

# **WPS**

**an Onyx Payments company**

***USER GUIDE FOR HOTELS***

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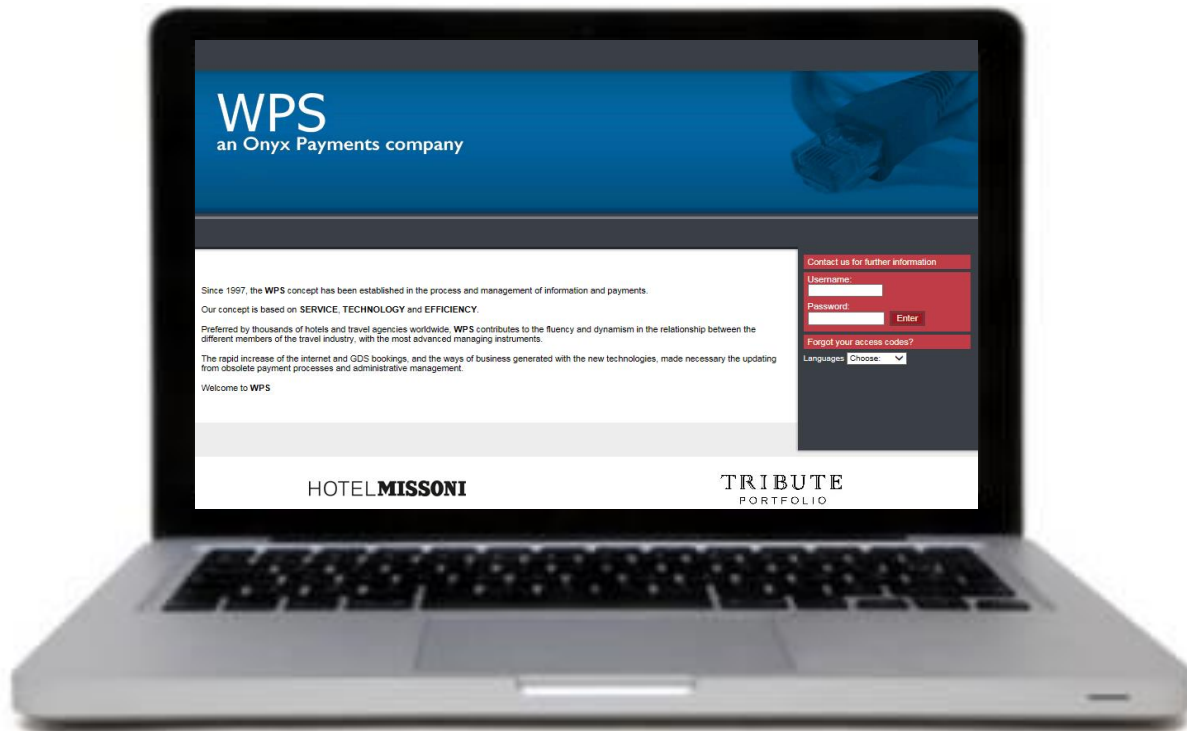
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# CHAPTER I: INTRODUCTION



**WPS**  
an Onyx Payments company

# WPS Network

**WPS Network** ([www.wpsnetwork.com](http://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**.

**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 TTAA 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](http://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.

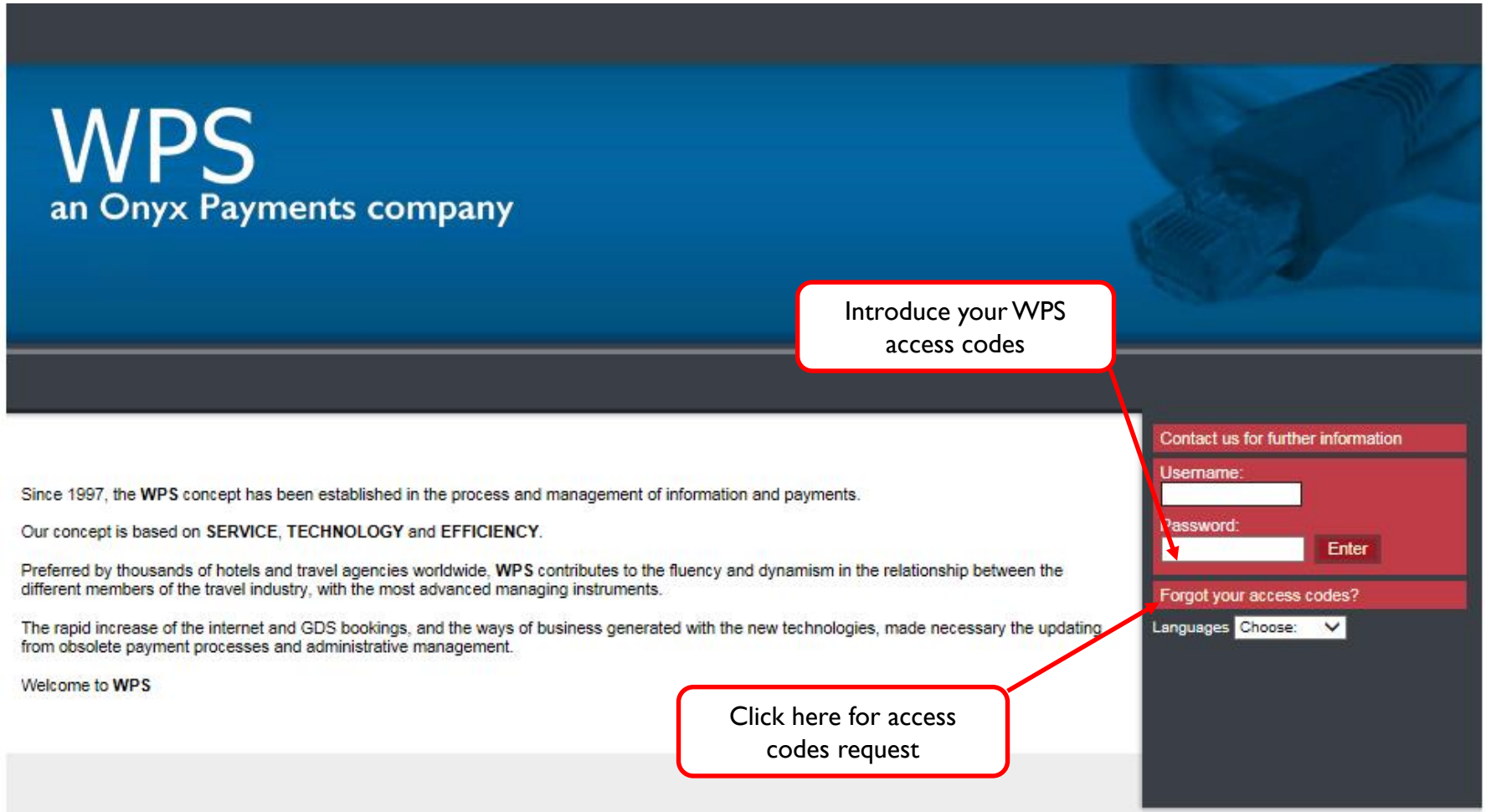
- Control:

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](http://www.wpsnetwork.com)



The image is a screenshot of the WPS website. At the top, there is a dark blue header with the WPS logo and the text 'an Onyx Payments company'. Below the header, the main content area is white. On the right side, there is a dark blue sidebar with a login form. Two red callout boxes with arrows point to specific elements: one points to the 'Introduce your WPS access codes' link in the main content area, and the other points to the 'Forgot your access codes?' link in the sidebar. The sidebar also contains a 'Contact us for further information' section with username and password fields, and a 'Languages' dropdown menu.

# WPS

an Onyx Payments company

[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:

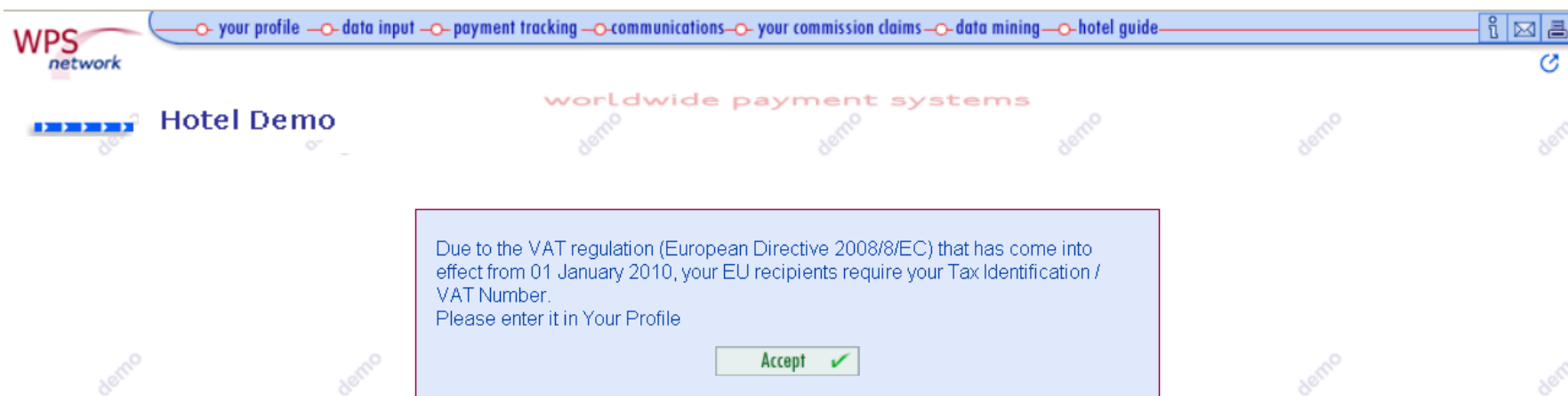
[Forgot your access codes?](#)

Languages Choose:

**WPS**  
an Onyx Payments company



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



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

The screenshot displays the WPS Network Services interface. At the top, a navigation bar includes links for 'your profile', 'data input', 'payment tracking', 'communications', 'your commission claims', 'data mining', and 'hotel guide'. A 'Help?' link is located in the top right corner. The main content area is titled 'WPS Network Services:' and lists several services with expandable arrows: 'Your Profile', 'Data Input', 'Payment Tracking', 'Communications', 'Your commission claims', 'Data Mining', and 'Hotel Guide'. To the left of this list are logos for 'Radisson HOTELS & RESORTS', 'HUBS 汇通天下', 'JOLLY HOTELS', and 'CONCORDE'. To the right are logos for 'FOUR POINTS BY SHERATON', 'LUXE Worldwide Hotels', 'web.res connecting systems', and 'CAMINO REAL HOTELS & RESORTS'. A footer bar contains 'Contacts' and 'Terms of Business' links. 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 'Payment Tracking'; 'Click to track your payments' points to 'Data Input'; '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 the 'JOLLY HOTELS' logo; 'Click to display User Guide' points to the 'Help?' link; and 'Log out' points to a user icon in the top right.

WPS network

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

Help? Click here to insert request

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

Hotel Demo

WPS Network Services:

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

Radisson HOTELS & RESORTS

HUBS 汇通天下

JOLLY HOTELS

CONCORDE

FOUR POINTS BY SHERATON

LUXE Worldwide Hotels

web.res connecting systems

CAMINO REAL HOTELS & RESORTS

Contacts Terms of Business

## Your Profile: Complete and update your hotel information.

Hotel Demo

WPS network

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

worldwide payment systems

HOTEL GRAND PALACE

Your Profile

Hotel Details

User Configuration

Hotel Name:

DEMO HOTEL

Address:

C/AZAHAR 5

Country:

FRANCE

City:

FORT NEUF DE VINCENNES

ZIP / Postal Code:

Telephone:

606606606

Fax:

606606606

GDS Codes

Legal Name:

HOTEL 2 DE DEMOSTRACIÓN WEB

Legal Address:

C/AZAHAR 5

Country:

FRANCE

City:

FORT NEUF DE VINCENNES

ZIP / Postal Code:

Telephone:

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

Update all your hotel legal information

Modify or update the contact person details

Click to save the changes

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

WPS network

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

worldwide payment systems

Hotel Demo

Your Profile

Hotel Details | User Configuration

**Modify your access codes**

**Change user name**

Current user name :

New user name :

Confirmation :

Change

**Change password**

Current password :

New password :

Confirmation :

Change

**Change language**

Language : English

Change

**Change date format**

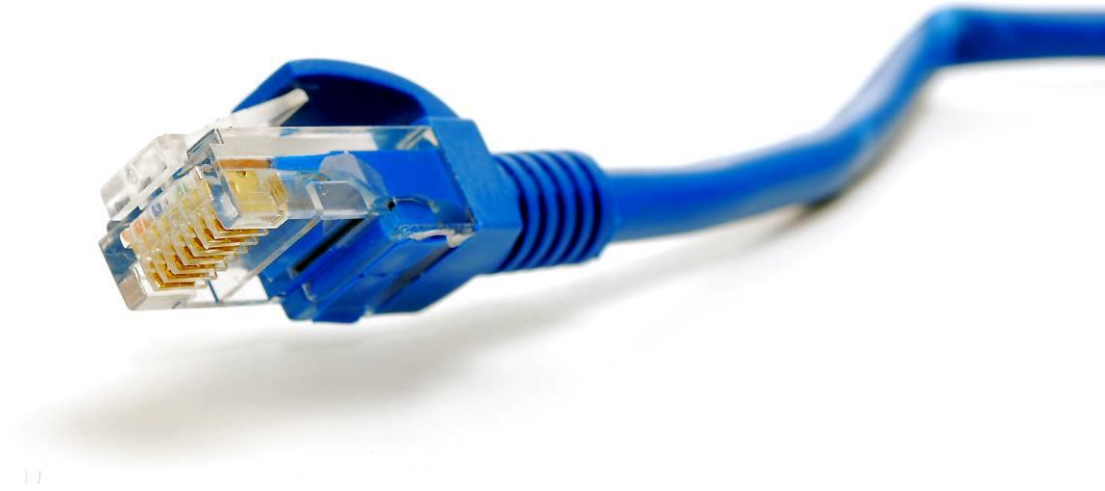
☒ 31/12/2010 ☐ 12-31-2010 ☐ 2010/12/31

Change

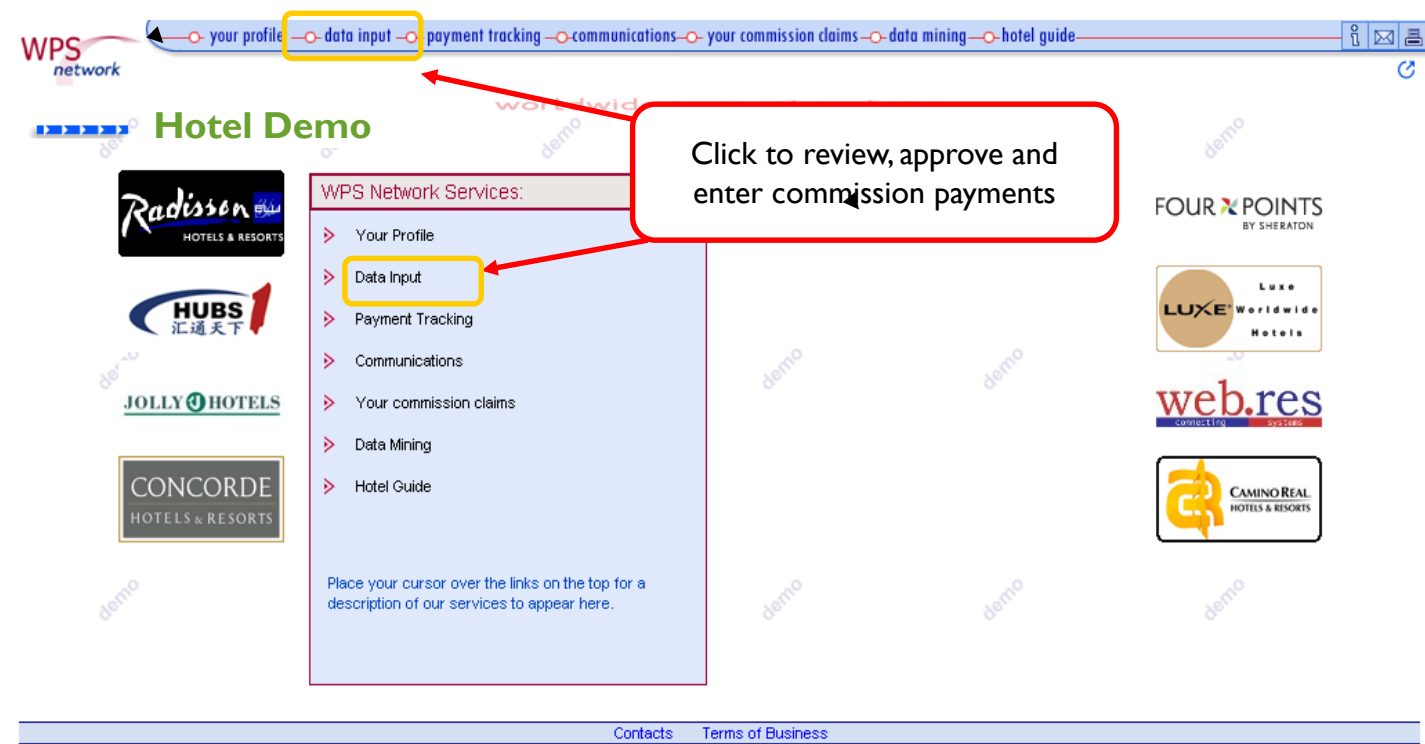
**Select the language**

**Select date format**

## Chapter 2: Data input



# Data Input



## 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 1: Review commission 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 GRAND PALACE

Commission Check

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

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

+ Click for T.A. details

TA Commission: 17,557.80 Total: 17,557.80

Page 1 of 3

TA Code	Client	Check-In	Check-Out	Booking	Commission	Status	Non Commissionable
Booking Reference					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

Page 1 of 3

Click on the status column to accept or reject the payments

Click to Print or to export into Excel file

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

Select a reason for the non – commissionable reservations



## 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 &gt;&gt;"/>		<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 3.1: Approve commission 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

worldwide payment systems

**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

+ Click for T.A. details

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	Booking	V.A.T.	%	Amount	
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
96010972	TOURIST INTERNATIONAL ASSISTAN +			EUR	2,782.00	0.00		278.20
408479	IKEGAMMAZUE MS	14/04/2009	16/04/2009	EUR	2,782.00	0.00	10.00	278.20
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
78218173	VIAJES MAGON +			EUR	1,337.50	0.00		133.75
459117	MERCADALJUAN	16/04/2009	17/04/2009	EUR	1,337.50	0.00	10.00	133.75
	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
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
475925		04/04/2009	18/04/2009	EUR	2,140.00	0.00	10.00	214.00

After commission check click here

Continue

Page 3 of 3

### 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	T.A Commission	EUR	62	17,557.80	5	1,806.37	<input checked="" type="checkbox"/>
29/01/2003	WPS Direct Data	T.A 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

Once data has been confirmed and submitted to WPS, you will receive an e-mail notification informing that your **Proforma** is available in WPS Network, under the Payment Tracking / Proformas List service.

test test test test test

**WPS**  
Worldwide Payment Systems S.A.

test test test test test

test test test test test

DEMO HOTEL  
PROPERTY ADDRESS  
ABBOTS LANGLEY, WATFORD, NO DEFINIDO  
GREAT BRITAIN

Proforma n°: 135908  
Date : 31 October 2008

This is the PROFORMA for your last instructions :

	RATE	TOTAL
Payments to travel agencies		1,910.63 GBP
10 Fees charged per client's booking	1.00	8.00 GBP
		<b>TOTAL 1,918.63 GBP</b>

VAT-EUR - ES A41996679

Please credit this amount to the following bank:

test Bank name: test test test test

test Bank address:

test Account holder:

test Account Number:

test SWIFT:

test Account currency: Cuenta sin moneda

Please indicate our proforma reference number in your wiring instructions for a prompt identification.

A fast payment improves your business with travel agencies and other suppliers.

WPS Payment Department

WORLDWIDE PAYMENT SYSTEMS, S.A.  
Cr. Torneo, 72 - 41002 Sevilla  
VAT-EUR: ESA-41996679

test test test test test

test Head and Operational Office: Torneo, 72 - 41002 Sevilla, Spain Tel: +34 955031400/Fax: +34 955031440  
test <http://www.wpsnetwork.com> [loalisto@wpsnetwork.com](mailto:loalisto@wpsnetwork.com) test

## 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 01/01/2000 To 12/31/2010

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


WPS network | your profile | **data input** | payment tracking | communications | your commission claims | data review

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

### Hotel Demo

worldwide payment system

**Direct Data**

TA Code 

Agency Name

Address

State

Country

Hotel Currency: EUR

Fax

E-mail

Booking Reference

Client Last Name

Client First Name

V.A.T. Amount: 0.00

Comm %

Comm Amount (1) (2): EUR

T.A. Invoice (if available)

Invoice date: dd/mm/yyyy

[Send Payment details](#)

[New Client](#) [New Agency](#)

(1) Number format example (2) The amount of the commission doesn't include WPS' fees

The VAT amount (NOT THE VAT %) can be used when dealing with domestic commissions. The VAT amount should be included in the total commission to pay.

Search by TA Code:

Search by client name:

Search by Check-In: From  To

TA Code	Agency Name / Address / City / State / Country	Booking Reference	Client Name	Check-In	Check-Out	V.A.T. Amount	Comm %	Comm Amount	T.A. Invoice
517314	BUSINESS BOOKING INTERNATIONAL ASTERWEG 19 D-12 UNIT 13 - 1031 HL AMSTERDAM, NETHERLANDS								DONNA GOLDSMITH
1234567	MARTIN/CRAIG	21/06/2010	26/06/2010	0.00	10.00	100.00 EUR			

Booking Reference | Client Name | Check-In | Check-Out | V.A.T. Amount | Comm % | Comm Amount

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

Introduce TA code and details will appear automatically

Click to send your payment orders

Click to save the booking data and/or introduce a new agency/client

Fill in commission details

Click to modify the booking data (client's name, check – in, etc), delete or add a client

**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](#) |

**Hotel Demo** | **Direct Data - Non Commissionable**

TA Code <input type="text"/>	Agency Name <input type="text"/>	Address <input type="text"/>	City <input type="text"/>
ZIP / Postal Code <input type="text"/>	State <input type="text"/>	Country <input type="text"/>	Hotel Currency EUR <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>	E-mail <input type="text"/>	Agent Name <input type="text"/>
Booking Reference <input type="text"/>	Client Last Name <input type="text"/>	Client First Name <input type="text"/>	Check-In dd/mm/yyyy <input type="text"/>
		Number of nights <input type="text"/>	Non Commissionable No Show <input type="text"/>

[Send Payment details →](#) [New Client ▼](#) [New Agency ▼](#)

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

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



## Data Input → Direct Data 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

worldwide payment systems

Direct Data Review

Date sent to WPS :  
From 04/2010 To

Search

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

The screenshot displays the WPS Network Services website. At the top, a navigation bar includes 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, the 'Hotel Demo' section features logos for Radisson Hotels & Resorts, HUBS 1 (汇通天下), JOLLY HOTELS, and CONCORDE HOTELS & RESORTS. A central box titled 'WPS Network Services:' contains a list of services: 'Your Profile', 'Data Input', 'Payment Tracking', 'Communications' (highlighted with a yellow box), 'Your commission claims', 'Data Mining', and 'Hotel Guide'. To the right of this list, a description states: 'Place your cursor over the links on the top for a description of our services to appear here.' Further right, logos for FOUR POINTS BY SHERATON, LUXE Worldwide Hotels, web.res, and CAMINO REAL HOTELS & RESORTS are visible. The footer contains links for 'Contacts' and 'Terms of Business'.

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

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Proformas list

This column shows the status of the proforma

Search by proforma date: From 01/1/2008 To 31/12/2011 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	✗		TA Commission
376607	02/02/2011	EUR	7,769.58	47.46	7,817.04	0.00	-7,817.04	Waiting for funds	✗		TA Commission
375986	31/01/2011	EUR	792.73	1.68	794.41	0.00	-794.41	Waiting for funds	✗		TA Commission
374605	27/01/2011	EUR	9,783.10	44.94	9,828.04	0.00	-9,828.04	Waiting for funds	✗		TA Commission
373175	21/01/2011	EUR	1,237.96	1.26	1,239.22	0.00	-1,239.22	Waiting for funds	✗		TA Commission
372310	19/01/2011	EUR	202.70	1.68	204.38	0.00	-204.38	Waiting for funds	✗		TA Commission
371136	18/01/2011	EUR	3,950.48	21.42	3,971.90	3,971.90	0.00	Closing payments	✓		TA Commission
368580	17/01/2011	EUR	3,644.50	13.44	3,657.94	3,657.94	0.00	Paid	✓		TA Commission
366538	10/01/2011	EUR	2,415.80	8.40	2,424.20	2,424.20	0.00	Paid	✓		TA Commission
366258	07/01/2011	EUR	6,100.40	10.50	6,110.90	6,110.90	0.00	Paid	✓		TA Commission
365896	05/01/2011	EUR	211.31	0.42	211.73	211.73	0.00	Paid	✓		TA Commission
365360	03/01/2011	EUR	9,805.03	39.90	9,844.93	9,844.93	0.00	Paid	✓		TA Commission
365483	03/01/2011	EUR	53.88	0.42	54.30	54.30	0.00	Paid	✓		TA Commission
363379	29/12/2010	EUR	12,173.72	33.18	12,206.90	12,206.90	0.00	Paid	✓		TA Commission
355561	22/12/2010	EUR	9,229.83	40.32	9,270.15	9,270.15	0.00	Paid	✓		TA Commission
361529	21/12/2010	EUR	138.65	0.84	139.49	139.49	0.00	Paid	✓		TA Commission
353629	13/12/2010	EUR	5,216.77	16.80	5,233.57	5,233.57	0.00	Paid	✓		TA Commission
352697	07/12/2010	EUR	10,445.97	60.06	10,506.03	10,506.03	0.00	Paid	✓		TA Commission
352034	03/12/2010	EUR	86.45	1.68	88.13	88.13	0.00	Paid	✓		TA Commission
349525	26/11/2010	EUR	698.88	0.42	699.30	699.30	0.00	Paid	✓	NH0601743 31/10/2010	TA Commission
Total :			EUR	1,887,971.04	9,510.62	1,891,260.18	1,870,244.75	-21,015.43			

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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

Hotel Demo | worldwide payment systems | demo | Global search | demo | demo | demo

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

Client :  Booking Reference :  Status :  Search by proforma date : From  To

 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	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 04/07/2008 06/07/2008 HARGRAVES, ROBERT 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
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## Payment Tracking → WPS invoices: Access your WPS Invoices

The screenshot shows the WPS network interface. The top navigation bar includes links for 'your profile', 'data input', 'payment tracking' (highlighted with a yellow box), 'communications', 'your commission claims', 'data mining', and 'hotel guide'. Below this, there are links for 'Proformas list', 'Global search', 'WPS Invoices' (highlighted with a yellow box), '3rd party invoices', and 'Pending funds'. The main content area features a search bar with the following fields: 'Search by invoice date: From 01 07 2008 To 31 07 2010', 'Invoice N°:', 'Proforma N°:', and a 'Search' button. Below the search bar, there is a table of WPS invoices. The table has columns for 'Invoice N°', 'Proforma N°', 'Date', 'Currency', 'Payments to travel agents', and 'WPS Fees'. The table contains 15 rows of data, with the first row being 183170, 183170, 05/07/2009, EUR, 16,530.85, and 513.00. The last row is 182141, 182141, 06/09/2008, EUR, 12,281.63, and 342.00. A red arrow points to the '182141' invoice number in the first column of the last row.

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 - A41D96679

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

Head and Operational Office: Torneo, 72 - 41002 Sevilla. Spain Tel:+34 955031400/Fax:+34 955031440

<http://www.wpsnetwork.com> [logistic@wpsnetwork.com](mailto:logistic@wpsnetwork.com)

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WPS

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# WPS Invoice Example (page 2 - Invoice)

INVOICE TO:

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

INVOICE

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

CTF - 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)

CIF - A41996679

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

**PAYMENT REPORT**

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

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 image shows a web interface for 'WPS network' with a navigation bar containing links: 'your profile', 'data input', 'payment tracking', 'communications' (highlighted with a yellow box), 'your commission claims', 'data mining', and 'hotel guide'. Below the navigation bar, there's a section for 'Hotel Demo' with an 'Inbox' tab. The 'Send' section has three buttons: 'standard message', 'promotional message', and 'commissions list'. A red box highlights the 'commissions list' button with the text 'Click to upload your Commissions file'. Another red box highlights the 'promotional message' button with the text 'Click to send a promotional message'. A third red box highlights the 'standard message' button with the text 'Click to send a message to WPS Network users'. Below the 'Send' section, there's a text area for 'Sender:' and a 'Delete' button. A large blue curved arrow points from the 'Send' section to a message composition window. The message composition window has a 'Send' button at the top right. It contains fields for 'Sender' (HOTEL GRAND PALACE, AVDA DEL AZAHAR, 5, JEREZ DE LA FRONTERA - LITHUANIA), 'To' (PAYFAST), 'Subject', and 'Message'. There's also an 'Attachments' section with an 'Attach file' button. A red box highlights the 'Attach file' button with the text 'Click to attach the Commissions file'. Another red box highlights the 'Send' button at the bottom right of the composition window with the text 'Click to send the Commissions file to WPS'. A third red box highlights the 'Message' text area with the text 'Click to send a promotional message'. The text 'There are no messages in this folder.' is visible below the 'Send' section.

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 message to WPS Network users

Click to send a promotional message

Click to upload your Commissions file

worldwide payment systems

Send

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

To: PAYFAST

Subject:

Message:

Attachments:

Click to attach the Commissions file

Click to send the Commissions file to WPS

Click to send a promotional message

Send

## Other Services → Your Commission claims: Verify outstanding claims

The screenshot shows the 'your commission claims' page of the WPS network. The page has a navigation bar with links: your profile, data input, payment tracking, communications, your commission claims (highlighted), data mining, and hotel guide. Below the navigation bar, there are tabs: Pending Claims (highlighted), Global Search, Claim Ref. List, Claims Review, and Basic Statistical Analysis. The main content area displays a table with columns: Claim Ref., Date, WPS1, and Commissions to be checked. The table has a header row, a data row, and a total row. Annotations with red boxes and arrows point to specific elements: 'Click to search for claims already processed via WPS' points to the 'Global Search' tab; 'Click to get statistics about the commission claims' points to the 'Basic Statistical Analysis' tab; 'Click to see the outstanding commissions requested by travel agencies' points to the 'Pending Claims' tab; 'List of claims already processed via WSP' points to the 'Claim Ref. List' tab; and 'Click to access to detailed information of the commission claims' points to the 'Claims Review' tab.

WPS network

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

**Pending Claims** | Global Search | Claim Ref. List | Claims Review | Basic Statistical Analysis

Hotel Demo

Commission Data

Page 1 of 1

Claim Ref.	Date	WPS1	Commissions to be checked
189	01/05/2007	WPS1	13
			<b>Total 13</b>

Click to search for claims already processed via WPS

Click to get statistics about the commission claims

Click to see the outstanding commissions requested by travel agencies

List of claims already processed via WSP

Click to access to detailed information of the commission claims

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

WPS network

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

Basic Statistical Analysis Advanced Statistical Analysis

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Basic Statistical Analysis

payments per travel agency

payments per month

payments per country

nights per booking

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

Print 

Exit 

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 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	

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## Other Services → Data Mining: Advanced Statistical Analysis

WPS network

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

Basic Statistical Analysis **Advanced Statistical Analysis**

Hotel Demo

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**Advanced Statistical Analysis**

**statistics**

Average value of commission (EUR) / Travel agent  
Average value of commission amount (EUR) / Travel agent  
Average value of commission amount (EUR) / Travel agent  
Total value of commission amounts (EUR) / Travel agent

Click to display the reports

**customise analysis**

Click to personalize your own statistic



# WPS CONTACT DETAILS

## Head and Operational Office:

Torneo, 72. 41002 Sevilla. Spain

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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](http://www.wpsnetwork.com)**

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