



**WPS**  
worldwide payment systems

## ADVANTAGES

- ✓ Hotels have their booking data in one single system where they can view all their payment information.
- ✓ Hotels transfer just once to pay all travel agencies around the world.
- ✓ Reduces banking costs and administrative work.
- ✓ Hotels can choose between 42 currencies in which to be invoiced.
- ✓ Control: Total control through WPS Network.
- ✓ WPS handles queries hotels receive from TTAA (this service is included in WPS transaction fees).

## GENERAL PROCEDURE OVERVIEW

### **Step 1 – Booking Data sent to WPS:**

WPS receives from MyFidelio every month a file containing MyFidelio Bookings.

**Step 2 – WPS Processes the data and uploads the details of the commissions in WPS Network.**

**Step 3 – Hotels log in to WPS Network and check the information online, validating the commissions to be processed.**

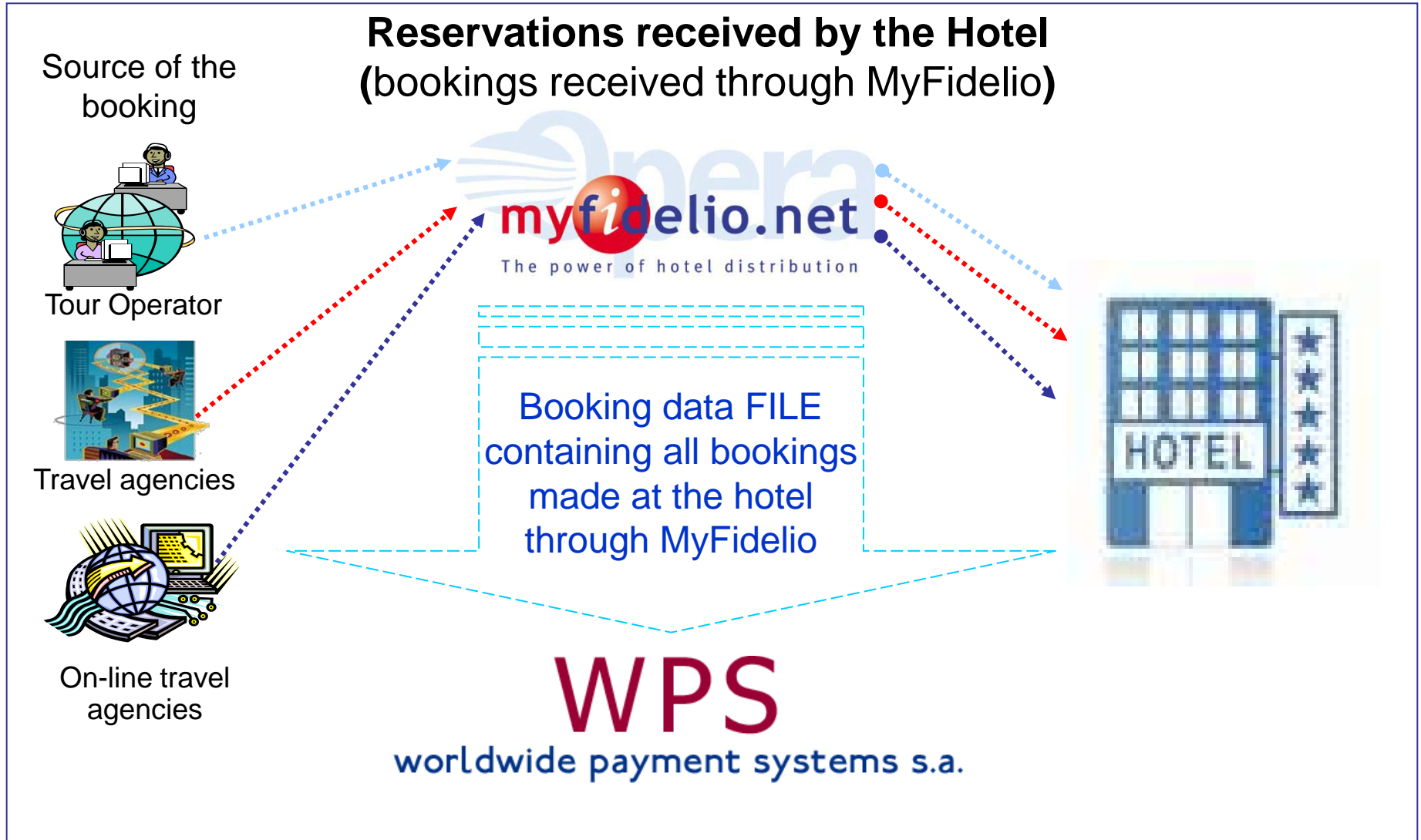
Hotels can also input Direct bookings through WPS Network.

**Step 4 – WPS issues a proforma including the total amount to be transferred to WPS.**

**Step 5 – Hotels transfer the funds to WPS.**

**Step 6 – WPS pays travel agencies on behalf of the hotel the week following the receipt of the funds from the hotel.**

**Step 1 – Booking Data sent to WPS** (1.1 - MyFidelio sends to WPS a file containing MyFidelio Bookings)



# WPS

Step 2 – WPS uploads data at WPS Network

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Processes the data received and uploads the bookings at WPS Network

The screenshot shows the 'Commission Check' page in the WPS Online Commission Check application. The page title is 'WPS Online Commission Check - Commission Check'. The navigation menu includes 'your profile', 'data input', 'payment tracking', 'communications', 'your commission claims', 'data mining', and 'hotel guide'. The main content area displays 'DEMO HOTEL MYFIDELIO' and 'Commission Check'. A table shows commission data for a booking on 01/05/2009. The table has columns for Booking Date, Association, Currency, Type, Commissions to be paid (Clients, Amount), Refused (Clients, Amount), and Send Payment details. The data row shows 59 clients and 16,378.50 amount for commissions, and 8 refused clients and 1,914.95 amount. A 'Send Payment details' button is visible next to the data row. The page footer indicates '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	59	16,378.50	8	1,914.95	<a href="#">Send Payment details →</a>
Booking Date	Association	Currency	Type	Clients	Amount	Clients	Amount	Send Payment details

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DEMO HOTEL MYFIDELIO

## Commission Check

TA Code : <input type="text"/>	Booking Reference : <input type="text"/>	Check-In : <input type="text"/>	Client : <input type="text"/>	Status : All <input type="button" value="v"/>	Order : Travel Agency <input type="button" value="v"/>	Search
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Loading date 01/05/2009 Association DEMO WEB ASSOCIATION



+ Click for T.A. details

TA Commission	Total
16,378.50	16,378.50

Page 1 of 3

TA Code	Travel Agency			Commission				Status	Non Commissionable	
	Booking Reference	Client	Check-In	Check-Out	Booking	V.A.T.	%			Amount
21529686	AAA MID ATLANTIC TRAVEL AGENCY +				EUR	1,000.00	0.00	0.00		
436963	HOLMES/NORMAN AND KIM	21/03/2009	23/03/2009		EUR	1,000.00	0.00	10.00	100.00	Non Commissionable <input type="button" value="v"/>
02310206	AGENCIA GENERAL GDS +				EUR	290.00	0.00		9.00	
425745	LOW/G MR	21/04/2009	22/04/2009		EUR	200.00	0.00	10.00	20.00	Non Commissionable <input type="button" value="v"/>
0000001	MATTHEWS/S MR	09/04/2009	10/04/2009		EUR	90.00	0.00	10.00	9.00	<input type="button" value="v"/>
03667333	AGENCIA GENERAL GDS +				EUR	200.00	0.00		20.00	
333333	GONZALEZ/NESTOR	06/04/2009	07/04/2009		EUR	200.00	0.00	10.00	20.00	<input type="button" value="v"/>
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	<input type="button" value="v"/>
05817313	AGENCIA GENERAL GDS +				EUR	500.00	0.00		50.00	
402802223	OLSON/JUDY/RICHARD	28/03/2009	29/03/2009		EUR	500.00	0.00	10.00	50.00	<input type="button" value="v"/>
15209961	AGENCIA GENERAL GDS +				EUR	3,025.00	0.00		302.50	
439393	STRUPOVA/MRS	29/03/2009	30/03/2009		EUR	1,012.50	0.00	10.00	101.25	<input type="button" value="v"/>

## Step 3 – 3.1 Booking Data sent to WPS (3.1 – Hotel sends direct bookings to WPS)

### Reservations received by the hotel (bookings made directly at the hotel)

Source of the booking



Direct Bookings  
Made directly to the hotel

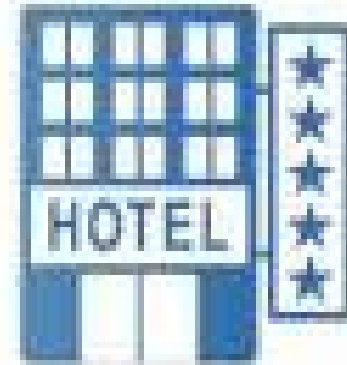
Tour Operator



Travel agencies



Online travel agencies



Hotel sends  
booking data  
Directly to WPS

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## Step 4 – WPS Issues a proforma including the total amount to be transferred

WPS  
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DEMO HOTEL MYFIDELIO  
DUSSELDORF-GERMANY

Proforma n°: 183170  
Date: 03 July 2009

Dear

Please find enclosed PROFORMA from your last commission payment as follows:

	RATE	VAT *	NET	TOTAL	
171	Payments to travel agencies	0.00	16,562.00	16,562.00	EUR
171	Fees Charged per travel agent transfer	3.00		513.00	EUR
<b>TOTAL TO TRANSFER:</b>				<b>17,075.00</b>	<b>EUR</b>

Please credit this amount to the following bank:

Bank name: BANK NAME  
Address: BANK ADDRESS  
Account name:  
Account number: XXXX-XXXX-XX-XXXXXXXXXXXX  
Routing code: ROUTING CODE  
SWIFT: SWIFT CODE  
IBAN: IBAN CODE

**SAMPLE OF PROFORMA**

\*VAT (Value Added Tax), called in other countries TVA, IVA, MWST, ...

Thank you for your business and if you have any doubt, please do not hesitate to contact us.

Please indicate our proforma reference number in your wiring instructions in order to make possible a prompt identification.

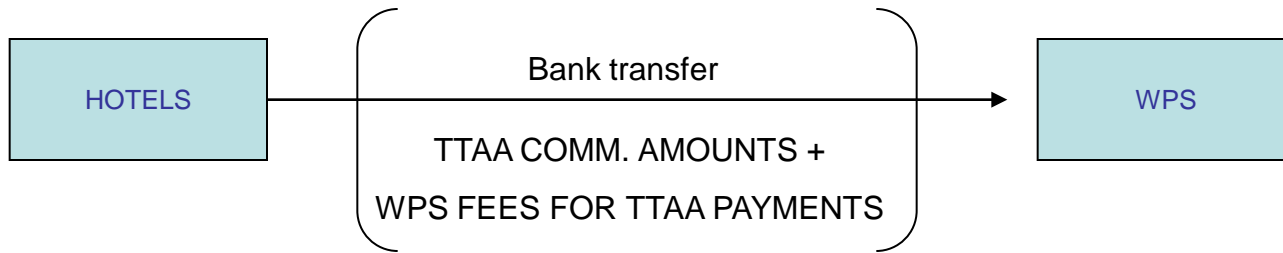
Payment Department  
WPS

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)



## Step 5 - Transfer of funds

- Hotels will be transferring to WPS the amount due.

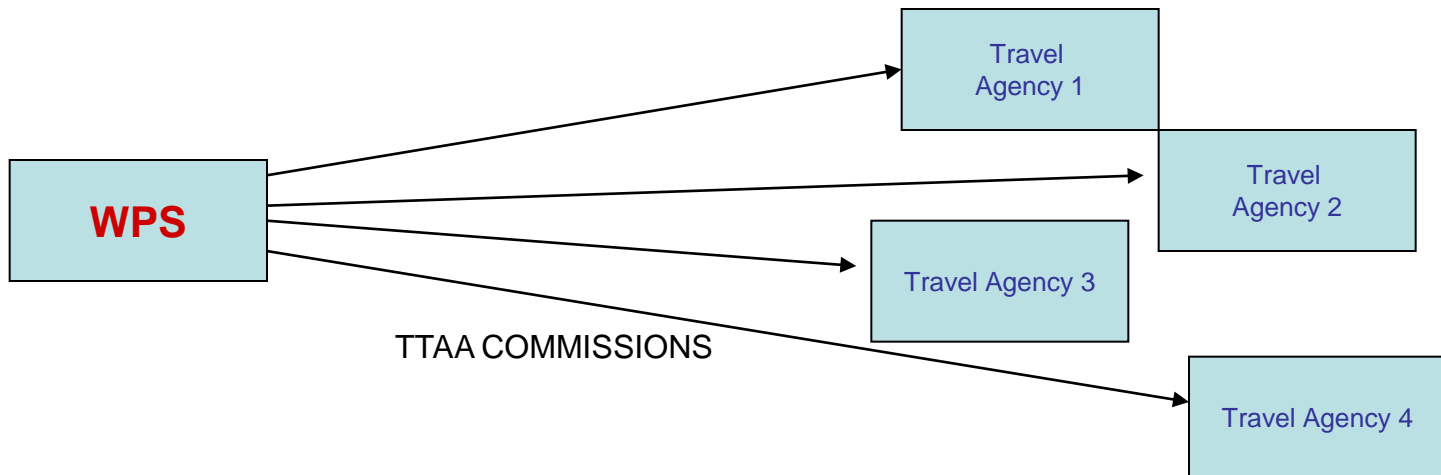


### Payment methods:

- Electronic transaction
- Credit Card
- Floating Deposit

## Step 6 –Travel Agency Payments

- WPS processes personalized payments to travel agencies the week after the receipt of the funds from the hotel.



Travel agencies choose how to receive their payments:

- Currency
- Method of payment
- Payment information and reports.

## WPS CONCLUSIONS

- **WHY is it important to include both direct bookings and MyFidelio bookings in WPS?**

WPS is offering you an efficient tool to help you to manage your payments, providing you at the same with the necessary tools to control the whole payment process.

Processing all your bookings through WPS, you will be able to control your payment process and optimize its organization.

It also allows you to better conciliate the information of your payments.

If you have any doubt regarding any commission payment, you know where you can look for it.

- **It is important the participation of all hotels from a hotel group** in order to homogenise hotel group image in front of the travel agencies community.

- **In the actual situation of the market, travel agencies look very carefully for their commissions:**

Timely payments, efficiency of payments, unnecessary costs for them, etc. With WPS Travel Agents will have the best service for receiving their commissions from hotels.

# **HOW** to start processing your TTAA commissions through WPS

- All you need to do is contact WPS at [pjacome@wpsnetwork.com](mailto:pjacome@wpsnetwork.com)
- The implementation is immediate.
- There is not a set up fee nor a maintenance fee.
- The WPS transaction fee is EUR 1.00 per commissionable booking processed on behalf of the hotel.

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worldwide payment systems

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Torneo, 72. 41002 Sevilla. Spain

**Tel:** +34 95 503 1400

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