

Technology QuickTip

Interpreting Contracts for AirPRO Prime and Direct

AirPRO is a great way to earn money on airline tickets, but we understand that learning how to assess if a ticket is commissionable can be a bit daunting at first. To help you feel more comfortable with the process, we have compiled this QuickTip to walk you through interpreting the airline contracts. However, it is important to note that this QuickTip assumes that you have already run a search for your desired itinerary. New to searching? Review the "Technology Quick Tip: Booking in AirPRO." If you review these resources and need some extra help, feel free to call Member Services at (800) 843-0733 or email at Membership@vacation-corp.com.

Once you have completed your search in AirPRO, review your results. Suppliers with whom we have a contract are indicated with a green flag. To validate if your selected flights are commissionable you need to:

1. Gather the required information
2. Review the airline contract

1. Gather the Required Information

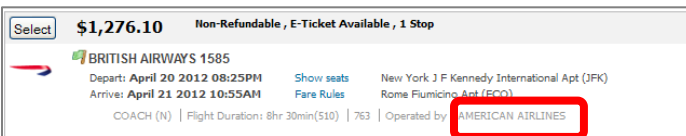
To validate that an airline ticket is commissionable you need three pieces of information:

- A) Operating Airline
- B) Flight information
- C) First letter of the Fare Basis code and class of service

Here's how to gather that information:

A) Operating Airline

The supplier is listed in your airline results. If your flight is operated by a different carrier it appears listed in the flight results as "Operated By."



Select \$1,276.10 Non-Refundable, E-Ticket Available, 1 Stop

BRITISH AIRWAYS 1585

Depart: April 20 2012 08:25PM Show seats New York J F Kennedy International Apt (JFK)

Arrive: April 21 2012 10:55AM Fare Rules Rome Fiumicino Apt (FCO)

COACH (N) | Flight Duration: 8hr 30min(510) | 763 | Operated by: AMERICAN AIRLINES

Question: If it's a code share, which supplier contract do I check?

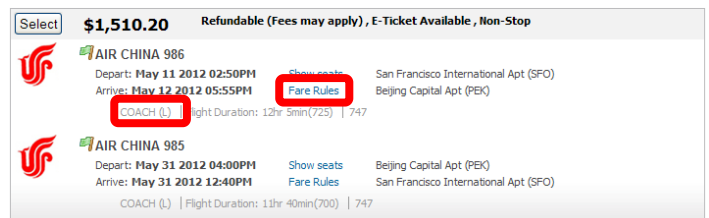
Answer: Check the operating carrier and see if is still commissionable under the code share. Using the example above, you'd check the American Airlines agreement and see if the flight is still commissionable when it's a code share with British Airways.

B) Flight Information

You'll need the departure and return date along with the city pair for your itinerary.

C) First letter of the Fare Basis code and class of service

Most airline contracts specifically state the required fare class and Fare Basis Code in order for the itinerary to be commissionable. Below, "Coach (L)" is the fare code. Click "Fare Rules" to see the Fare Basis Code.



Select \$1,510.20 Refundable (Fees may apply), E-Ticket Available, Non-Stop

AIR CHINA 986

Depart: May 11 2012 02:50PM Show seats San Francisco International Apt (SFO)

Arrive: May 12 2012 05:55PM Fare Rules Beijing Capital Apt (PEK)

COACH (L) | Flight Duration: 12hr 5min(725) | 747

AIR CHINA 985

Depart: May 31 2012 04:00PM Show seats Beijing Capital Apt (PEK)

Arrive: May 31 2012 12:40PM Fare Rules San Francisco International Apt (SFO)

COACH (L) | Flight Duration: 11hr 40min(700) | 747

The Fare Rules open in a new window and provide detailed information about the Fare Basis, and terms and conditions. Frequently you will find that the first letter of the Fare Basis code and the fare code match, however this is not always the case, so best practice is to retrieve this information from the "Fare Rules" details.



AirPRO by Vacation.com - Mozilla Firefox

vcomairprodirect.nutravel.com/showfare/rules.jsp?foId=10&segid=FS_10046_761612_132611

FARE RULES DETAILS

Departs: San Francisco International Apt

Arrives: Beijing Capital Apt

Departure Date: Fri May 11 00:00:00 CDT 2012

Fare Type: REGULAR APEX USD 1185.00 0073 E01JAN12 D31DEC12 FC-FARE

Fare Basis Code: LKWAB3M

Rule Category: ---


Rule Description: S FOR ONE-WAY OR ROUND TRIP FARES APPLICATION AREA THESE FARES APPLY BETWEEN UNITED STATES THESE FARES APPLY FOR ECONOMY CLASS SERVICE. TYPES OF TRANSPORTATION THIS RULE GOVERNS THESE FARES GOVERNED BY THIS RULE CAN BE USED TO CREATE ONE-WAY/ROUND-TRIP/CIRCLE-TRIP/OPEN-THE CARRIER SHALL LIMIT THE NUMBER OF PASSENGERS CARRIED ON ANY ONE FLIGHT AT FARES.GC

Note: Your commission is based on the airfare before government taxes and fees. The commissionable portion of the fare is detailed under "Fare Type" in the Fare Rules Details.

Now that you have your required information, you'll want to review the appropriate contract and validate if your selected flight is commissionable.

To access the contracts, click the link for "Airline Contracts" at the top right of the AirPRO search results page.

Legend

 Indicates bookings on select itineraries on this carrier *may* pay commission. Refer to the airline contract for more detail.

2. Review the Airline Contract

A new window opens with a list of all the air suppliers that offer commissions for AirPRO. To view the airline contract, select the appropriate supplier from the list. For all of the contracts listed, the agency's commission is 50% of what appears in the contract. The other 50% goes toward covering the fulfillment and ticketing costs. Select the appropriate option to reflect the itinerary you are working on, in this example, Air China Incentive Commission.

Note: For any of the contracts there may be several options to choose from. Generally the title of the link explains what that contract is for. So "Atlantic Incentive Commissions" refers to the contract for flights over the Atlantic (i.e. to Europe).

To help you navigate the contracts as easily as possible, you will find that they all have similar formatting. Looking at the page, let's review some of the details so you know what to expect.

Online Commission

Before you use this program:

- Itineraries must originate on CA from the USA
- Not valid with RTW fares
- Applicable to all Air China published OW / RT / OPEN JAWS / CIRCLE TRIPS in: First Class (F), (A) and Business Class (C), (D) from JFK/LAX/SFO/YVR to/via Beijing on Air China (CA).
- Standard 3% commission applies to all CA code-share flights not operated by Air China (CA) and on interline thru-fares validated on CA.
- Combination with other CA fares and other airlines is permitted. Commissions may be pro-rated and added together when multiple commission levels or OAL sectors apply.
- Refund fee USD25. Refund the difference between the fare paid and the applicable fare for the sector used less the refund fee.

Ticketing Period: 01APR - 31MAR2012

Ticketing Locations: All Locations

At the top right of the page, you see four valuable pieces of information:

- Included airlines:** This example contract applies to Air China only.
- Ticketing period:** In the example below, tickets can be issued until March 31, 2012
- Travel period:** Per fare rules
- Ticketing locations:** This option will either say "All Locations" or list applicable ARCs. In the unlikely event that you are viewing a contract and there is a list of ARCs, please contact the AirPRO Support desk to validate applicability.

At the top, center of the page, you will see a "Before you use this program," which details exclusions and requirements and should be reviewed prior to reading the details of any commission specifics.

After reviewing the "Before you use this program" exclusions and rules, if your ticket could still be commissionable, it's time to check the fare rules and cabin class. Each contract indicates on what factors the contract is calculated. In some situations it is the class of service (Economy, Business, First), in others it is the Fare Basis code. Reviewing the contract details helps you to determine which is which.

Note: Several contracts include listings of destinations that have been bucketed together; like Europe, Africa, Rest of World, etc. These buckets are used to streamline the agreements and to indicate the commission levels to a particular set of destinations. Review where your destination falls to ensure you review the correct commission chart within the agreement.

In this example, the Fare Basis code is used to determine the commission. For this airline contract, the chart has several options based on their being several carriers in this agreement. In this example, the first letter of the Fare Basis code is "L", so the itinerary that we had retrieved is eligible for a 5% gross commission. After all fulfillment costs are paid, the agency would receive 2.5% net commission on this ticket.

1. North America Gateways to Mainland China:						
Origin	via	Destination	Cabin	Transpacific Class	China Class	Commission
LAX/NYC/SFO	BJS	China *	First/Business	F/C/D	F/C/V/S	20%
YVR			First/Business	F/C/D	F/C/V/S	7%
SFO			First/Business	A/Z	F/C/V/S	12%
LAX/NYC/YVR			First/Business	A/Z	F/C/V/S	7%
LAX/NYC/SFO/YVR			Economy	Y/R/M/H/K/L	S	5%

Farther down the page are additional requirements and conditions, see below for an

Conditions	
One-way Travel:	Incentive commission applies to one-way itineraries originating from JFK, SFO or LAX
Codeshares:	Standard 3% commission applies to all CA code-share flights not operated by Air China (CA).
Split-ticketing:	Not permitted
Prepays:	No commission applies
MCOs:	No commission applies
Mixed-class Itineraries:	Pro-rate and enter dollar amount
Mixed-carrier Itineraries:	Pro-rate on CA portion to farebreak and enter dollar amount

example. These should also be reviewed to ensure that the ticket is commissionable. This is also where you can see if one-way tickets are commissionable, what commission will be paid if a segment of the flight is not commissionable, if you have a mixed class ticket and the like.

Terminology Check:

Mixed-Class Itineraries: Sometimes a ticket will be one fare class on the outbound and a different one on the return. In the event that those fare classes are commissionable at different rates, review the "Conditions" of the agreement to see which commission to take.

Pro-rate: If allowed by the airline, you may be able to pro-rate your commission, meaning that if the outbound is commissionable at 5% and the return is commissionable at 10% you can take the commission on each leg. If the commission cannot be prorated, typically the lowest commission level applies to the entire fare.

Code sharing: A code share flight is one that is operated by a different airline than the one that appears in your search results. The airline contract will state whether a flight operated by a different airline is commissionable. If the airline has a joint business relationship (like Delta-Alitalia or United-Continental), information on the code share appears at the top of the contract under "Before you Begin" and it can also appear at the bottom, under "Conditions."

The AirPRO Support Desk will ensure that all required tour codes, ticket designators and endorsements are appended to the reservation for you. If you have any questions or concerns about a ticket being commissionable, hold the itinerary first, then contact the AirPRO Support Desk with the PNR. The AirPRO Support Desk is available M-F 9am-8pm ET and Saturday, 10:30-6:30pm ET at the following:

- AirPRO Prime:** phone (888) 505-9671 or email at airproprime@nexion.com
- AirPRO Direct:** phone (888) 579-8163 or email at airprodirect@nexion.com