



BSP Essentials for Travel Agents

Distance Learning course (eLearning)

Improve your understanding of settlement services and financial transactions between travel agents and airlines. Learn how to reduce costly transaction errors and delays between agents and airlines, and how to reconcile your financial accounts.

Objectives

- Understand basic BSP processes, common terms, abbreviations, reporting calendar and billing reports
- Use the BSPlink tool and various BSPlink functions to manage in-office BSP operations
- Perform all procedures related to document refunding and voiding
- Process credit card payments and prevent credit card fraud
- Investigate the status of BSP transactions and handle remittance procedures
- Manage agency credit and debit memos
- Minimize errors using best practices in agency reporting, remittance and BSPlink

Key topics

- Introduction to the IATA BSP system and BSP language
- Introduction to BSPlink
- BSP standard traffic documents and procedures
- BSP agent billing reports and procedures
- BSP agent remittance procedures
- BSP agent best practices and common solutions

Target audience

This course is recommended for people working in travel agencies:

- Accountants
- Finance staff
- Back-office staff

Completing this course

- This course requires approximately 12 to 14 hours of study, followed by a mandatory final examination
- An IATA Certificate is awarded upon successful completion of the final examination
- This course is part of the Proficiency Certificate in Agency Ticket Sales and Settlement

Available course formats

Order [online](#) to receive self-study course materials in either:

- Online (eLearning) format



AIRLINE TRAINING CENTER GR-AIR

Authorised
Training Center

ATHENS : Stadiou & 2 Karageorgi Servias str . 105 62 , Syntagma Tel.+30 210 3731 800 Fax.+30 210 3731 702

THESSALONIKI : 2 Venizelou str , 546 24 ,Center Tel.+30 2310 250 710 Fax.+30 2310 279 690

Mail: info@atc.com.gr Url: www.atc.com.gr Facebook : www.facebook.com/ATC.com.gr

BSP Essentials for Travel Agents

Table of Contents

1.0 Introduction to the IATA BSP system and BSP language

- 1.1 BSP processes, common terms and abbreviations

2.0 Introduction to BSPlink

- 2.1 BSPlink tool

3.0 BSP standard traffic documents and procedures

- 3.1 Document refunding and voiding
- 3.2 Processing credit card payments
- 3.3 Preventing credit card fraud

4.0 BSP agent billing reports and procedures

- 4.1 BSP reporting calendar
- 4.2 BSP billing reports
- 4.3 BSP transactions and remittance

5.0 BSP agent remittance procedures

- 5.1 Remittance procedures and methods
- 5.2 Agency credit and debit memos

6.0 BSP agent best practices and common solutions

- 6.1 Frequently asked questions
- 6.2 Solutions to common challenges
- 6.3 Best practices in agent reporting, remittance and BSPlink



Authorised
Training Center

AIRLINE TRAINING CENTER GR-AIR

ATHENS : Stadiou & 2 Karageorgi Servias str . 105 62 , Syntagma Tel.+30 210 3731 800 Fax.+30 210 3731 702

THESSALONIKI : 2 Venizelou str , 546 24 ,Center Tel.+30 2310 250 710 Fax.+30 2310 279 690

Mail: info@atc.com.gr Url: www.atc.com.gr Facebook : www.facebook.com/ATC.com.gr

BSP Essentials for Travel Agents: Final Examination - E-Learning – English (optional)

About

Demonstrate your knowledge of the Billing and Settlement Plan (BSP) for travel agents and earn an internationally recognized certificate.

BSP Essentials for Travel Agents is a training course providing essential knowledge of the Billing and Settlement Plan (BSP), specifically for travel agents. It is designed to raise the learner's awareness of the BSP system and processes, and improve an Agent's efficiency and level of knowledge.

This exam is designed for the six-module course: [IATA BSP Essentials for Travel Agents](#)

What you will learn

This exam will allow you to demonstrate your knowledge of the BSP system and processes and includes:

- Test on all features of BSP
- Practice questions

Exam format

- **Student performance will be based on an examination covering training content presented in all six modules of the [IATA BSP Essentials for Travel Agents](#).**
- Upon successful completion of the exam, you will be awarded a Certificate in BSP Essentials for Travel Agents.

Key topics

Upon completing this exam you will have the skills to:

- Demonstrate your knowledge on BSP
- Analyze the BSP system and processes

Who should attend

This course is recommended for:

- Accountants
- Travel agents
- Finance staff members
- Back-office personnel

Certificate awarded

An IATA eCertificate of Completion is awarded to participants on completion of the final exam.

Exam information

- Exam Delivery Method: Non-supervised online-based exam. Exam can be taken any time at your convenience.
- Exam Format: Multiple Choice questions
- Number of questions: 50
- Time Allowance: 2 hours
- Passing Grade: 70% correct answers
- Number of exam attempts: 1



AIRLINE TRAINING CENTER GR-AIR

Authorised
Training Center

ATHENS : Stadiou & 2 Karageorgi Servias str . 105 62 , Syntagma Tel.+30 210 3731 800 Fax.+30 210 3731 702

THESSALONIKI : 2 Venizelou str , 546 24 ,Center Tel.+30 2310 250 710 Fax.+30 2310 279 690

Mail: info@atc.com.gr Url: www.atc.com.gr Facebook : www.facebook.com/ATC.com.gr

AIRLINE TRAINING CENTER

<p align="center">CLASSROOM COURSES</p> <p><input type="checkbox"/> Location Athens : (EUR1500.00)</p> <p><input type="checkbox"/> Location Thessaloniki : (EUR1800.00)</p> <p><input type="checkbox"/> BSP Essentials for Travel Agents: Final Examination eLearning : (EUR 300.00)</p>	<p align="center">E-LEARNING COURSES</p> <p><input type="checkbox"/> BSP Essentials for Travel Agents : (EUR1600.00)</p> <p><input type="checkbox"/> BSP Essentials for Travel Agents: Final Examination eLearning : (EUR 300.00)</p>
--	--

Family Name: _____ **First Name:** _____ **Mr. o Mrs. o Ms. o**

Mailing/Shipping Address: _____

City/State: _____ **Country:** _____ **Postal Code:** _____

Telephone Number **(Mandatory)** _____ Fax Number _____
 Country Code: _____ City Code: _____ No.: _____ City Code: _____ No.: _____

E-mail (please print): _____ **Mobile phone:** _____

Settlement of course fees. All fees are non-refundable/non-transferable and are subject to change without prior notice. Those paying by credit card and bank transfer may **fax** (+30 2310 279 690) their application form.

Course Code		METHODS OF PAYMENT:	
		<input type="checkbox"/> EUROCARD/MASTERCARD	<input type="checkbox"/> VISA
Course Fee:		Cardholder's name:	
Taxes: (Canadian residents only) Please include applicable GST and PST.		Card no.:	
		Expiry date: MONTH: _____ YEAR: _____	
		Signature/date: _____	
Total:		<p>BEN: ATC AVIATION TRAINING LTD</p> <p>IBAN: MT57STBA19116000200050619572535</p> <p>Bank: SATABANK P.L.C.</p> <p>BIC/SWIFT: STBAMTMT</p>	

IMPORTANT NOTICE

Your application will be processed following receipt and clearance of your payment by A .T .C back. From the date of this payment clearance, please allow 4-6 weeks for delivery of kit.The amount for kit and registration fee are NON-refundable.

Signature: _____

Date : _____

