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## Annex A1 – Appendix B

### 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).

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### Contract Total layout (Record Type-1)

| <b>FIELD LOCATION</b> | <b>FIELD NAME</b>         | <b>Field size / Format</b> | <b>DESCRIPTION / EDITS</b>  |
|-----------------------|---------------------------|----------------------------|---|
| 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<br>Format   |
| 30 – 35               | Invoice Period            | 6 Numeric / Date           | The year and month that the invoice(s) is being issued for -<br>YYYYMM<br>This will be used to validate the invoice date on the “Type 2”<br>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<br>decimal) Right Justified   |
| 78 – 89               | Total OC&C Amount         | 12 Numeric / Currency      | Total Amount for Other Charges and Credits – (Signed with<br>implied 2 decimal) Right Justified   |
| 90 – 101              | Total HST Amount          | 12 Numeric / Currency      | Total Amount Charged for HST – (Signed with implied 2<br>decimal) Right Justified   |
| 102 – 113             | Total GST Amount          | 12 Numeric / Currency      | Total Amount Charged for GST – (Signed with implied 2<br>decimal) Right Justified   |
| 114 – 125             | Total Late Payment Amount | 12 Numeric / Currency      | Total Amount charged due to late payment – (Signed with<br>implied 2 decimal) Right Justified   |
| 126 – 137             | Total Amount              | 12 Numeric / Currency      | Total Amount Payable according to the Contractors Invoices –<br>(Signed with implied 2 decimal) Right Justified   |

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### Invoice layout (Record Type-2)

| <b>FIELD LOCATION</b> | <b>FIELD NAME</b>         | <b>Field size / Format</b> | <b>DESCRIPTION / EDITS</b>  |
|-----------------------|---------------------------|----------------------------|---|
| 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<br>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   |

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### Detail Item Layout (Record Type-3)

| <b>FIELD LOCATION</b> | <b>FIELD NAME</b>                        | <b>Field size / Format</b> | <b>DESCRIPTION / EDITS</b>   |
|-----------------------|--|----------------------------|--|
| 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:<br>Format = YYYYMMDDHHMMSS<br>The time is based on a 24 hour clock HH = 00 = Midnight  |

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| 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<br>Currency   | Total Recurring Monthly Cost –<br>(Signed with implied 2 decimal) Right Justified  |
| 301 – 310 | One Time Charges          | 10 Numeric<br>Currency   | Total Non-Recurring Monthly Cost –<br>(Signed with implied 2 decimal) Right Justified  |
| 311 – 320 | Amount of Service Credits | 10 Numeric /<br>Currency | Total Amount of all Discounts / Credits –<br>(Signed with implied 2 decimal) Right Justified   |
| 321 – 330 | OC&C                      | 10 Numeric /<br>Currency | Total Amount of any special Charges & Credits – (Signed with implied 2 decimal) Right Justified  |
| 331 – 340 | HST Amount                | 10 Numeric /<br>Currency | Total Amount Charged for HST – (Signed with implied 2 decimal) Right Justified   |
| 341 – 350 | GST Amount                | 10 Numeric /<br>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  |