Annex A2 – Appendix A

Billing Detail Layout

The record layouts are:

      Contract Total layout (Record Type-1): Only one per file and is the first record on file. Contains information and amounts for the invoicing period aggregated to the Contract level. (We currently only foresee 1 invoice per month, however the system will be set to accommodate more than one.)

      Invoice layout (Record Type-2): Invoice summary record(s) for the Month against the Contract. The summary invoice (Type-2 record) will be for all charges during the invoicing period. A Type-2 record must be the sum of the total billable amounts of the Products / Services record layout (Record Type-3)" of the Invoicing period.

      Detail Item Layout (Record Type-3): Item details under an invoice. All Type-3 records must immediately follow the Type-2 record. The Type-3 record must relate to a single detail item/service for all one-time, recurring and VoIP usage that was completed during or prior to the specific invoicing period. All records must contain any charges, adjustment charges and/or credits that are part of the invoice and/or related to the detailed item/service. The Type-3 records under each Type-2 will be sorted by 'Location/Site Code (105 - 132) and then 'Transaction Type' (65).

Contract Total layout (Record Type-1)

FIELD LOCATION	FIELD NAME	Field size / Format	DESCRIPTION / EDITS
1	Record Type	1 Numeric Integer	Record Type = <<1 >> - Mandatory
2 – 9	Invoice Date	8 Numeric / Date	Date Invoice is issued YYYYMMDD
10 – 29	Contract Number	20 Character	Unique Contract Number - Left Justified Format
30 – 35	Invoice Period	6 Numeric / Date	The year and month that the invoice(s) is being issued for - YYYYMM This will be used to validate the invoice date on the "Type 2" records. (must be the same)
36 – 65	Contractor's Name	30 Character	Contractor's name – Left Justified
66 – 77	Total Monthly Charges	12 Numeric / Currency	Total Amount according to Contract – (Signed with implied 2 decimal) Right Justified
78 – 89	Total OC&C Amount	12 Numeric / Currency	Total Amount for Other Charges and Credits – (Signed with implied 2 decimal) Right Justified
90 – 101	Total HST Amount	12 Numeric / Currency	Total Amount Charged for HST – (Signed with implied 2 decimal) Right Justified
102 – 113	Total GST Amount	12 Numeric / Currency	Total Amount Charged for GST – (Signed with implied 2 decimal) Right Justified
114 – 125	Total Late Payment Amount	12 Numeric / Currency	Total Amount charged due to late payment – (Signed with implied 2 decimal) Right Justified
126 – 137	Total Amount	12 Numeric / Currency	Total Amount Payable according to the Contractors Invoices – (Signed with implied 2 decimal) Right Justified

Invoice layout (Record Type-2)

FIELD LOCATION	FIELD NAME	Field size / Format	DESCRIPTION / EDITS
1	Record Type	1 Numeric Integer	Record Type = <<2 >> - Mandatory
2 – 9	Invoice Date	8 Numeric / Date	Date Invoice is issued YYYYMMDD
10 – 23	Invoice Number	14 Character	The invoice number as submitted by the Contractor
24 – 43	Contract Number	20 Character	Unique Contract Number - Left Justified Format
44 – 53	BAN	10 Character	Billing Account Number
54 – 59	Invoice Period	6 Numeric / Date	The year and month that the invoice is being issued for - YYYYMM This will be used to validate the invoice date and to validate the period of service on the "Type-3" records.
60 – 89	Contractor's Name	30 Character	Contractor's name – Left Justified
90 – 101	Total Monthly Charges	12 Numeric / Currency	Total Amount according to Contract – (Signed with implied 2 decimal) Right Justified
102 – 113	Total OC&C Amount	12 Numeric / Currency	Total Amount for Other Charges and Credits – (Signed with implied 2 decimal) Right Justified
114 – 125	Total Late Payment Amount	12 Numeric / Currency	Total Amount charged due to late payment – (Signed with implied 2 decimal) Right Justified
126 – 137	Total HST Amount	12 Numeric / Currency	Total Amount Charged for HST – (Signed with implied 2 decimal) Right Justified
138 – 149	Total GST Amount	12 Numeric / Currency	Total Amount Charged for GST – (Signed with implied 2 decimal) Right Justified
150 – 161	Total Invoice Amount	12 Numeric / Currency	Total Amount Payable according to the Contractors Invoice – (Signed with implied 2 decimal) Right Justified

Detail Item Layout (Record Type-3)

FIELD LOCATION	FIELD NAME	Field size / Format	DESCRIPTION / EDITS
1	Record Type	1 Numeric Integer	Record Type = <<3 >> - Mandatory
2 – 9	Invoice Date	8 Numeric / Date	Date Invoice is issued YYYYMMDD
10 – 23	Invoice Number	14 Character	The invoice number as submitted by the Contractor
24 – 43	Contract Number	20 Character	Unique Contract Number - Left Justified Format
44 – 53	BAN	10 Character	Billing To Number / Billing Account Number
54 – 58	Division Number	5 Character	Division Number under the BTN – for values see Contract Appendix entitled "List of Clients"
59 – 68	Abbreviated Customer Name	10 Character	The official abbreviated name of the customer – for values see Contract Appendix entitled "List of Clients"
69	Transaction Type	1 Character	'E' = Equipment, 'S' = Subscription Services, 'U' = Usage
70 – 104	Product Code	35 Character	The product code related to the transaction from the contract.
105 – 132	Location/Site Code and VoIP Phone Number	28 Character	The Location/Site Code and VoIP Phone number to access the equipment and / or the service being invoiced. When related with the type will be able to validate the related charges.
	Positions 133 - 266		If Transaction Type = 'E'
133 – 162	Delivery Address Line1	30 Character	Free Format Line 1
163 – 192	Delivery Address Line2	30 Character	Free Format Line 2
193 – 222	Delivery Address Line3	30 Character	Free Format Line 3
223 – 252	Delivery City	30 Character	City Name
253 – 254	Delivery Prov.	2 Character	Official abbreviation for the Province.
255 – 260	Delivery Postal Code	6 Character	Official Postal Code (ANANAN)
261 - 266	Blank	6 Character	Blank
	Positions 133 - 266		If Transaction Type = 'S'
133 – 266	Blank	Character	Blank
	Positions 133 – 266		If Transaction Type = 'U'
133 – 146	VoIP Phone Number	14 Character	The VoIP phone number the usage is associated to / May be blank
147 – 160	From Number	14 Character	The originating phone number for the usage/call / May be blank
161 – 174	To Number	14 Character	The destination phone number for the usage/call / May be blank
175 – 188	Start Date Time	14 Character	The Start Date and Time for the usage/call: Format = YYYYMMDDHHMMSS The time is based on a 24 hour clock HH = 00 = Midnight

189 – 198	Volume of usage	10 Numeric	The total actual amount of usage in the format according to the Unit of Measure.
199 – 266	Blank	Character	Blank
267 – 274	Order Number	8 Character	The SSC Order Authority Number related to the purchase / install or last action against the item.
275 – 282	Billing Effective Date	8 Numeric / Date	Date that the billing from the Contractor became effective for monthly service or the delivery date of a specific product. Format = YYYYMMDD
283 – 290	Billing Cancel Date	8 Numeric / Date	Date that the billing from the Contractor was cancelled for monthly service if applicable Format = YYYYMMDD
291 – 300	Monthly Recurring Amount	10 Numeric Currency	Total Recurring Monthly Cost – (Signed with implied 2 decimal) Right Justified
301 – 310	One Time Charges	10 Numeric Currency	Total Non-Recurring Monthly Cost – (Signed with implied 2 decimal) Right Justified
311 – 320	Amount of Service Credits	10 Numeric / Currency	Total Amount of all Discounts / Credits – (Signed with implied 2 decimal) Right Justified
321 – 330	OC&C	10 Numeric / Currency	Total Amount of any special Charges & Credits – (Signed with implied 2 decimal) Right Justified
331 – 340	HST Amount	10 Numeric / Currency	Total Amount Charged for HST – (Signed with implied 2 decimal) Right Justified
341 – 350	GST Amount	10 Numeric / Currency	Total Amount Charged for GST – (Signed with implied 2 decimal) Right Justified
351 – 370	Blank	20 Character	
371 – 376	Period of Service	6 Numeric / Date	The year and the month during which Service was provided and is being billed for - YYYYMM