

Sales Data Exchange Subscriber Checklist



Use this form

to organize and instruct the information ATPCO needs for you to subscribe to SDE data.

Submit this form

to ServiceManager at <https://servicemanager.atpco.net> using Request Type *Revenue Accounting* or e-mail to rev-accounting@atpco.net.

Code:	Carrier:	Date:
Tech Contact Name:	E-mail:	Phone:

Subscription Information

1. ISR Subscription Service

- Signed and returned ISR (Industry Sales Record) contract

2. TCN Codeshare

- Signed and returned TCN Codeshare Agreement and Authorization form if participating in the codeshare service
- Provided ATPCO with TCN codeshare information if participating in the codeshare service

3. Product Frequency

The Sales Data Exchange file is available daily. Please select on which days you would like to receive your data. If left blank, you will receive a file seven days a week.

- Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

File Information

4. PCI Compliance

For the protection of cardholder information within your sales data file (PCI Compliance), ATPCO offers two options. You can use either FTPS (SSL FTP) or SFTP (SSH FTP). Standard FTP is not allowed.

- FTPS

- Allow ATPCO IP Address 12.37.153.25 and our data connection ports 10000–10019 for SSL.
- Use Explicit SSL; we don't support Implicit SSL
- Must use EPSV.
- We have a well-known Thawte certificate; if you require our certificate you can download it from Thawte.
- ATPCO FTP account.
- If ATPCO will be pushing files to you using FTPS, the public portion of your SSL Certificate must be received by ATPCO before files can be transmitted. If you use a known and trusted CA, please let us know and your certificate is not needed.

- SFTP

- Use port 22.
- ATPCO will need to know if you will use password or key authentication. If key, then you must send your RSA key to ATPCO (dnettsw@atpco.net).
- It may take up to 3 business days to set up your current account to use SFTP. If you do not have an account, it will take 3 business days to create and set one up for you.

5. Records 30 and 32

Do you want to receive Records 30 (Additional Payment/Net and Commission Information) and 32 (Transaction Header Record) in your file? (See the [Sales Data Exchange System Specification and Implementation Guide](#) for complete details.)

- Yes
 No

6. Masking Credit Card Data

Do you want ATPCO to mask your credit card data?

- Yes
 No

Transmission Information

7. ISR Files

Please indicate the filename and the server where you want to receive your data files. (*First & Final*[™] customers must also complete Section 8.)

FTP Server IP Address: _____ ZIP File Compression: Yes No
Login: _____ Password: _____
Filename for ISR file: _____

8. *First & Final*[™] files

With *First & Final*[™] (F&F) you have three file options for receiving your data. For any questions on this process, contact rev-accounting@atpco.net.

- I want my sales (ISR or TCN) data sent in one file, and my prorate results (Record 6, 97, 98, and 99) sent in separate files.

FTP Server IP Address: _____ ZIP File Compression: Yes No
Login: _____ Password: _____
Filename for ISR file: _____
Filename for Record 6 file: _____
Filename for Record 97 file: _____
Filename for Record 98 file: _____
Filename for Record 99 file: _____

- I want a full merged file that contains all my sales (ISR or TCN) data merged with all my prorate results.

FTP Server IP Address: _____ ZIP File Compression: Yes No
Login: _____ Password: _____
Filename for full merge file: _____

- I want a "mini-merge" file, which contains sales (ISR or TCN) data only for sales that were prorated, merged with their prorate results. I will still need to take my sales data in a separate file, and I must be able to handle duplicate sales in my processing, because the same sales that are in the mini-merge will be included in my full sales file.

FTP Server IP Address: _____ ZIP File Compression: Yes No
Login: _____ Password: _____
Filename for mini-merge file: _____

Special Notes or Instructions