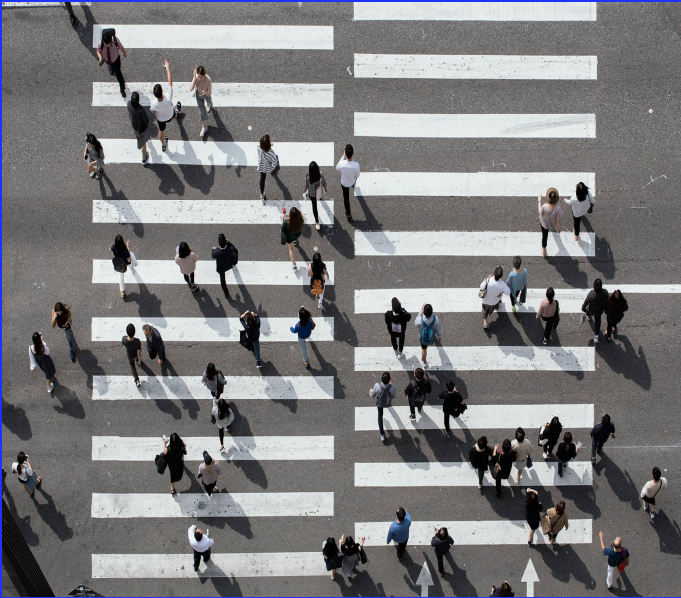




 **NewGen ISS**
June 2020



Contents



1. Background
2. Accreditation Models
3. IATA EasyPay
4. Lessons learned

1

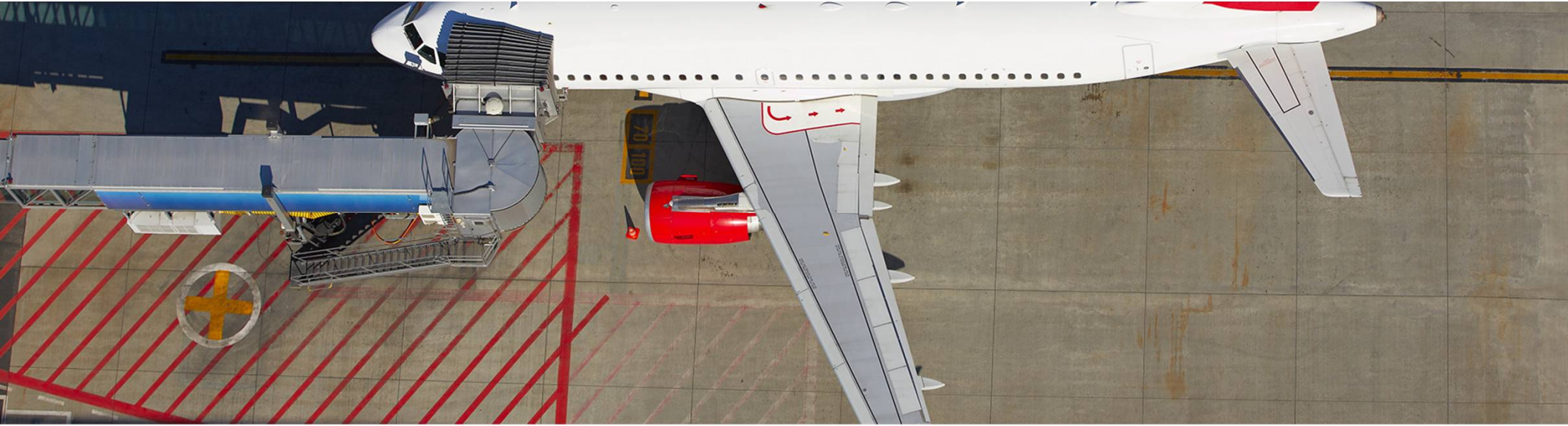
Background



Background

The global airline industry is going through its gravest crisis. The COVID-19 pandemic have brought air transport to a standstill.

We recognize that in today's environment, when it may be difficult to impossible to arrange a financial security, therefore we are offering this webinar to explain how IATA EasyPay and GoLite accreditation can help you reduce or even completely remove the need for financial security.



2

Accreditation Models

Accreditation Models



- Cash
- CC
- IATA EasyPay
- Remittance Holding Capacity
- Financial Assessment
- ADM/Chargeback Security



- Cash
- CC
- IATA EasyPay
- Remittance Holding Capacity
- Yearly Financial Assessment
- Financial Security / Default Insurance



- Cash
- CC
- IATA EasyPay
- Remittance Holding Capacity
- Quarterly Assessment of Parent
- Parent Guarantee incorporated into PSAA
- Financial Security / Default Insurance

Not in scope of this session



GoStandard

❖ Who is it for?

Travel Agents issuing air tickets with access to all Forms of Payment, including BSP Cash (payment on invoice)

❖ Benefits:

- Worldwide recognition and trust with the IATA numeric code
- Ability to request ticketing authority via one single agreement
- Seamless settlement with airlines
- Provides access to BSP Cash (Payment on invoice)
- Easy reconciliation through a single interface for billing and reporting

❖ Forms of Payments:

- Cash (payment on invoice)
- Customer Payment Card
- IATA EasyPay
- Alternative Payment Method (Subject to Airline consent)

❖ Additional requirements compared to GoLite:

- Full Audited annual Financial statements duly certified by a certified public accountant/Auditor
- Financial Security



GoLite



❖ Who is it for?

Travel Agents looking for a simple way to transact in the BSP and issue air tickets

❖ Benefits:

- Worldwide recognition and trust with the IATA numeric code
- Ability to request ticketing authority via one single agreement
- Seamless settlement with airlines
- No minimum financial security required to issue air tickets (potential ADM security)
- Easy reconciliation through a single interface for billing and reporting

❖ Forms of Payments:

- Customer Payment Card
- IATA EasyPay
- Alternative Payment Method (Subject to Airline consent)

❖ Simpler Financial Requirements or no Financial Requirement at all



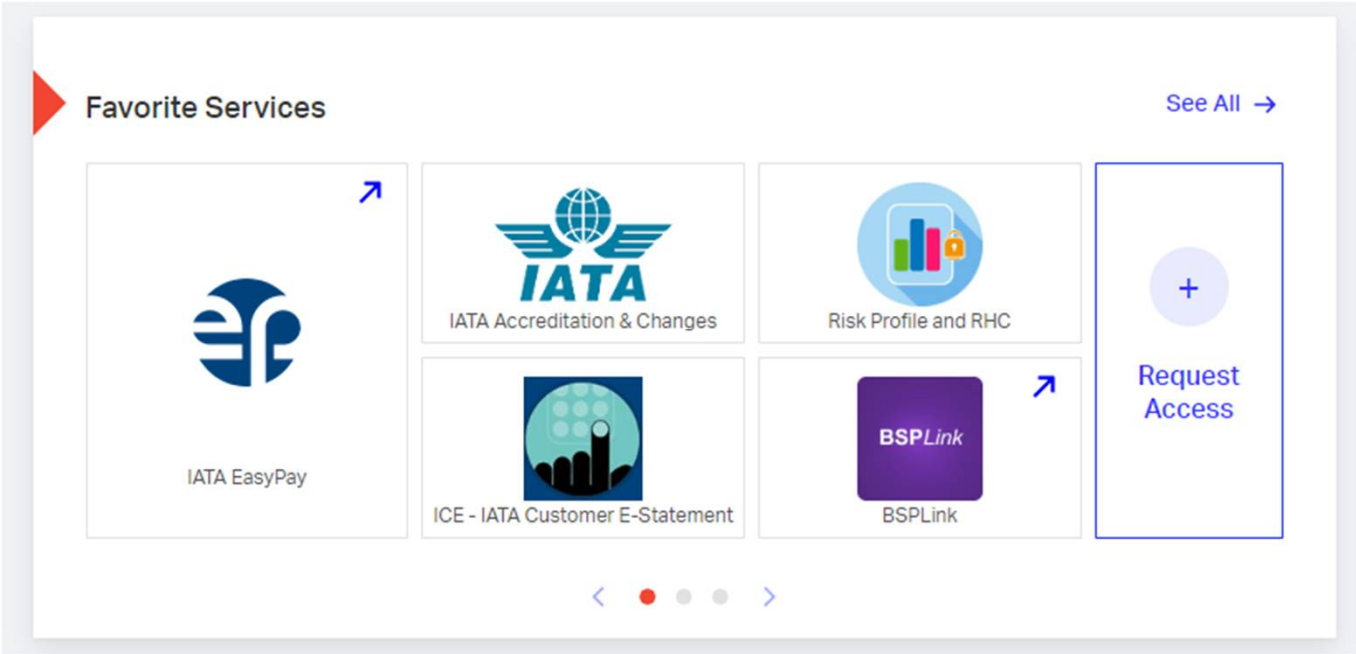
Comparing Accreditation Requirements

IATA Online Accreditation Agency
Comparison of Travel Agency Accreditation Types

	GoStandard	GoLite
Cash ⓘ	✓	
Credit Card ⓘ	✓	✓
Remittance Holding Capacity ⓘ	✓	
Financial Security ⓘ	✓	
IATA EasyPay ⓘ	✓	✓
Yearly Financial Assessment ⓘ	✓	
Cost ⓘ	Conversion From GoStandard to GoLite: CHF 0	Conversion From GoLite to GoStandard: CHF 1250

Applying for GoLite Accreditation

Travel Agents can request to change their Accreditation type via the IATA Customer Portal



Applying for GoLite Accreditation

- To change Accreditation Type, select "Other Changes"
- Complete the Notice of Change

IATA Online Agency Accreditation / IFACP Endorsement & Changes
Welcome to the online application.

Agency Accreditation

- Apply for a New Associate Entity
- Apply for New Cargo Head Office
- Change of Bank Account Details

Please note that online accreditation applications must be submitted by an Authorised Signatory of the Company. [View Country Requirements](#)

Proof of PCI Compliance

PCI Compliance is a pre-requisite to enable the Credit Card Form of Payment for an IATA Code.

Ongoing Applications & Changes

You don't have any pending Agency accreditation applications.

Agency Changes

- Other Changes**

Request Change of Accreditation Type and/or notify IATA of changes to your Location, Company Name, Legal Status, Ownership / Shareholding.

Minor changes to your Agency details e.g. Phone number, email address etc. can be made directly from your Company Information page.

Other Useful Forms

- Request Voluntary Relinquishment
- Voluntary more Frequent Remittance (VMFR)

Request for Change

A. Select Type of Change | B. Review Country Requirements | **C. Details of Change** | D. Submit to IATA

[Back](#) [Next](#) [Save Draft & Leave](#)

You can save your change request at anytime and come back later to complete it.

For each section below either:

- Confirm that the Agency Details are correct
- OR
- Notify IATA of the Change and update your Agency Details

1. Accreditation type

Current Accreditation Type	Change of Accreditation Type	Compare Accreditation types
Accreditation Type: GoStandard	Confirm Accreditation Type is correct <input type="checkbox"/>	Request Change of Accreditation Type <input type="checkbox"/>

3

IATA EasyPay



What is IATA EasyPay (IEP)?



B2B payment solution for Agents to issue
Airline tickets in the BSP



Pay-As-You-Go online wallet only available for
IATA agents



Accepted by most BSP airlines
(Up to date list available on the IATA EasyPay Portal)

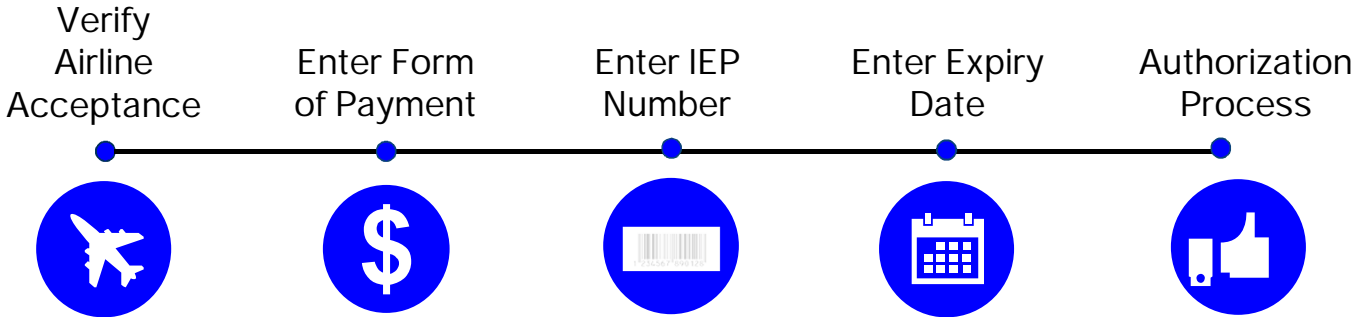


Benefits of IEP

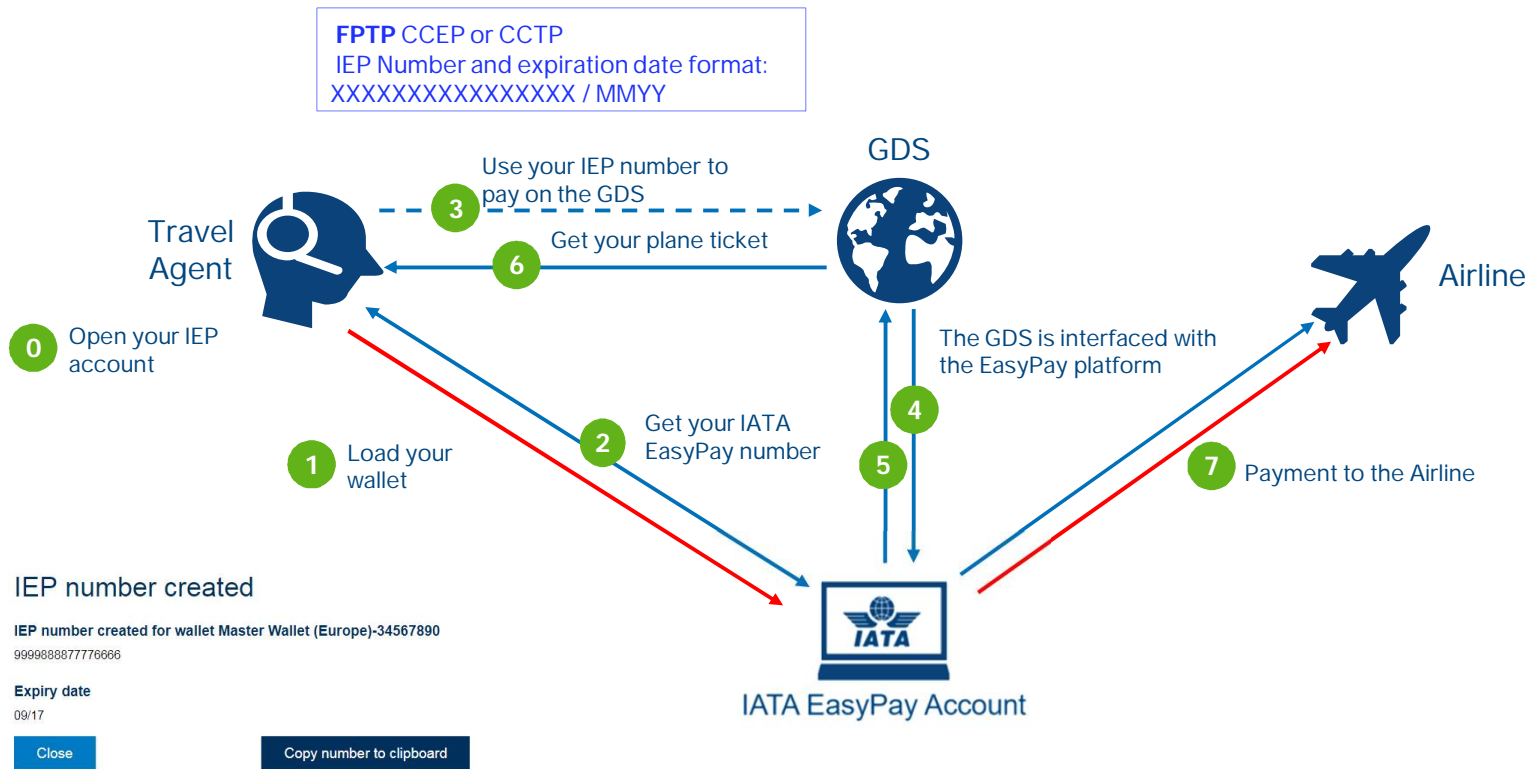
- Access to new accreditation Model (Go lite)
- Easy way of transacting
- Top up your account based on your needs
- Detailed reporting on transactions
- No fees, and no minimum balance required
- No commitment to use or maintain the account
- Single and Multi use numbers
- Option for Go Standard agents to reduce financial security amount
- Option for Go standard agents to Manage RHC



E-Ticket Issuance Process:



How does the e-ticket issuance process work?



→ Settlement → Information

How to check which Airlines accept IEP

More than 120 Airlines accepting IEP Globally

scroll down to the bottom of any page where the 'Participating Airlines', 'Frequently Asked Questions' and 'Contact Support' links appear:



Participating Airlines

Airline Name	IATA Designator	3-Digit Code
AAA	01	001
Adria Airways - The Airline of Slovenia	JP	165
Aegean Airlines S.A.	A3	390
Air Baltic Corporation AS	BT	657
Air Burkina	2J	226
Air Canada	AC	014

Airline IEP readiness Egypt as of 1st June

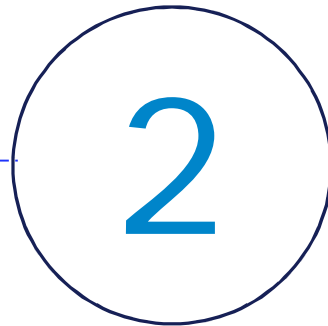
Airline Designator code	Airline Trade name	Status
A3	Aegean Airlines	ready
AF	Air France	ready
HR	Hahn Air Lines GmbH	ready
SQ	Singapore Airlines Limited	ready
KL	KLM Royal Dutch Airlines	ready
AC	Air Canada	ready
AI	Air India Limited	ready
KE	Korean Air Lines Co. Ltd.	ready
MS	Egyptair	ready
NP	Nile Air	ready
SV	Saudi Arabian Airlines	ready
EK	Emirates	ready
TK	Turkish Airlines Inc.	ready
EY	Etihad Airways	ready
QR	Qatar Airways (Q.C.S.C.)	ready
RJ	Royal Jordanian	ready
KU	Kuwait Airways	ready
LH	Deutsche Lufthansa AG LH220	ready
WY	Oman Air (S.A.O.C)	ready
ME	Middle East Airlines AirLiban	ready
AZ	Alitalia Societa Aerea Italiana S.p	ready
ET	Ethiopian Airlines	ready
GF	Gulf Air B.S.C. (c)	ready
AT	Royal Air Maroc	ready
BA	British Airways p.l.c.	ready
NE	Nesma Airlines	ready

Airline Disegenator code	Airline Trade name	Status
LX	SWISS International Air Lines	ready
OS	Austrian Airlines AG dba Austrian	ready
KQ	Kenya Airways	ready
SA	South African Airways	ready
J9	Jazeera Airways	ready
IB	Iberia Lineas Aereas de Espana S.A.	ready
JJ	TAM Linhas Aereas S.A.dba LATAM Airlines Brasil	ready
TP	TAP Portugal	ready
MH	Malaysia Airlines	ready
RO	TAROM	ready
GP	APG Airlines	ready
PR	Philippine Airlines	ready
CX	Cathay Pacific Airways Ltd.	ready
CZ	China Southern Airlines	ready
PS	Private Stock Company "Ukraine International Airlines"	ready
SK	Scandinavian Airlines System (SAS)	ready
JU	JSC for Air Traffic-Air SERBIA Belgrade t/a Air Serbia a.d. Beograd	ready
CA	Air China Limited	ready
PC	Pegasus Hava Tasimaciligi A.S.	ready
PK	Pakistan International Airlines	ready
VS	Virgin Atlantic	ready
OA	Olympic Air	ready
SU	P.JSC "Aeroflot"	ready
GA	Garuda Indonesia	ready
OK	Czech Airlines a.s., CSA	ready

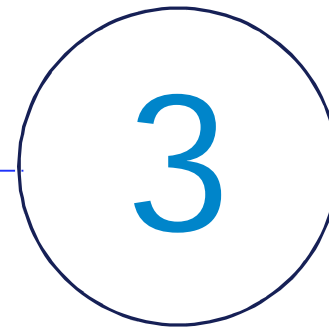
IEP Set-Up



Request access &
Accept the T&Cs



Register your IEP
Account



IEP Wallet Management



Request access & Accept the T&Cs




Access IATA Easy Pay Portal

The IATA EasyPay Portal is accessible via the IATA Customer Portal

The screenshot shows the IATA Customer Portal homepage. At the top left, the title "Customer Portal" is displayed. Below it is a language selection dropdown. A paragraph of text explains the portal's purpose: "This is where you will find all the support needed regarding BSP or CASS operations, Airline coding, Agency accreditation, Financial Reviews, TIESS, ICCS, and many other topics. Our public FAQs will help you search for specific answers, while our Resource Center will allow you looking for relevant documents. If you need to get in touch with IATA, or if you wish to access one of our portal services, please register and log into our Customer Portal below." A red arrow points from this text to a red-bordered box containing the "Customer Portal" section. This section has two links: "Not yet registered?" with the instruction "Please self-register as a new user" and "Existing user?" with the instruction "Please login with your email address". To the left of this box is the "Frequently Asked Questions" section with a search icon and the text "Search our knowledge database". Below that is the "Resource Center" section with a book icon. To the right of the red box is a "Why should you register to the Customer Portal?" section with two bullet points: "Raise a query with IATA and follow-up" and "Request access to portal services". On the far right, there is an "Advertisement" section showing "530 visitors/month" and "2.2M page views/month", followed by "Related Links" including "Tutorial: Customer Portal registration" and "Tutorial: Contact IATA via the Customer Portal".



Open IEP account

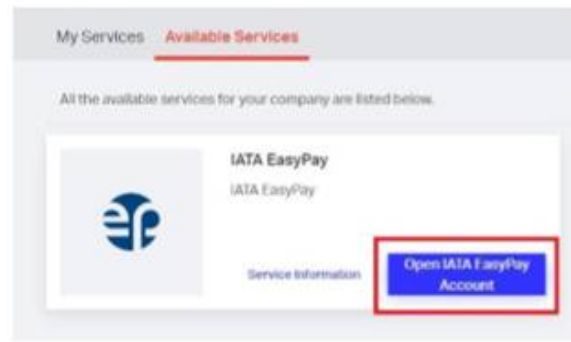
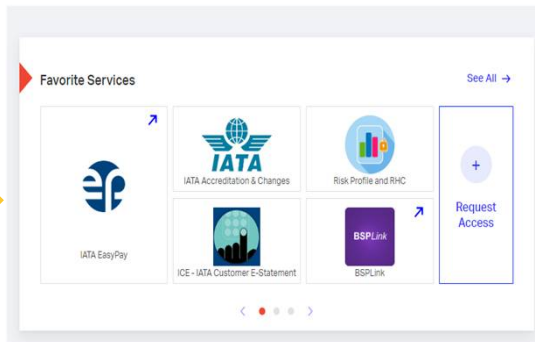
 **Items to Note**

- No cost or minimum balance required to open an account
- Step-by-Step IEP FAQ Guide Available

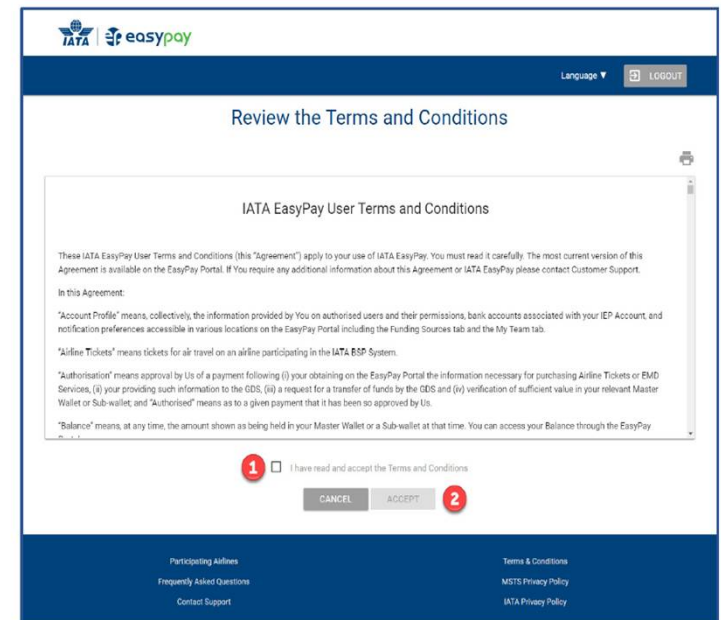
- Go to **Services**



- Click on **Available Services** and then **Open IATA EasyPay Account**



- You then have to review and accept the Terms & Conditions of the service





Register your IATA Easy Pay Account


Information you need to Register IEP Account

1 Provide your basic business information

Provide your basic business information

- Full Legal Name of the Company
- Doing Business as or Trade Name (if applicable)
- Tax Identification Number
- Type of Company
- Business Phone Number
- Business Website
- Current Business Address
- Country where Business was Established
- Estimated Gross Ticket Sales for Next Two Years
- Business Contact and Ts & Cs Signer Information

Business Information		
Legal Business Name *	Trade Name	Tax Identification Number (TIN) *
IEP Travel Agency Egypt		123/456/789
Business Type *	Business Phone Number *	Business Website
Partnership	026246619	www.ieptravelagency.com
Business Current Address		
Legal Registered Address *	City *	Governorate *
58 Joseph Tefo St., El Nozha El Gadida	Helopolis	Cairo
Country *		
Egypt		

Business Contact Information		
Please provide the individual's full legal name as shown on the National ID or Unexpired Passport.		
First Name *	Middle Name(s) *	Family Name *
Naima	Razan	Ghannam
Nationality *	Business Phone Number *	Email *
Egyptian	026246619	nghannam@ieptravelagency.com
 Next >		
Participating Airlines Frequently Asked Questions Contact Support		
Terms & Conditions MITS Privacy Policy IATA Privacy Policy		

Information you need to Register IEP Account

2 Provide your Business Ownership Information

Beneficial Owners
Are there any beneficial owners owning or controlling 10% or more of the agency?
 Yes No

Please explain the ownership structure of the entity:
Agency is 100% owned by Naima Razan Ghannam

Please enter the Full legal name, Date of Birth, and Role/Title of the individual with significant responsibility for managing the legal entity:

Managing Party information
Please provide the individual's full legal name as shown on the National ID or Unexpired Passport.

First Name *	Middle Name(s) *	Family Name *
Naima	Razan	Ghannam
Nationality *	Role/Title *	Date of Birth *
Egyptian	Owner	16 March, 1964

Individual Contact information

Legal Registered Address *	City *	Governorate *
58 Joseph Teto St., El Kouzha El Gadida	Helwan	Cairo
Postal Code *	Country *	Phone Number *
11757	Egypt	224553720

Email *

nghanam@ieptravelagencyegypt.com

Individual Identification

ID Type *	ID Number *
Unexpired Passport	204547682
Country of Issuance *	Expiration Date *
Egypt	12 December, 2022

Identification Document
Please upload the individual's photographic identification

50 Required *

UPLOAD

Passport Doc.docx

[Back](#) [Next](#)



Beneficial Owners
Are there any beneficial owners owning or controlling 10% or more of the agency?
 Yes No

Please list the beneficial owner(s):

Owner Name	Beneficial Owners Of	Indirect Ownership		
Naima Razan Ghannam	IEP Travel Agency Egypt	65.00		
Aaliyah Aliaa	IEP Travel Agency Egypt	20.00		
Karima Dalia	IEP Travel Agency Egypt	15.00		
Total Indirect Ownership by Individuals:		100.00		

[Back](#) [Next](#)

To remove an owner, click the trash bin icon (delete) to the right of the edit icon








Beneficial Owners

Are there any beneficial owners owning or controlling 10% or more of the agency?

Beneficial Owners *

Yes No

Please list the beneficial owner(s):

Owner Name	Beneficial Owners Of	Indirect Ownership		
Naima Razan Ghannam	IEP Travel Agency Egypt	65.00		 
Aaliyah Aliaa	IEP Travel Agency Egypt	20.00		
Karima Dalia	IEP Travel Agency Egypt	15.00		
Total Indirect Ownership by Individuals:		100.00		

[< Back](#) [Next >](#)



Owner Name	Beneficial Owners Of	Indirect Ownership		
John Adam Jones	IEP Travel Agency	65.00		
New Owner	IEP Travel Agency			
Total Indirect Ownership by Individuals:		65.00		

All individuals and organisations who indirectly own greater than 10 percent are required.

Ownership Type *	Percent Ownership *	Number of Owned Shares *
No Selection	0	
<small>This field is required Ownership Type needs to be selected</small>	<small>This field is required</small>	<small>This field is required</small>








SAVE OWNER

< Back

Next >







Once you have fulfilled the 10% requirement, the table will display as seen below:

Owner Name	Beneficial Owners Of	Indirect Ownership		
Naima Razan Ghannam	IEP Travel Agency Egypt	65.00		
Aaliyah Aliaa	IEP Travel Agency Egypt	20.00		
Karima Dalia	IEP Travel Agency Egypt	15.00		
Total Indirect Ownership by Individuals:		100.00		



If any information is missing and the 10% requirement is not complete, you will see the table show an ownership line in red, prompting you to continue entering in ownership information.

Information regarding all individuals indirectly owning greater than 10 percent are required. Click on the edit icon to edit the beneficial owner's information.

Owner Name	Beneficial Owners Of	Indirect Ownership		
John Adam Jones	IEP Travel Agency	65.00		
New Owner	IEP Travel Agency			
Total Indirect Ownership by Individuals:		65.00		



Owner Name	Beneficial Owners Of	Indirect Ownership		
Naima Razan Ghannam	IEP Travel Agency Egypt	65.00		
Aaliyah Aliaa	IEP Travel Agency Egypt	20.00		
Karima Dalia	IEP Travel Agency Egypt	15.00		
Total Indirect Ownership by Individuals:		100.00		

< Back



Next >



Information you need to Register IEP Account

3

Provide your business's formation documentation

You must upload the following:

- Commercial Register
- Legal Business Formation Document o e.g. Articles of Incorporation or Association, partnership agreement, etc.
- Commercial License

The screenshot displays a multi-step registration process. At the top, a progress bar shows five steps: 1. General Information, 2. Ownership, 3. Documents (current step), 4. Funding Source, and 5. Submit. The 'Documents' step is active, indicated by a green checkmark and a dark blue circle. Below the progress bar, the form is divided into three sections: 'Commercial Registry', 'Business Formation', and 'Commercial License'. Each section contains a question, a radio button for 'Yes' or 'No', and an 'UPLOAD' button. The 'Commercial Registry' section asks 'Does Travel Agency maintain a current registration in the Commercial Registry of Spain?' with 'Yes' selected. The 'Business Formation' section asks 'Please upload a complete copy of the agency's legal formation document, e.g. Articles of Incorporation or Association, partnership agreement, etc.' and shows 'Onboarding Attachment 3.docx' uploaded. The 'Commercial License' section asks 'Please upload a copy of the commercial License.' and shows 'Onboarding Attachment 4.docx' uploaded. At the bottom, there are '< Back' and 'Next >' buttons, with a red arrow pointing to the 'Next >' button.

Information you need to Register IEP Account

4

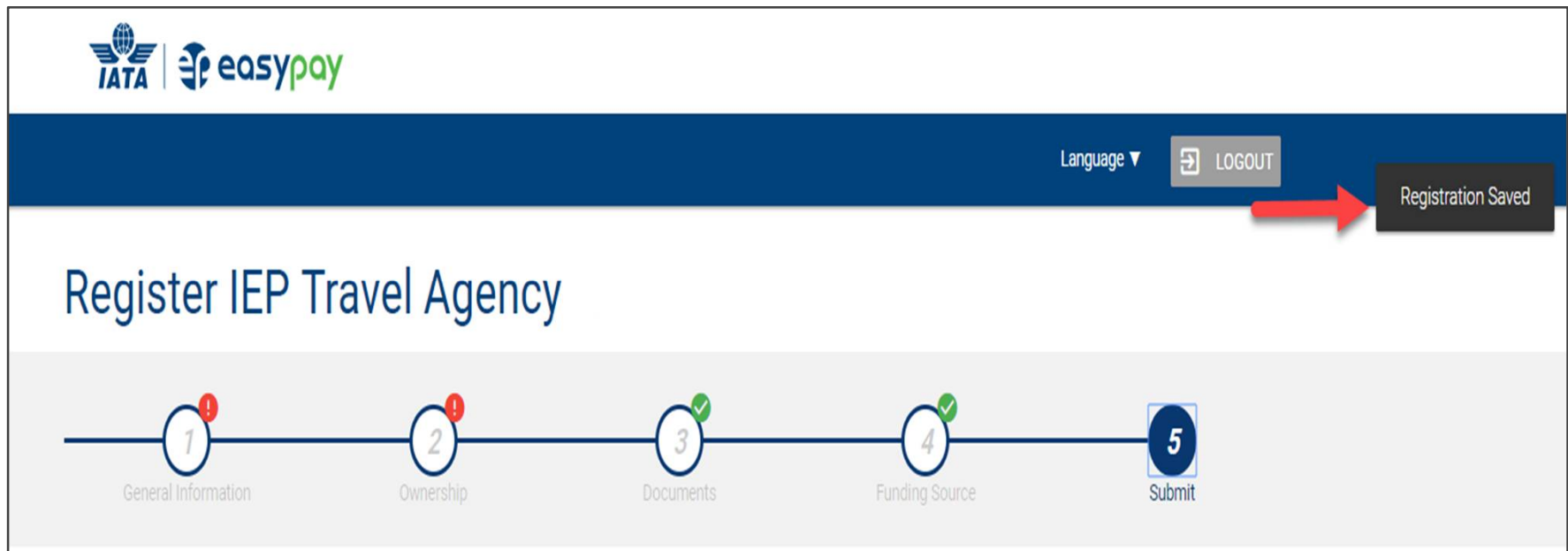
Funding Source: Register your bank account

** Only one bank account can be added for an entity, and funds will be transferred from (and withdrawn to) this bank account.

The screenshot shows a registration form for an IEP account, specifically the 'Funding Source' step. At the top, a progress bar indicates five steps: 1. General Information, 2. Ownership, 3. Documents, 4. Funding Source (current step), and 5. Submit. The 'Funding Source' section is titled 'Financial Institution Information' and includes a sub-instruction: 'Please provide your Banking information that will be used to fund your IATA EasyPay account. Withdrawn funds will be deposited in the account provided.' The form contains several input fields: 'Bank Name *' (Banco Santander), 'Bank Address *' (Madrid), 'Account Holder Name *' (IEP Travel Agency Spain), 'SWIFT / BIC (Bank Identifier Code) *' (2100), 'IBAN *' (ES91221000418451234567890), 'Account Type *' (Current), 'Account Number *' (1234567890), and 'Confirm Account Number *' (1234567890). Below this is the 'Banking Document' section, which asks the user to upload a recent bank statement or voided check. There is an 'UPLOAD' button and a file named 'Onboarding Attachment 9.docx' is shown as uploaded. At the bottom of the form, there are '< Back' and 'Next >' buttons, with a red arrow pointing to the 'Next >' button.

Registration is complete

5 Submit registration Form



The screenshot displays the IATA EasyPay registration interface. At the top left, the IATA and EasyPay logos are visible. The top right navigation bar includes a 'Language' dropdown menu, a 'LOGOUT' button, and a dark grey notification box on the right that says 'Registration Saved', with a red arrow pointing to it from the 'Submit' step below. The main heading reads 'Register IEP Travel Agency'. Below this is a progress bar with five steps: 1. General Information (with a red exclamation mark), 2. Ownership (with a red exclamation mark), 3. Documents (with a green checkmark), 4. Funding Source (with a green checkmark), and 5. Submit (highlighted with a blue square). The 'Submit' step is the current active step, indicating the registration process is complete.



In order to submit the completed onboarding or registration form to create an IATA EasyPay Account, **provide the personal information of the Legal Authorized Signatory and click Submit.**

To complete the agency's registration form, please provide the Legal Authorized Signatory's personal information in the below fields and submit.

Legal Authorized Signatory

Please provide the individual's full legal name as shown on the National ID or Unexpired Passport.

First Name *	Middle Name(s) *	Family Name *
Naima	Razan	Ghannam

Date of Birth * 16 March, 1964 |

Legal Authorized Signatory Address

Residential Address *	City *	Governorate *
601 Ethoreya Street	Alexandria	Alexandria

Postal Code *	Country *
21500	Egypt

Legal Authorized Signatory Identification

ID Type *	ID Number *	Expiration Date *
Unexpired Passport	264547862	12 December, 2022

Country of Issuance * Egypt |

Identification Document

Please upload the individual's photographic identification


ID Upload *

UPLOAD

Passport Doc.docx X

I confirm that I am authorized to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

By submitting this form, you are attesting that you are the legal authorized signatory and that the information provided in this form is true and accurate to the best of your knowledge.

[< Back](#)  [Submit](#)

** After submitting the application , Provider will need up 5 days to open your account .
In case of any missing info our IEP team will contact you





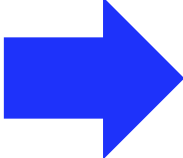
IATA Easy Pay Wallet Management

Add Wallet to an account

Welcome, John - Administrator
Entity Code OJS10104 | Open

Balance
24,436.44
AVAILABLE

ADD FUNDS
TRANSFER FUNDS
WITHDRAW FUNDS



Select Wallet below to generate an IATA EasyPay number.

Funding Source: First National Bank 123456789

IEP Travel Agency Australia
Melbourne, New South Wales, Australia
Agency: OJS10104
Overall: 17,315.00

Wallet 2	2,851.49
Wallet 1	8,694.97
Wallet 3	768.54
Wallet 5	0.00
Wallet 4	5,000.00

+ Add Wallet

A new wallet will become available as displayed in the example below:

Select Wallet below to generate an IATA EasyPay number.

Funding Source: First National Bank 123456789

IEP Travel Agency Australia
Melbourne, New South Wales, Australia
Agency: OJS10104
Overall: 17,315.00

Wallet 2	2,851.49
Wallet 1	8,694.97
Wallet 3	768.54
Wallet 5	0.00
Wallet 6	0.00
Wallet 4	5,000.00

+ Add Wallet



Add Funds

- All funds held in IEP wallet belong to the Agent until blocked for ticket issuance

Items to Note

- Funds must be available in the IEP Account to issue a ticket

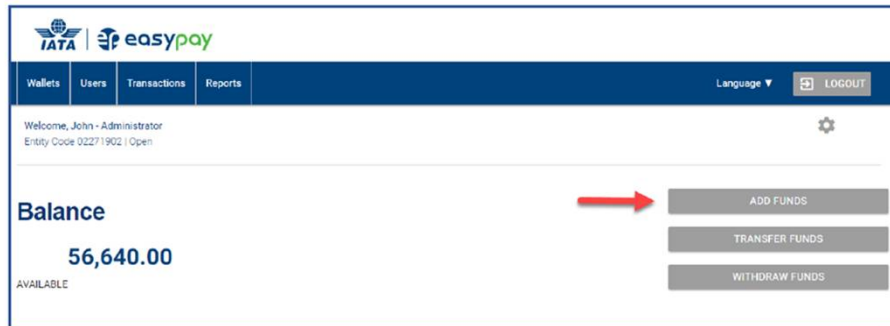
1

Go to 'Wallets' tab.

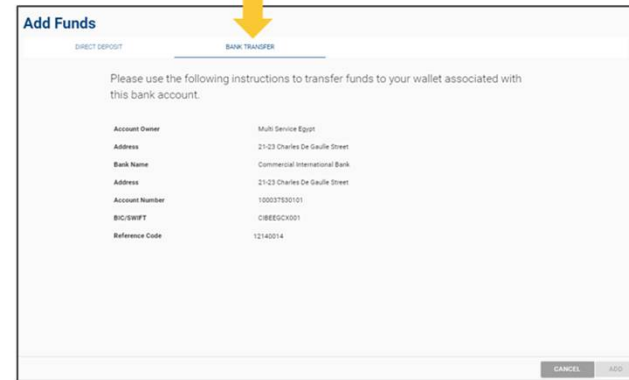


2

Click on 'Add Funds'.



3




Change Funding Source?

IATA | easypay

Wallets Users Transactions Reports Language ▾ LOGOUT

Welcome, John - Administrator
Entity Code OJS10104 | Open



Balance


QAR 9,877.00
Available

Address

123 Main St
Boha
QA

GENERAL

FUNDING SOURCES



Location

Name	IEP Travel Agency Qatar
Address	123 Main St Boha QA
Province	
Country	Qatar

Terms and Conditions

Version	en-QA.1
Signed By	John Smith
Signed At	Mon, 03 Dec 2018 20:29:04 +0000

Registration

Submitted at	Mon, 03 Dec 2018 20:43:01 +0000
Approved at	Mon, 03 Dec 2018 20:45:57 +0000
Signatory Name	John Smith CEO
Date of Birth	**/**/****
ID Type	*****
Expiration Date	**/**/****



Transfer Funds Among Wallets

IATA easypay

Wallets Users Transactions Reports Language LOGOUT

Welcome, John - Administrator
Entity Code 0JS10104 | Open

Transfer Funds

From **1** IEP Travel Agency Australia – Wallet 1 – 15,694.97

To **2** IEP Travel Agency Australia – Wallet 4 – 0.00

Amount **3** 5,000.00

4 CANCEL TRANSFER

Wallets Users Transactions Reports Language LOGOUT

Welcome, John - Administrator
Entity Code 0JS10104 | Open

Balance

19,315.00
AVAILABLE

ADD FUNDS
TRANSFER FUNDS
WITHDRAW FUNDS

Success!

Your transfer has been completed.

CONTINUE



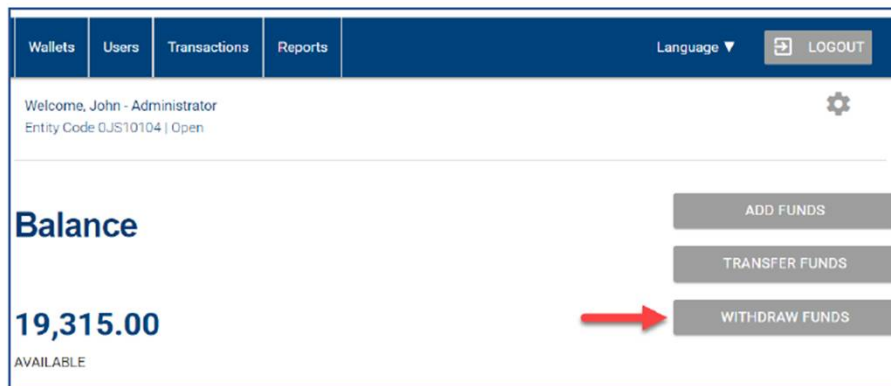
Withdraw Funds

Agents can withdraw funds from their IATA EasyPay account, provided these are not blocked against a transaction

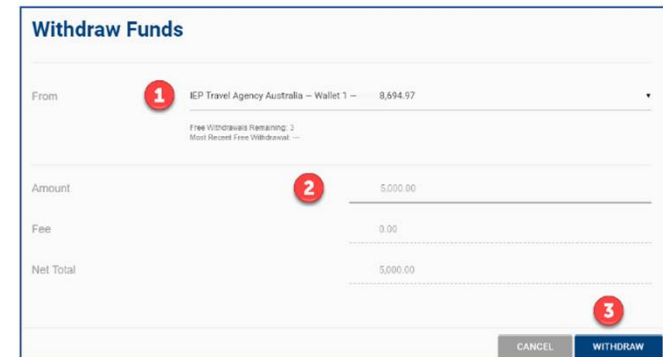
Click on the 'Wallet' tab at the top of the screen.



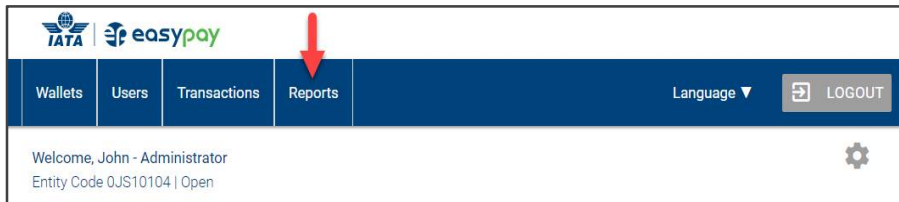
Then click on the 'Withdraw Funds' button.



A pop-up window will appear. From the Drop-down list select the wallet from which funds are to be withdrawn, then input the amount to withdraw. Finally, click on the 'Withdraw' button.



Review Wallet Funding Movements

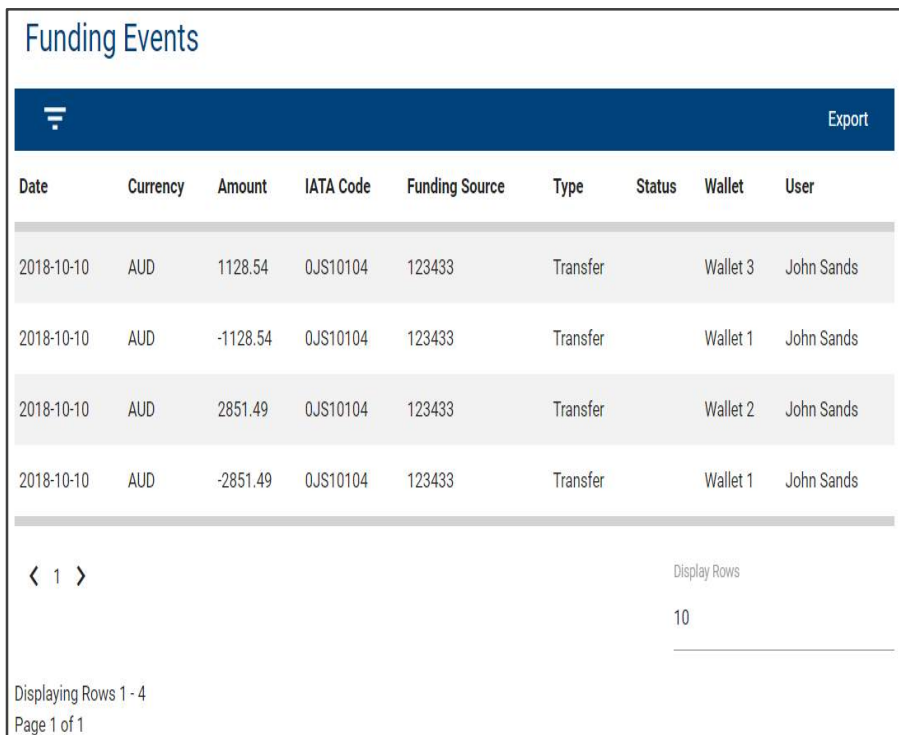


The screenshot shows the top navigation bar of the IATA easypay system. The 'Reports' tab is highlighted with a red arrow. Other tabs include 'Wallets', 'Users', and 'Transactions'. A 'LOGOUT' button is visible on the right. Below the navigation bar, a welcome message for 'John - Administrator' and the entity code '0JS10104' are displayed.

Filters can be applied by clicking on the filter button:

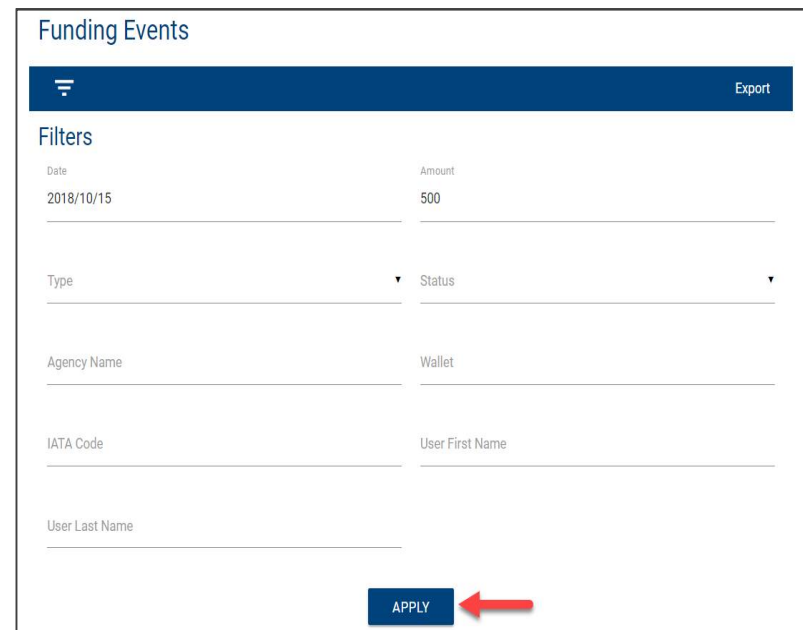


The screenshot shows the 'Funding Events' header. A red arrow points to the filter icon (three horizontal lines) on the left side of the header. An 'Export' button is located on the right side of the header.



The screenshot displays a table of funding events. The table has columns for Date, Currency, Amount, IATA Code, Funding Source, Type, Status, Wallet, and User. The data shows four transactions on 2018-10-10, all of type 'Transfer' by 'John Sands'. The amounts are 1128.54 AUD, -1128.54 AUD, 2851.49 AUD, and -2851.49 AUD. Below the table, there is a pagination control showing '1' of 4 rows and a 'Display Rows' dropdown set to '10'. The footer indicates 'Displaying Rows 1 - 4' and 'Page 1 of 1'.

Date	Currency	Amount	IATA Code	Funding Source	Type	Status	Wallet	User
2018-10-10	AUD	1128.54	0JS10104	123433	Transfer		Wallet 3	John Sands
2018-10-10	AUD	-1128.54	0JS10104	123433	Transfer		Wallet 1	John Sands
2018-10-10	AUD	2851.49	0JS10104	123433	Transfer		Wallet 2	John Sands
2018-10-10	AUD	-2851.49	0JS10104	123433	Transfer		Wallet 1	John Sands



The screenshot shows the 'Funding Events' filters section. It includes input fields for Date (2018/10/15), Amount (500), Type, Status, Agency Name, Wallet, IATA Code, User First Name, and User Last Name. A red arrow points to the 'APPLY' button at the bottom right.



IEP Number

Before Issuing an E-Ticket IEP number must be generated

What is an IATA EasyPay Number?

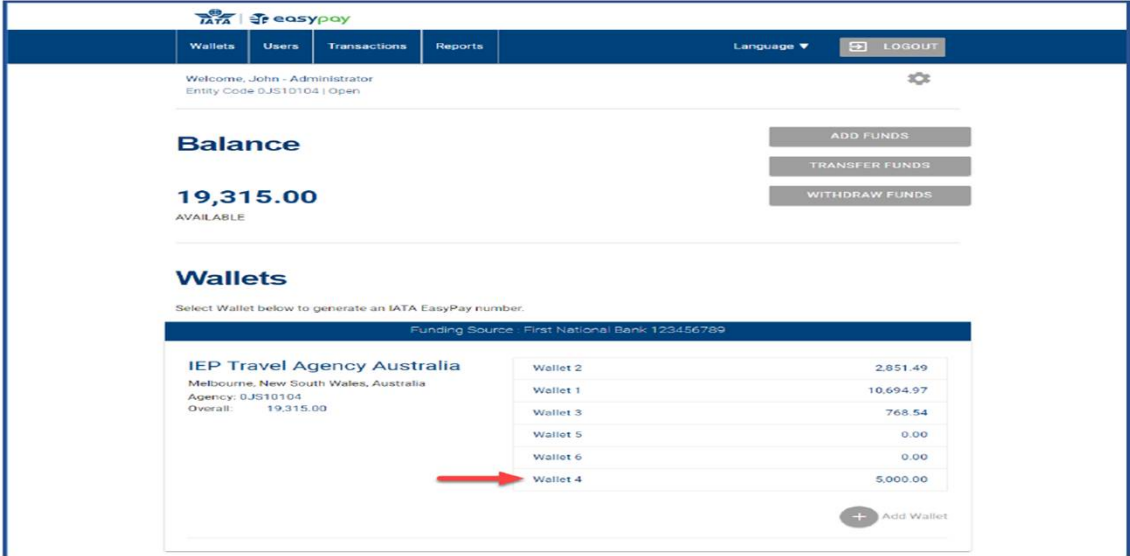
- 15-digit number
- Linked to a wallet
- Can be a Single or Multi-Use Numbers
- Single Use Number: Valid for 30 days after it has been active. This number may only be used for a single transaction.
- Multi- use Number : Valid for 90 days after it has been active. This number may be used on all transactions during this time if funds are available.
- This number is entered in the GDS at the time of ticket issuance

How to Generate IEP Number

Go to the 'Wallets' page by clicking on the button as displayed below:



Click on the Wallet from which you want to generate an IEP number.



IEP Travel Agency Australia - Wallet 4

EasyPay Number

- Three month multiuse IEPN 
- Single use IEPN

GENERATE

EasyPay Balance

5,000.00 Available

DONE

IEP Travel Agency Australia - Wallet 4

EasyPay Number

- Three month multiuse IEPN
- Single use IEPN

GENERATE 

EasyPay Balance

5,000.00 Available

DONE



Copy IEP and paste it in then paste it in GDS screen when issuing an E-Ticket

IEP Travel Agency Australia - Wallet 4

EasyPay Number
1611 3273 3384 800


Multiuse | Valid through 01/2019
When using this IEP number in your GDS work screen, select CCEP as the payment network. If your GDS has not enabled CCEP, please use the payment network code CCTP.

EasyPay Balance
5,000.00 Available


DONE



Review EasyPay Transactions



Navigation: [Wallets](#) | [Users](#) | [Transactions](#) | [Reports](#) | Language ▼ | [LOGOUT](#)

Welcome, John - Administrator
Entity Code OJS10104 | [Open](#) 

Transactions

[Export](#)

Date	Ticket Number	Country	Currency	Amount	IEPN	IATA Code	PNR	Type	Wallet	User
2018-10-10	1234560000001	AU	AUD	98.00	161165206797967	OJS10104	ABC206	Purchase	Wallet 1	John Sands
2018-10-10	1234560000001	AU	AUD	82.00	161165206797967	OJS10104	ABC205	Purchase	Wallet 1	John Sands
2018-10-10	1234560000001	AU	AUD	75.00	161165206797967	OJS10104	ABC204	Purchase	Wallet 1	John Sands
2018-10-10	1234560000001	AU	AUD	210.00	161133008161527	OJS10104	ABC203	Purchase	Wallet 3	John Sands
2018-10-10	1234560000001	AU	AUD	150.00	161133008161527	OJS10104	ABC202	Purchase	Wallet 3	John Sands
2018-10-10	1234560000001	AU	AUD	120.00	161165206797967	OJS10104	ABC201	Purchase	Wallet 1	John Sands
2018-10-10	1234560000001	AU	AUD	50.00	161165206797967	OJS10104	ABC200	Purchase	Wallet 1	John Sands
2018-10-10	1234560000001	AU	AUD	-100.00	161165206797967	OJS10104	ABC200	Refund	Wallet 1	John Sands

< 1 >

Display Rows
10

Displaying Rows 1 - 8
Page 1 of 1





E-Ticket Issuance

Tickets issued using IEP can be refunded, voided and exchanged like any other ticket

Refund process

- A refund can be done either via the GDS or via BSP Link. Airlines decide which options would be available to agents.
-
- A GDS refund is done via the GDS and will be automatically processed and refunded to the agent's IATA EasyPay account within following business day.
-
- A BSPLink refund will require the approval of the airline, and the amount will be refunded within following day after airline's approval.
-
- Funds are returned to the original form of payment, so if an EP ticket is refunded, the money will be returned to the agency's EP account.

Void/Cancellation of ticket:

- If cancelling/voiding the ticket on the same day, the GDS may send a reversal of the authorization and unblock the amount in real time.
- In case the GDS does not send any reversal information, the amount will be unblocked after 3 business days and made available on the agency's EP account.

Billing Report: Summary

SUMMARY	
BILLING CATEGORY	FOP
BSP	CASH
	CARD
	EASYPAY
	TOTAL
WEBSALES	CASH
	CARD
	EASYPAY
	TOTAL
GRAND TOTALS (CUR CODE)	CASH
	CARD
	EASYPAY
	TOTAL
X-RATE	EASYPAY
	TOTAL

IATA FCAGBILLSUMNG		AGENT BILLING SUMMARY NG				AGENT CODE - NAME			
Billing Period: YYMMPP (FROM DATE - TO DATE)						REFERENCE: XXXXXXXX			
[COMPANY NAME] ADDRESS ADDRESS			International Air Transport Association ADDRESS ADDRESS						
CITY, PROVINCE COUNTRY VAT REGISTRATION			CITY, PROVINCE COUNTRY VAT REGISTRATION						
NOTE Balance Payable: Cash Issues – Cash Refunds + Debit Memos – Credit Memos – Effective Comm (STD Comm + SUP Comm) +/- Tax on Comm *CREDIT* – includes both Debit and Credit Payment Card values. Where an entity has only one form of payment, no TOTAL line will be displayed.									
MESSAGE:									
SUMMARY									
BILLING CATEGORY	FOP	ISSUES	REFUNDS	MEMOS DEBITS	CREDITS	TAX/FEEES CHARGES	EFFECTIVE COMMISSION	TAX ON COMMISSION	BALANCE PAYABLE
BSP	CASH	999,999,999.00	999,999.00						
	CARD	999,999,999.00	999,999.00						
	EASYPAY	999,999,999.00	999,999.00						
	TOTAL	999,999,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999,999,999.00
WEBSALES	CASH	999,999,999.00	999,999.00						
	CARD	999,999,999.00	999,999.00						
	EASYPAY	999,999,999.00	999,999.00						
	TOTAL	999,999,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999,999,999.00
GRAND TOTALS (CUR CODE)	CASH	999,999,999.00	999,999.00						
	CARD	999,999,999.00	999,999.00						
	EASYPAY	999,999,999.00	999,999.00						
	TOTAL	999,999,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999,999.00	999,999,999.00
X-RATE	EASYPAY								
	TOTAL								



Billing Report: Details

FOP		FCAGBILLDET		AGENT BILLING DETAILS										AGENT CODE - NAME						
CA		BSP NAME										CURRENCY CODE								
EP		CATEGORY										BSP								
CA		SCOPE										INTERNATIONAL								
AIR	TRNC	Document Number	Issue Date	CPI	NR	STAT	FOP	Transaction Amount	FARE Amount	Taxes, Fees & Charges TAX	F&C	PEN	COBL Amount	STD Comm Rate	Rate	Amt	SUPP Comm Rate	Amt	Tax on Comm	Balance Payable
*** ISSUES																				
111	TKTT	1234567890	04MAR14	FFVV	NR	I	CA	199,999,999.99	199,999,999.99	9,999.99	XX	99,999.99	XX							199,999,999.99
									199,999,999.99	9,999.99	XX									
									199,999,999.99	9,999.99	XX									
111	TKTT	1234567890	04MAR14	FFVV		I	EP	830.14	670.00	55.00	AU	30.00	YR		670.00	5.00	33.50	00.0	0.00	0.00
										15.60	UO									
										59.54	WY									
222	TKTT	1234567890	04MAR14	FFVV		I	CA	57.60												
							EP	1,427.04												
							**	1,484.64	1,152.00	55.00	AU	10.60	YQ		1,312.00	5.00	65.60	0.00	0.00	0.00
										47.50	UO									
										59.54	WY									
ISSUES TOTAL								199,999,999.99	199,999,999.99	9,999.99	99,999.99			199,999,999.99	999,999.99		999,999.99			
*** REFUNDS																				
111	RFND	1234567890	04MAR14	FFVV		I	EP	-500.00	-400.00	-55.00	AU				-400.00	0.00	0.00	0.00	0.00	0.00
		+RTDN	1234567890							-45.00	CN									
REFUNDS TOTAL								-500.00	-400.00	-100.00				-400.00	0.00		0.00	0.00	0.00	0.00
*** DEBIT MEMOS																				
111	ADMA	1234567890	04MAR14	FFVV		I	CA	740.00	672.76	67.24	UO				672.76	0.00	00.0	0.00	00.0	0.00
		+RTDN	1234567890																	
DEBIT MEMOS TOTAL								740.00	672.76	67.24				672.76	0.00	0.00	0.00	0.00	0.00	0.00



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Topic

I need help with

Country/Territory concerned by the query

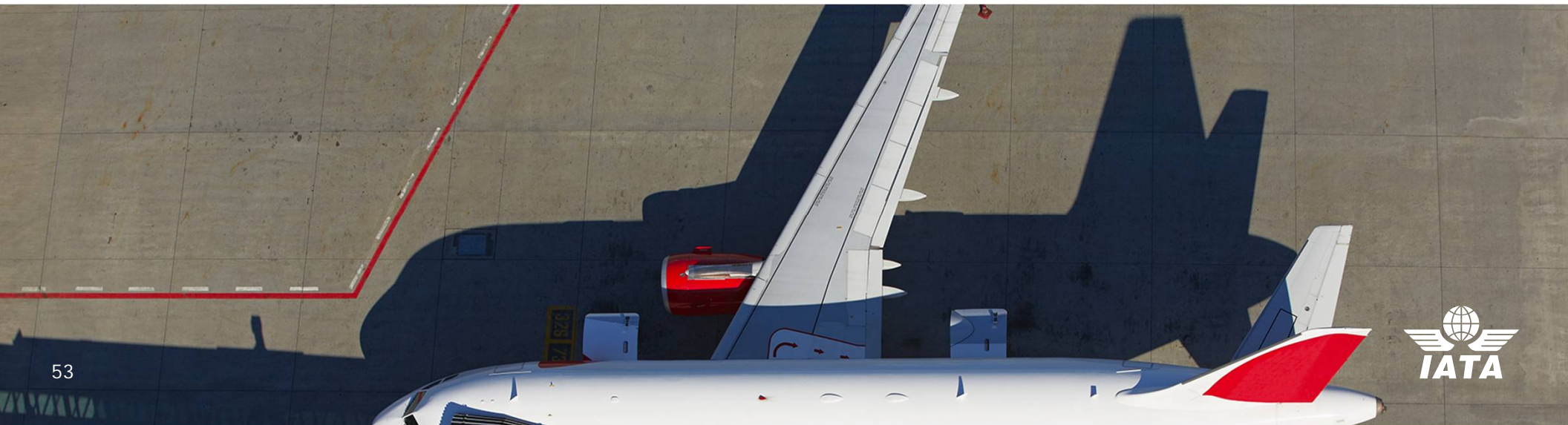

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4

Lessons Learned



Lessons learned

- ❑ It is very important that the user that creates the Easy Pay account would be an administrator and an authorized signatory as well
- ❑ Make sure that the funding account would in the name of the agency and not in the name of one of the owners
- ❑ It is highly recommended that the agent opens their EP account before they start the change from GoStandard to GoLite
- ❑ Make sure the data entered are accurate and documents are issued recently



Commissions

- ❑ Any potential commission your Agency is earning from credit card and EasyPay sales is paid back to the agency's bank account as per the ordinary billing calendar.
- ❑ If your Agency is GoStandard, the commissions are netted with your BSP Cash sales on the billing.
- ❑ If your Agency is GoLite, the commissions are paid via bank transfer. Your Agency must ensure that a bank account is registered with IATA if this has not already been done.
- ❑ Please note that registering a bank account when opening an EasyPay account is a separate process with a third party vendor.



BSP Kuwait

- ❑ In 2019 a similar situation happened in BSP Kuwait. Whereby the Insurance Provider stopped providing coverage to the Agencies. This resulted to 1/3 of the agencies (approximately 100 agencies) converting from GoStandard to GoLite.
- ❑ Once Airlines in BSP Kuwait could see there was a demand to use EasyPay, the majority of the Airlines ensured readiness within a 1-2 month period.
- ❑ BSP Kuwait is today the highest user of EasyPay as the Agencies are very content with the system and it has helped them to reduce costs and financial burden.



Thank you!

