



Quick Guide –
Splitting Payment
June 2022

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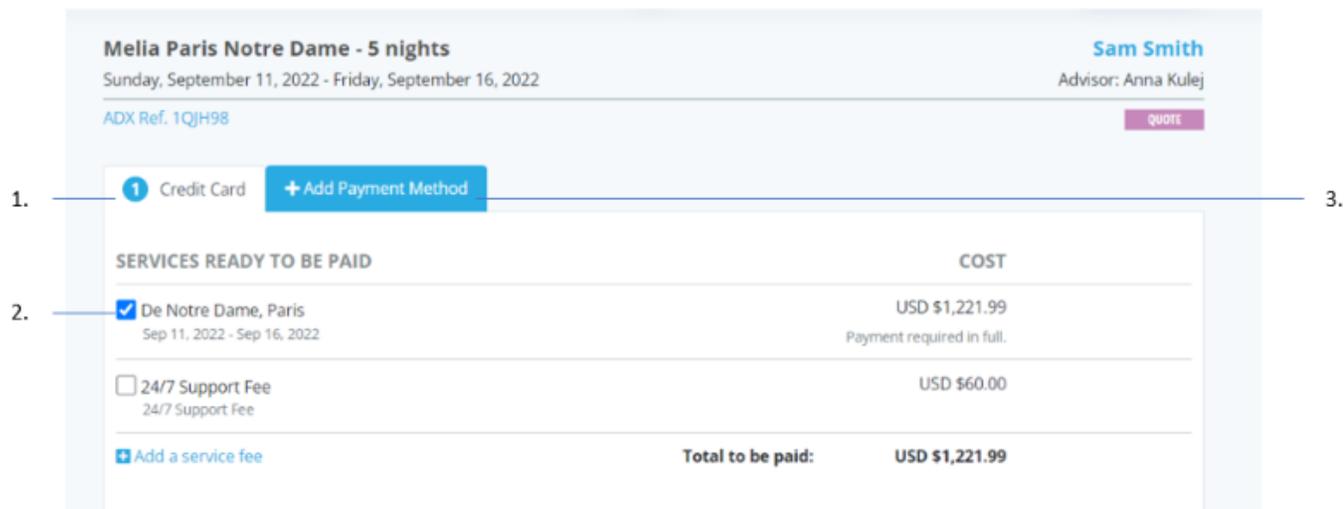
1. Post Booking Management

All bookings can be managed directly through ADX. This section will show you extra functionality related to post booking management within the platform. Learn more about topics related to:

- Clients Traveling in 10 Days
- Searching for Itineraries
- Copy an Itinerary Quote
- Link Bookings
- Reordering of Services on an Itinerary
- Removing Quoted Service from a Reference
- Changing Trip Service Views
- Building Multi Service Itineraries
- Archiving Full Itineraries
- Visa Requirements and Sherpa
- Itinerary Notes
- Resending Emails
- Creating Notifications
- Managing Notifications
- Service Fees
- 24/7 Support Fees
- Splitting Payment
- Client Pay
- Manager Access

1.1. SPLITTING PAYMENT

Split payment can be applied when there are multiple services on a reference or when you are ticketing an air service with multiple tickets. Both scenarios will utilize the checkbox functionality to select and unselect what services are being paid for on what card. You will need to enter the credit card information once on each card tab in order to process the payments. Payments will process independently, and a payment invoice will be generated for each service.



	Steps	 Notes
1.	Verify Credit Card 1 tab	<ul style="list-style-type: none"> • Default
2.	Check box next to service to add to credit card 1	<ul style="list-style-type: none"> • Check and uncheck boxes to add and remove • Total to process will reflect boxes checked • Enter CC information for Credit Card 1
3.	Click Add Payment Method	<ul style="list-style-type: none"> • Add method to add Credit Card 2

ADX Partners Clients Resources Bookings Cruise ID, ADX Ref, PNR, or invoice # Anna Kulej

Melia Paris Notre Dame - 5 nights Sam Smith
 Sunday, September 11, 2022 - Friday, September 16, 2022 Advisor: Anna Kulej
 ADX Ref. 1QJH98 QUOTE

1 Credit Card x 2 Credit Card x + Add Payment Method

4.

SERVICES READY TO BE PAID	COST
<input checked="" type="checkbox"/> De Notre Dame, Paris Sep 11, 2022 - Sep 16, 2022	USD \$1,221.99 Payment required in full.
5. <input checked="" type="checkbox"/> 24/7 Support Fee 24/7 Support Fee	USD \$60.00
Add a service fee	
Total to be paid:	USD \$1,281.99

 Steps	 Notes
4. Verify Credit Card 2 tab	<ul style="list-style-type: none"> Will show once you press ADD PAYMENT METHOD
5. Check box next to service to add to credit card 2	<ul style="list-style-type: none"> Services already added to credit card will grey out Total to process will reflect boxes checked Enter CC information for Credit Card 2