Annex A1 – 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 Airtime 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 'Serial number' (101 - 128) 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 – "XXXXX-YYCCCC/SSS/UU"
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	Winning Bidder Name	30 Character	Winning Bidder 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 winning bidder 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 winning bidder
24-43	Contract Number	20 Character	Unique Contract Number – Left Justified Format – "XXXXX-YYCCCC/SSS/UU"
44-53	BAN	10 Character	Billing Account Number

54-59	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 3" records. (Must be the same)
60-89	Winning Bidder Name	30 Character	Winning Bidder 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 HST Amount	12 Numeric / Currency	Total Amount Charged for HST - (Signed with implied 2 decimal) Right Justified
126-137	Total GST Amount	12 Numeric / Currency	Total Amount Charged for GST - (Signed with implied 2 decimal) Right Justified
138-149	Total Late Payment Amount	12 Numeric / Currency	Total Amount Charged due to late payment - (Signed with implied 2 decimal) Right Justified
150-161	Total Amount	12 Numeric / Currency	Total Amount Payable according to the winning bidder Invoices (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 winning bidder

24-43	Contract Number	20 Character	Unique Contract Number – Left Justified Format – "XXXXX-YYCCCC/SSS/UU"
44-53	BAN	10 Character	Billing Account Number
54-58	Division Number	5 Character	The official abbreviated name of the customer – for values see Contract Appendix entitled "List of Clients"
69	Abbreviated Customer Name	1 Character	'E' = Equipment, 'S' = Subscription Services, 'U' = Usage
70-104	Transaction Type	35 Character	The product code related to the transaction from the contract.
105-132	Serial Number	28 Character	The ESN (Equipment Serial Number) or IMEI (International Mobile Station Equipment Identity) or SSN (SIM Card Serial Number) to access the service / or the equipment being invoiced. When related with the type will be able to validate the related charges.
	Position 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
	Position 133-266		If Transaction Type = 'S'
133-266	Blank	Character	Blank
	Position 133-266		If Transaction Type = 'U'

133-146	IMN Number	14 Character	The Serial number the usage is associated to / May be blank
147-160	From Number	14 Character	The originating phone number or serial number for the usage/call / May be blank
161-174	To Number	14 Character	The destination phone number or serial 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. This would also be according to the plan and the rate would be available in the service catalogue.
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 Credit	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