

BSPlink ADM/ACM Mass Upload Fact Sheet

1. Mass Upload Versions Version 2	
Version 2	<p>Can be used to issue ADM/ACMs - Results/error files are produced automatically - e-mail alerts available -and it contains all additional information needed to populate all fields in the ADM/ACM on-line forms thus providing agents with as much detail as possible.</p> <p>In the Airline browser, Basic configuration-Basic Parameters, if any of the following is set to Yes a daily file will be generated.</p> <p>- Daily downloads of ADM/ACMs issued on-line - Daily downloads of ADM/ACMs issued on-line by the BSP on behalf of an airline - Daily downloads of on-line disputed ADM/ACM transactions A final yes/no parameter determines whether attached files can be downloaded. - Download Attachments</p>
2. ADM/ACMs	
What are ADMs and ACMs?	<p>They are billing corrections issued by an Airline to an Agent.</p> <p>ADM Agency Debit Memo) – minus ACM (Agency Credit Memo) + plus</p> <p>The accounting department of each Airline audits incoming billing data and addresses debit/credit memoranda (ADM/ACMs) to agents when necessary</p>
How are they issued in BSPlink?	<p>An Airline has 4 ways to issue: - Manually by completing the on-line form - Auto-populate via Document Enquiry - Auto populate via the On-line Billing Analysis - Mass Upload</p>
What is mass upload?	<p>It is a method of issuing many ADM/ACMs at one time</p>
Why use it?	<p>Because it is a quick, cost effective method for ADM/ACM issue and a reliable alternative to: - on-line issue - issue from document enquiry - issue from on line Billing Analysis</p>
Why was it developed?	<p>Airlines may have already created ADM/ACMs in their back office system and in order to avoid the time consuming re-keying of data, with the associated risks of error, mass upload was developed to allow the ADM/ACMs to be output to a file in a format which would be accepted by BSPlink.</p>

How are the ADM/ACMs loaded?	Basic airlines and 3 rd parties can upload in <i>BSPlink</i> via - Files\Upload ADM/ACM files Enhanced airlines and 3 rd parties can upload in <i>BSPlink</i> via - Files\Upload ADM/ACM files and - from outside <i>BSPlink</i> if they have a sFTP account and sFTP client software
3. File format, DISH, file naming	
File Format?	The file format describes the structure of the files to be input into <i>BSPlink</i> and how they are to be named (file naming convention). The upload file format is based on DISH
What's DISH?	DISH is the Data Interchange Specifications Handbook , commonly known as DISH . The structure of the ADM/ACM mass load files follows the format described in the DISH. DISH was developed to reflect the need for a global data interchange standard to ensure that accurate data is exchanged between GDSs, BSPs and airlines.
File naming convention	In order for a file to be loaded correctly into <i>BSPlink</i> , it must have name which can be clearly understood by the system For example: NLecEARS_200608028_1256_000 This is a version 2 mass upload file created for the Netherlands database on August 28 th this year by British Airways. where: NL = ISO country code ec = version 2 file format EARS = destination is <i>BSPlink</i> centre 20060828 = date of upload 1256 = airline code with check digit 000 = first file uploaded that day by BA
4. Processing	
Processing	All ADM/ACMs loaded during the working day are processed at mid night local time, which means that agents will see them in ADM/ACM query the following day. (ADM/ACMs entered on-line are available in ADM/ACM query immediately)
How will I know if my ADM/ACMs have been uploaded successfully?	For each file uploaded, a corresponding evaluation file will be created in <i>BSPlink</i> , which the user can view and download
Results files	ei identifies a version 2.0 evaluation file
E-Mail alerts	For enhanced airline users there are also 2 email alerts available: <ol style="list-style-type: none"> 1. Errors in mass upload file 2. Successful mass upload

5. sFTP	
What is a sFTP account and how is it created?	<p>Secure File Transfer Protocol (sFTP) is a set of rules, which describe how files using sFTP are to be transmitted across the Internet.</p> <p>When logged in as an airline The sFTP account option can be found in Sub-User Management. BSP<i>link</i> allocates the login name automatically. The password is of your own choosing. Normally sFTP accounts are activated/reactivated within 24 hours.</p> <p>Remember, the sFTP account will automatically deactivate after 3 months of inactivity.</p>
How much does an sFTP account cost?	There is no extra cost for a sFTP account. sFTP is part of BSP <i>link</i> enhanced airline functionality.
Why should I use sFTP?	For an airline, which uploads many ADM/ACM files on a daily basis, it will speed up workflow, since it is not necessary to log into BSP <i>link</i> to issue the documents.
What is sFTP client software?	It is a program, which permits a user to access a sFTP site to upload and download files. sFTP client software is normally very cheap (either free or less than \$100) and easy to configure.
Where can I get sFTP software?	From the Internet: Filezilla: http://filezilla.sourceforge.net/ SecureFX from http://www.vandyke.com FileZilla from http://www.filezilla.com Total Commander from www.ghisler.com WinSCP: http://winscp.net/
Configuring the sFTP software.	Whatever sFTP program you use, the Host Address is always ftp.accelya.com , the Port is 22. The login name is provided by the sFTP Account option in BSP <i>link</i> and you select the password:
6. Manuals & file descriptors	
Manuals	The manuals, which give detailed technical information on file structure, are available on the BSP <i>link</i> web site at: www.bsplink.iata.org under manuals.
File descriptors	<p>ec version 2.0 upload file</p> <p>ez a zipped file</p> <p>ev attachments</p> <p>ei version 2.0 evaluation file</p> <p>e2 evaluation file for file structure</p>