkbox"/>
Date	Association	Type	Currency	Clients	Amount	Clients	Amount	Pay

(*) Commissions that are not included in the payment may be paid in future

Exit >>

Confirm details to be sent

Click to confirm your payment orders to WPS

Data Input → Commission Check Review

WPS network | your profile | **data input** | payment tracking | communications | your commission claims | data mining | hotel guide

Commission Check | **Commission Check Review** | Direct Data | Direct Data - Non Commissionable | Direct Data Review

Hotel Demo

Commission Check Review

Proforma : Date sent to WPS : From 0€ To 1€ 200€ To 1€ 201€

Search

+ Click for details

Page 1 of 1

Date sent to WPS	Booking Date	Description	Association	Currency	Type	Commissions to be paid		Included in proforma			Refused	
						Clients	Total	Proforma	Clients	Amount	Clients	Amount
10/05/2009	01/05/2009		IATA0001	EUR	TA Commission	13	344.09		0	0.00	0	0.00
14/04/2009	01/04/2009	WEB DEMO HOTEL	DEMO WEB ASSOCIATION	EUR	TA Commission	56	8,508.56		0	0.00	6	344.91
Date sent to WPS	Booking Date	Description	Association	Currency	Type	Clients	Total	Proforma	Included in proforma	Refused		

Page 1 of 1

Click to access the **historical** information previously validated in Commission Check service

Data Input → Direct Data: This service enables the hotel to input Commission Payment information

The screenshot shows the 'Direct Data' form in the WPS network interface. The form is divided into several sections for data entry:

- Agency Information:** Includes fields for TA Code, Agency Name, Address, State, Country, and Hotel Currency (set to EUR). A callout points to the TA Code field, stating: "Introduce TA code and details will appear automatically".
- Contact Information:** Includes Fax and E-mail fields.
- Booking and Client Details:** Includes Booking Reference, Client Last Name, and Client Name.
- Commission Details:** Includes V.A.T. Amount (0.00), Comm %, Comm Amount (1) (2) EUR, T.A. Invoice (if available), and Invoice date (dd/mm/yyyy). A callout points to the V.A.T. Amount field, stating: "Fill in commission details".
- Buttons:** Includes "Send Payment details", "New Client", and "New Agency". A callout points to the "Send Payment details" button, stating: "Click to send your payment orders".
- Search Section:** Includes search filters for TA Code, client name, and Check-In (From/To). A callout points to the "New Client" button, stating: "Click to save the booking data and/or introduce a new agency/client".
- Table:** A table at the bottom displays existing booking data with columns for Booking Reference, Client Name, Check-In, Check-Out, V.A.T. Amount, Comm %, Comm Amount, and T.A. Invoice. A callout points to the table, stating: "Click to modify the booking data (client's name, check - in, etc), delete or add a client".

Additional callouts include: "Click here to run searches by TTAA included into our data base. If the agency is not included in our Agency Data base please introduce TTAA details" pointing to the "Direct Data" link in the navigation bar, and "Click to run searches by TTAA included into our data base. If the agency is not included in our Agency Data base please introduce TTAA details" pointing to the "Direct Data" link in the navigation bar.

Data Input → Direct Data Non Commissionable: It allows the hotel to include the non-commissionable bookings

WPS network | your profile | **data input** | payment tracking | communications | your commission claims | data mining | hotel guide

Commission Check | Commission Check Review | Direct Data | **Direct Data - Non Commissionable** | Direct Data Review

worldwide payment systems

Hotel Demo

Direct Data - Non Commissionable

TA Code	Agency Name	Address	City
ZIP / Postal Code	State	Country	Hotel Currency
Phone	Fax	E-mail	Agent Name
Booking Reference	Client Last Name	Client First Name	Check-In
			Number of nights
			Non Commissionable

Send Payment details →

New Client ▼ New Agency ▼

Search by TA Code : Search by client name : Search by Check-In : From To

Page 1 of 1

TA Code	Agency Name / Address / City / State / Country	Agent Name
Booking Reference	Client Name	Check-In
	Check-Out	Non Commissionable
96060204	BOOKING.COM BV BOOKINGS WETERINGSCHANS 28-3 - 1000 BP AMSTERDAM, NETHERLANDS	
3216549	HARRISON/BERT	04/05/2010
		07/05/2010
		Cancelled
Booking Reference	Client Name	Check-In
	Check-Out	Non Commissionable
TA Code	Agency Name / Address / City / State / Country	Agent Name

Page 1 of 1

Data Input → Direct Data Review

The screenshot shows the WPS network interface. At the top, there is a navigation bar with several tabs: "your profile", "data input" (highlighted with a yellow box), "payment tracking", "communications", "your commission claims", "data mining", and "hotel guide". Below this, there is a secondary navigation bar with tabs: "Commission Check", "Commission Check Review", "Direct Data", "Direct Data - Non Commissionable", and "Direct Data Review" (highlighted with a yellow box). The main content area features a "Hotel Demo" section with a "Direct Data Review" link. Below this, there is a search bar with the text "Date sent to WPS : From 04/2010 To" and a "Search" button.

Page 1 of 1

Date sent to WPS	Currency	Commissions to be paid		Included in proforma		Non Commissionable
		Clients	Amount	Proforma	Amount	Clients
19/07/2010	EUR	1	70.00			0
27/04/2010	EUR	2	70.00			0
Date sent to WPS	Currency	Clients	Amount	Proforma	Amount	Clients

Click to access the **historical** information previously introduced via Direct Data service

Chapter 3: Payment Tracking



Payment Tracking: Check the status of your payments on real time

WPS network

your profile — data input — **payment tracking** — communications — your commission claims — data mining — hotel guide

Hotel Demo

worldwide payment systems

WPS Network Services:

- > Your Profile
- > Data Input
- > Payment Tracking
- > **Communications**
- > Your commission claims
- > Data Mining
- > Hotel Guide

Place your cursor over the links on the top for a description of our services to appear here.

Radisson HOTELS & RESORTS

HUBS 1 汇通天下

JOLLY HOTELS

CONCORDE HOTELS & RESORTS

FOUR POINTS BY SHERATON

LUXE Worldwide Hotels

web.res

CAMINO REAL HOTELS & RESORTS

Contacts Terms of Business

Payment Tracking → Proformas List: Access your Proformas

This column shows the status of the proforma

Search by proforma date: From 01 1 2008 To 31 12 2010 Proforma N°: Status: Search

Page 1 of 1
Page 1 of 20

Proforma ID	Date	Currency	Payments	WPS Fees	Total Amount	Total Received	Difference	Status	Cashed	3rd party invoices Booking Data	Type
378003	08/02/2011	EUR	125.48	0.42	27.02	0.00	-27.02	Waiting for funds	<input checked="" type="checkbox"/>		TA Commission
376607	02/02/2011	EUR	7,769.58	47.46	7,817.04	0.00	-7,817.04	Waiting for funds	<input checked="" type="checkbox"/>		TA Commission
375986	31/01/2011	EUR	792.73	1.68	794.41	0.00	-794.41	Waiting for funds	<input checked="" type="checkbox"/>		TA Commission
374605	27/01/2011	EUR	9,783.10	44.94	9,828.04	0.00	-9,828.04	Waiting for funds	<input checked="" type="checkbox"/>		TA Commission
373175	21/01/2011	EUR	1,237.96	1.26	1,239.22	0.00	-1,239.22	Waiting for funds	<input checked="" type="checkbox"/>		TA Commission
372310	19/01/2011	EUR	202.70	1.68	204.38	204.38	0.00	Closing payments	<input checked="" type="checkbox"/>		TA Commission
371136	18/01/2011	EUR	3,950.48	21.42	3,971.90	3,971.90	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
368580	17/01/2011	EUR	3,644.50	13.44	3,657.94	3,657.94	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
366538	10/01/2011	EUR	2,415.80	8.40	2,424.20	2,424.20	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
366258	07/01/2011	EUR	6,100.40	10.50	6,110.90	6,110.90	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
365898	05/01/2011	EUR	211.31	0.42	211.73	211.73	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
365360	03/01/2011	EUR	9,805.03	39.90	9,844.93	9,844.93	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
365483	03/01/2011	EUR	53.88	0.42	54.30	54.30	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
363379	29/12/2010	EUR	12,173.72	33.18	12,206.90	12,206.90	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
355561	22/12/2010	EUR	9,229.83	40.32	9,270.15	9,270.15	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
361529	21/12/2010	EUR	138.65	0.84	139.49	139.49	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
353629	13/12/2010	EUR	5,216.77	16.80	5,233.57	5,233.57	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
352687	07/12/2010	EUR	10,445.97	60.06	10,506.03	10,506.03	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
352034	03/12/2010	EUR	86.45	1.68	88.13	88.13	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
349525	26/11/2010	EUR	698.88	0.42	699.30	699.30	0.00	Paid	<input checked="" type="checkbox"/>		TA Commission
Total:		EUR	1,887,971.04	9,510.62	1,891,260.18	1,870,244.75	-21,015.43			NH0601743 31/10/2010	TA Commission

Page 1 of 20

Click to view, print or save the proforma

This column indicates the proforma type

Payment Tracking → Global search: Run searches by different criteria (date, agency, guest name, etc.) to track the status of your payments

WPS network | your profile | data input | **payment tracking** | communications | your commission claims | data mining | hotel guide |   

Proformas list | **Global search** | WPS Invoices | 3rd party invoices | Pending funds 

worldwide payment systems

Hotel Demo

Global search

Proforma N°: TA Code: Travel Agency: Search by Check-In: From To

Client: Booking Reference: Status: Search by proforma date: From 0' 0€ 200€ To 3' 1: 201'

 Search

Page 1 of 1

Proforma Invoice	TA Code / Travel Agency / Client / Check-In / Check-Out	V.A.T. Amount	Commissions	Status / T.A. Invoice
183569	17/01/2009 45537284 TRAVELOCITY 8750 TESORO DRIVE SUITE 100 - SAN ANTONIO, TEXAS - UNITED STATES OF AMERICA PETRI, YORICK	13/09/2008 14/09/2008	34.26 EUR	Waiting for funds
183756	07/10/2008 45537284 TRAVELOCITY 8750 TESORO DRIVE SUITE 100 - SAN ANTONIO, TEXAS - UNITED STATES OF AMERICA MCGEACHIE HARGRAVES, ROBERT	04/07/2008 06/07/2008 04/07/2008 06/07/2008	103.14 EUR 51.57 EUR 51.57 EUR	Paid
183323	26/08/2008 45537284 TRAVELOCITY 8750 TESORO DRIVE SUITE 100 - SAN ANTONIO, TEXAS - UNITED STATES OF AMERICA SUNG, SHEEHYUNG	07/05/2008 09/05/2008	54.09 EUR 54.09 EUR	Paid
Proforma Invoice	TA Code / Travel Agency / Client / Check-In / Check-Out	V.A.T. Amount	Commissions	Status / T.A. Invoice

Payment Tracking → WPS invoices: Access your WPS Invoices

WPS network | your profile | data input | **payment tracking** | communications | your commission claims | data mining | hotel guide

Proformas list | Global search | **WPS Invoices** | 3rd party invoices | Pending funds

Hotel Demo | worldwide payment systems | WPS Invoices

Search by invoice date: From 01 07 2008 To 31 07 2010 Invoice N°: Proforma N°: Search

Page 1 of 2

Invoice N°	Proforma N°	Date	Currency	Payments to travel agents	WPS Fees
183170	183170	05/07/2009	EUR	16,530.85	513.00
182765	182765	26/06/2009	EUR	18,676.40	303.00
182215	182215	06/12/2008	EUR	10,382.61	129.00
182209	182209	23/11/2008	EUR	12,015.46	270.00
183756	183756	31/10/2008	EUR	15,176.56	327.00
183789	183789	23/10/2008	EUR	17,375.40	366.00
183747	183747	20/10/2008	EUR	19,008.99	444.00
183680	183680	30/09/2008	EUR	18,231.00	357.00
183634	183634	26/09/2008	EUR	19,629.55	357.00
182154	182154	24/09/2008	EUR	15,366.34	333.00
183565	183565	18/09/2008	EUR	18,106.06	363.00
182141	182141	06/09/2008	EUR	12,281.63	342.00

Click on “invoice number” to view, save or print WPS invoices + Payment Report



WPS

Worldwide Payment Systems

WPS Invoice Example (page 1 - Summary)

HOTEL GRAND PALACE
AVDA DEL AZAHAR, 5
JEREZ DE LA FRONTERA - LITHUANIA

Sunday 05 July 2009

Ref. Proforma N° 183170

CTF - A41996679

Dear

Please find enclosed the following documents from your last payment:

Invoice n°	183170	EUR	513.00
Payment Report		EUR	16,530.85

If you require any further information, please do not hesitate to contact us.

Yours faithfully,

Payment Department
WPS

WPS

Worldwide Payment Systems

WPS Invoice Example (page 2 - Invoice)

INVOICE TO:

HOTEL GRAND PALACE AVDA DEL AZAHAR, 5 JEREZ DE LA FRONTERA - LITHUANIA
--

INVOICE

Invoice Nº: 183170
Tax Date: 05/07/2009

CIF - A41996679

QUANTITY AMOUNT	DESCRIPTION	RATE	NET
171	Fees Charge per booking	EUR 3.00	EUR 513.00

Thank you for your business

TOTAL	EUR	513.00
-------	-----	--------

WPS Invoice
Example
(page 3-15 –
Payment
Report)

WPS

Worldwide Payment Systems



HOTEL GRAND PALACE
AVDA DEL AZAHAR, 5
JEREZ DE LA FRONTERA - LITHUANIA

PAYMENT REPORT

Invoice n°: 183170
Tax Date: 05/07/2009

CIF - A41996679

Agency Name	Client Name	VAT	Comm. Amount
AAA TRAVEL AGENCY	MR. DELGASS, NICOLAS 06 APR-08 APR 2009		35.46 EUR
ABC TRAVEL	MR. PRESTON, TIMOTHY 08 APR-10 APR 2009		43.27 EUR
ACHIEVEMENT INCENTIVES AND	MR. LEONARD, ANTHONY 29 APR-30 APR 2009		25.78 EUR
AIR TICKETS	MR. HILL, CRAIG 24 JAN-26 APR 2009		35.46 EUR
AIR TICKETS	MR. HILL, CRAIG **V.A.T. 12%** 24 JAN-26 APR 2009		4.25 EUR
ALEXANDER TRAVEL ASSOCIATES	MR. HAMILBURG, MAURICE 27 APR-30 APR 2009		142.26 EUR
ALEXANDER TRAVEL ASSOCIATES	MR. HAMILBURG, MAURICE 27 APR-30 APR 2009		142.26 EUR
ALITOUR C.A. CCS 8	MR. MORGENSTERN, DAVID 27 APR-30 APR 2009		132.22 EUR
ALLEES VENUES SA	MR. EISENCHTETER, PATRICK 18 APR-19 APR 2009		19.47 EUR
ALLEES VENUES SA	MR. AUDOUIS, PHILIPPE 18 APR-19 APR 2009		19.47 EUR
ALTOUR INTERNATIONAL INC.	MR. DIXON, BARBARA 12 APR-14 APR 2009		43.27 EUR
ALTOUR INTERNATIONAL INC.	MR. HERBERT FAMILY 28 APR-01 MAY 2009		108.18 EUR
AMERICAN EXPRESS	MR. YEAGER, MICHAEL 03 APR-05 APR 2009		35.10 EUR
AMERICAN EXPRESS	MR. YEAGER, MICHAEL 30 APR-07 MAY 2009		52.65 EUR
AMERICAN EXPRESS	MR. USCATEGUI, HERMAN 03 APR-06 APR 2009		52.65 EUR

Payment Tracking → Pending funds: Verify the status of your account

WPS network | your profile | data input | **payment tracking** | communications | your commission claims | data mining | hotel guide

Proformas list | Global search | WPS Invoices | 3rd party invoices | Pending funds

DEMO HOTEL
Hotel Demo

worldwide payment systems

Pending funds

You have overpaid one or more proformas: **2,011.98 EUR**
[Click here to send a message indicating what to do with these funds](#)

You have an outstanding balance on one or more proformas: **-1,918.63 GBP**

Balance on paid proformas

Proforma	Hotel	Date	Balance
70862	DEMO HOTEL	29/03/2007	206.27 EUR
73395	DEMO HOTEL	07/05/2007	529.30 EUR
75947	DEMO HOTEL	08/06/2007	409.50 EUR
78378	DEMO HOTEL	06/07/2007	866.91 EUR
Total			2,011.98 EUR

Outstanding proformas

Proforma	Hotel	Date	TOTAL
135908	DEMO HOTEL	BILLING 31/10/2008	-1,918.63 GBP
Total			-1,918.63 GBP

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Positive balance

Outstanding payments

Chapter 4: Other Services



Other Services → Communications: Access Communications tools

The screenshot shows the WPS network interface with a navigation bar at the top containing links for 'your profile', 'data input', 'payment tracking', 'communications', 'your commission claims', 'data mining', and 'hotel guide'. The 'communications' link is highlighted with a yellow box. Below the navigation bar, there are tabs for 'Inbox', 'Sent', and 'WPS Circular notes'. A 'Hotel Demo' section is visible. The main area shows a 'Send' menu with options for 'standard message', 'promotional message', and 'commissions list'. A 'Delete' button is also present. A message status indicates 'There are no messages in this folder.' A large blue arrow points from the 'Send' menu to a detailed view of the 'Send' dialog box. This dialog box includes fields for 'Sender' (HOTEL GRAND PALACE, AVDA DEL AZAHAR, 5, JEREZ DE LA FRONTERA - LITHUANIA), 'To' (PAYFAST), 'Subject', and 'Message'. It also features an 'Attachments' section with an 'Attach file' button and a 'Send' button. Callouts provide instructions: 'Click to send a promotional message' points to the 'promotional message' button; 'Click to upload your Commissions file' points to the 'commissions list' button; 'Click to send a message to WPS Network users' points to the 'standard message' button; 'Click to attach the Commissions file' points to the 'Attach file' button; and 'Click to send the Commissions file to WPS' points to the 'Send' button.

WPS network

your profile — data input — payment tracking — **communications** — your commission claims — data mining — hotel guide

Inbox | Sent | WPS Circular notes

Hotel Demo

Inbox

Send:

Delete

Sender:

Date:

Subject: Search

There are no messages in this folder.

Click to send a promotional message

Click to upload your Commissions file

Click to send a message to WPS Network users

worldwide payment systems

Send

Sender: HOTEL GRAND PALACE
AVDA DEL AZAHAR, 5
JEREZ DE LA FRONTERA - LITHUANIA

Date: 13/08/2010

To: PAYFAST

Subject:

Message:

Attachments:

Click to attach the Commissions file

Click to send the Commissions file to WPS

Send

Other Services → Your Commission claims: Verify outstanding claims

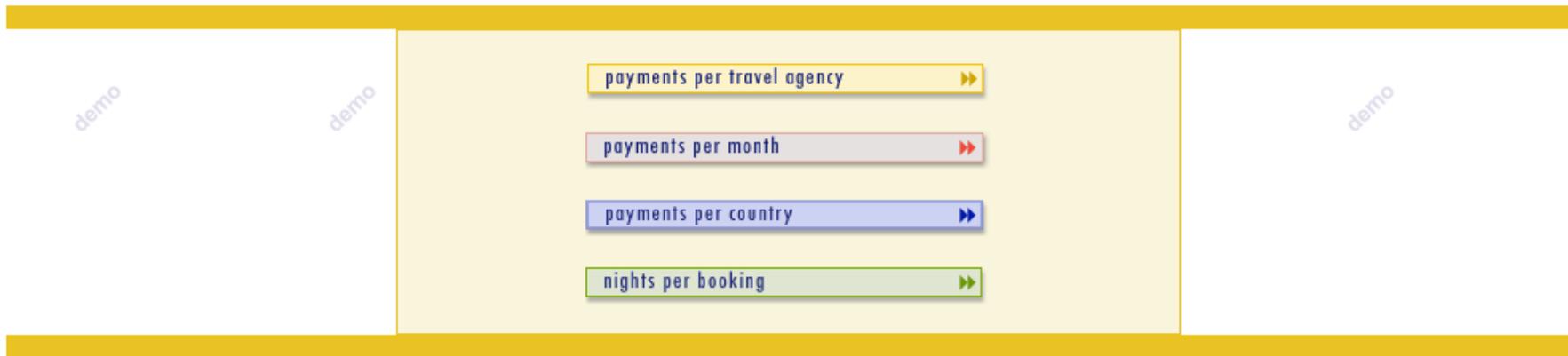
The screenshot shows the 'your commission claims' page in the WPS network. The navigation bar includes: your profile, data input, payment tracking, communications, **your commission claims**, data mining, and hotel guide. The main menu has: Pending Claims, Global Search, Claim Ref. List, Claims Review, and Basic Statistical Analysis. The page title is 'Hotel Demo' and 'Commission Data'. A table displays claim data with columns for Claim Ref., Date, and Commissions to be checked. A summary row shows 'Total 13' commissions to be checked.

Callout boxes provide the following instructions:

- Click to search for claims already processed via WPS (points to Global Search)
- Click to get statistics about the commission claims (points to Basic Statistical Analysis)
- Click to see the outstanding commissions requested by travel agencies (points to Pending Claims)
- List of claims already processed via WSP (points to Claim Ref. List)
- Click to access to detailed information of the commission claims (points to Claims Review)

Claim Ref.	Date	Commissions to be checked
189	01/05/2007	13
		Total 13

Other Services → Data Mining: Obtain useful statistical analysis of all payments processed through WPS



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Other Services → Data Mining: Basic Statistical Analysis: Example of 'Payment per travel agency'

Print 

Exit 

worldwide payment systems

HOTEL GRAND PALACE

Hotel Demo

Commissions per agent or group of agents

Travel agent and group of agents	Amount (EUR)	%
GRUP03	105,209.44	10.32
GRUP04	56,747.37	5.57
IATA1607	29,171.49	2.86
GRUP54	18,281.04	1.79
GRUP35	14,429.59	1.42
IATA0410	13,720.35	1.35
GRUP25	11,401.93	1.12
GRUP24	9,369.50	0.92
GRUP12	8,814.53	0.86
IATA1578	7,038.58	0.69
GRUP50	6,940.31	0.68
IATA1465	6,569.36	0.64
GRUP55	6,027.19	0.59
IATA0686	5,985.60	0.59
IATA1211	5,944.81	0.58
IATA0504	5,601.73	0.55
IATA0862	5,587.42	0.55
GRUP33	5,277.09	0.52
IATA1330	5,042.57	0.49
IATA1140	4,879.16	0.48

Travel agent and group of agents	Amount (EUR)	%
IATA1473	4,790.06	0.47
IATA2447	4,446.13	0.44
IATA1395	4,435.01	0.44
GRUP39	4,224.17	0.41
IATA1572	4,019.78	0.39
IATA0426	3,924.60	0.38
GRUP38	3,796.28	0.37
IATA0591	3,703.83	0.36
IATA1182	3,552.74	0.35
IATA3333	3,542.39	0.35
IATA2526	3,389.70	0.33
IATA0167	3,340.42	0.33
IATA0432	3,285.67	0.32
IATA1617	3,285.20	0.32
IATA3378	3,070.40	0.30
IATA0898	3,040.07	0.30
GRUP31	2,850.06	0.28
GRUP32	2,846.77	0.28
GRUP40	2,748.33	0.27
IATA1629	2,736.98	0.27
TOTAL	1,019,529.28	

Other Services → Data Mining: Advanced Statistical Analysis

The screenshot shows the WPS network interface. At the top, a navigation menu includes links for 'your profile', 'data input', 'payment tracking', 'communications', 'your commission claims', 'data mining' (highlighted in a yellow box), and 'hotel guide'. Below the menu, the 'Advanced Statistical Analysis' section is highlighted. Under this section, there are two main options: 'statistics' and 'customise analysis'. The 'statistics' option is expanded to show a list of reports: 'Average value of commission (EUR) / Travel agent', 'Average value of commission amount (EUR) / Travel agent', 'Average value of commission amount (EUR) / Travel agent', and 'Total value of commission amounts (EUR) / Travel agent'. A red callout box with the text 'Click to display the reports' has an arrow pointing to the first two items in the list. The 'customise analysis' option has a red callout box with the text 'Click to personalize your own statistic' and an arrow pointing to it.

WPS CONTACT DETAILS

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Fax: +34 95 503 1440

Help? Please click on the envelope icon (Top right corner in WPS Network).

www.wpsnetwork.com

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