

Air Booking Guide

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1. Air Booking Guide

ADX air itineraries are compared against 200+ contracts to build you an intuitive list of options with commissions. This air flow will take you from quoting to multi options to booking to ticketing, all in one platform. Booking ADX Air builds beautifully crafted comparisons and client itineraries as well as records commission automatically for reporting and finance payouts.



- All air itineraries are compared against our 200+ contracts to build you an intuitive list of options with commission
- Search Sabre and Amadeus inventory
- Net fares with mark-up opportunity available
- Air team support is a single click away
- Build side by side comparisons of up to 4 different itineraries
- Automatic invoicing for commission tracking
- Split credit card option when multiple tickets are sold

1.1.SEARCH AND SELECT

ADX users will have access to both Sabre and Amadeus inventory when using the air search. There are two search type options to select from when building an air quote: **Regular Search** and **Direct Sell**.

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NEW AIR SEARCH	TRA	/ELERS	SEARCH	TYPE	×	NEW AIR SEARC	ЭН
Round-trip One-way	Multi-city 4 A	dults, 1 Child, 1 Infant	Search	O Direct Sell			
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 Include Nearby Airports DEPART 	TIME	CAB	Include Nearby Airports	ROUTE VIA		11/2022	8
10/09/2022			emium Economy 🗸				
	00		Same for all city pairs Limit to selected cabin O			Add Segment	
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10/15/2022	1pm - 12am 💿	Depart O Arrive	isiness 🗸		09/	17/2022	*
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AA - AMERICAN AIRLINES			TER 🖲 de Basic Economy 🛛 🗸	INVENTORY SOURCE (GDS)	097	17/2022	
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Anna Kulej	♥ \$USD	~		Save for Later			
SAVED SEARCHES		PRE	VIOUS SEARCHES	view seved and Frevious searches V		TE OWNER	
LAX to LHR 4 Adults, 1	Child, 1 Infant AA		to JFK Economy 2 Adults			na Kulej	
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	I				
		TRAVELERS		Н ТҮРЕ	
Round-trip One-wa	y Multi-city	1 Adult	🔒 O sear	rch 🔍 Direct S	ell
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DEPART	FROM	то	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLA
09/17/2022	CLT	LAX	AA	453	H Check Availab
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				Sabre Only	

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Resources

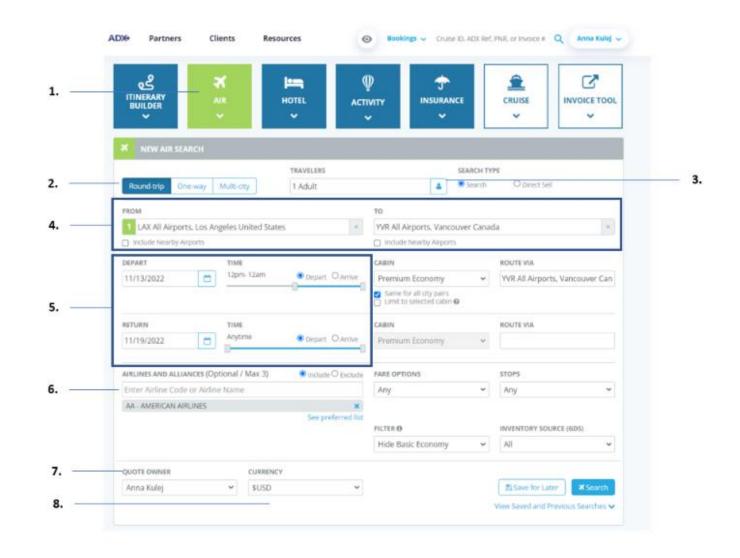
ings 🗸 Cruise ID, ADX Ref, PNR, or Invoice # 🝳 Anna Kulej

Regular Search

Direct Sell

1.1.1. Regular Search

The **regular search** is a simple point and click fill the blank option where flights are selected from a list. The regular search will have the advisor customize the fields based on their clients' specifications. The more details you enter on the search, the more narrowed down the results will be. The regular search is the defaulted option when you open ADX Air.



×Ξ	Steps		Notes
1.	Press AIR box	tı • F. • B	ir search can be started from the dashboard OR the rip services page rom Dashboard press the AIR button utton will turn green when activated ir search will open below
2.	Click type of trip – Roundtrip, One Way, Multi City (Open Jaw)		oundtrip, One Way, Multi City 1ulti city allows for 6 city pairs on one record
3.	Indicate number of travelers by maturity type	• C	dd up to 9 passengers on 1 record forrect maturity types must be selected at quoting Aaturity types based on age
4.	Enter the FROM/ TO	• C	irport code, airport name, city name heck "Include Nearby Airports" to extend search to x mount of miles Will not show net rate options when selected
5.	Click calendar to enter departure/ return date and slide time sliders as needed	 T Si O T 	elect travel dates from a calendar ime filter is optional and narrow down options if the lient has time restrictions lide the slider to apply a time window to the utbound and return options ime slider can be set for either departure or arrival imes
6.	Type airline/alliance name (optional)		dd up to 3 airlines and/or alliances to include or xclude in search results

7.	Select Quote Owner	•	If delegations set up, name will appear in the dropdown Delegates needs to be set at the time of quoting Will flow commission to correct quote owner on the file
8.	Select currency	•	CAD advisors will see both USD and CAD option USD advisors will see USD only option BMD advisors will see BMD and USD option

ITINERARY BUILDER Image: Cruise of the second sec
X NEW AIR SEARCH
TRAVELERS SEARCH TYPE Round-trip One-way Multi-city 1 Adult Search O Direct Sell
FROM TO 1 LAX All Airports, Los Angeles United States × 1 Include Nearby Airports Include Nearby Airports
DEPART TIME CABIN ROUTE VIA 11/13/2022 12pm- 12am Depart O Arrive Premium Economy VVR All Airports, Vancouver Can
Same for all city pairs Limit to selected cabin
RETURN TIME CABIN ROUTE VIA 11/19/2022 Anytime Depart O Arrive Premium Economy
AIRLINES AND ALLIANCES (Optional / Max 3) AIRLINE AND ALLIANCES (Optional / Max 3) AIRLINE AND ALLIANCES (Optional / Max 3)
Enter Airline Code or Airline Name Any Any AA - AMERICAN AIRLINES X See preferred list
FILTER ID INVENTORY SOURCE (GDS) Hide Basic Economy All
QUOTE OWNER CURRENCY
 Anna Kulej × \$USD × Save for Later × Search

₹	Steps	Notes
9.	Select Cabin category for each segment	Cabin category options include Economy, Premium Economy, Business, First
10.	Check/Uncheck cabin customizations	 Same for all City Paris checkbox lets you create a mixed cabin itinerary (example – economy on outbound, business on return) Check box if all flights are in the same cabin category – all cabin boxes will grey out Unselect if you need a mixed itinerary – all cabin boxes will be customizable Limit to Selected Cabin lets you create true class itineraries without mixed options (example – Premium economy on all segments) ADX default is to create mixed itineraries If true class not available option
11.	Indicate a route via airport (optional)	 Airport code, airport name, city name Will filter results to show only flights with that specific routing
12.	Indicate fare option type: any, flexible or unrestricted	 Any means results are not limited to the below Flexible means refundable fare or exchangeable with \$0 change fee Unrestricted means same as flexible with no other restrictions
13.	Select the number of stops (optional)	•

14.	Select Filter type for Basic Economy Fares	•	ADX will show ALL fares by default including Basic Economy Select No Filter or Hide Basic Economy Fares Set default filter in Advisor profile to hide basic fares automatically
15.	Set inventory source to All or Sabre	•	Inventory comes from Amadeus and Sabre Sabre emulator (PNR view) only available for Sabre itineraries
16.	Save for later (optional)	•	Save search criteria for later searches
17.	Press SEARCH	•	Will run the search based on the criteria entered

1.1.1.1. SELECT FLIGHT

The **Regular Search** flow returns a list of outbound and return flight options for advisor to select from. You can narrow the results by applying filters, adjust dates via the flexible dates option and review the seat map on a given flight.

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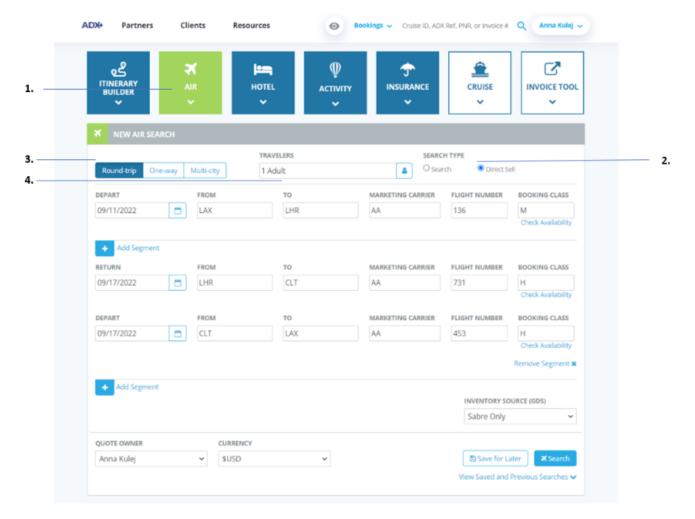
žΞ	Steps	Notes
1.	Modify search as needed	Opens the search box with pre-populated criteria
2.	Check flexible dates within + or – 3 days (optional)	 Click the "Select Flexible" button to open grid of +- 3 day pricing grid Change itinerary dates by clicking on new date GREEN – Cheaper price available RED – More expensive price available BLACK – Same price as current date
3.	Add filters (optional)	 Filter in Quick Pick box by pressing the name of the airline, price point or stops Filter in header by pressing v button: Price Airline Departure/Arrival Duration Stops Advisories Commission type /fare type GDS type Filters applied will display under filter heading Press x to remove filter
4.	Expand flight details	 Expand details and see flight numbers, connection info, seat map, etc. Expanding will open the flight section + will expand ALL flights v will expand individual flight

5.	Review seat map	•	Seat map based on airline availability Seat map is view only until the itinerary is BOOKED/TICKETED
6.	Click ADD	•	ADD to select option Repeat selection steps for all flights

1.1.2. Direct Sell Search

Direct Sell is a specific type of search that allows you to tell ADX exactly what flights you would like to put together, specifying the marketing carrier, flight number as well as booking class. This feature will allow you to bypass selecting flights from a list. ADX will pull flight specifications based on the criteria entered, the booking class letter code IS mandatory to build the itinerary using this type of search. Direct Sell searches will NOT show branded fare options for flights specified.

NOTE: The air segments entered MUST be bookable on 1 ticket for the itinerary to build in ADX – you can only combine airlines that have interline agreements on to one ticket.



₹Ξ	Steps		Notes
1.	Press AIR box	•	
2.	Select DIRECT SELL service type	• [Default will be SEARCH
3.	Select type of itinerary		Round trip, one way, multi city (open jaw with up to 6 egments)
4.	Indicate number of travelers by maturity type		Add up to 9 passengers on 1 record Correct maturity types must be selected at quoting

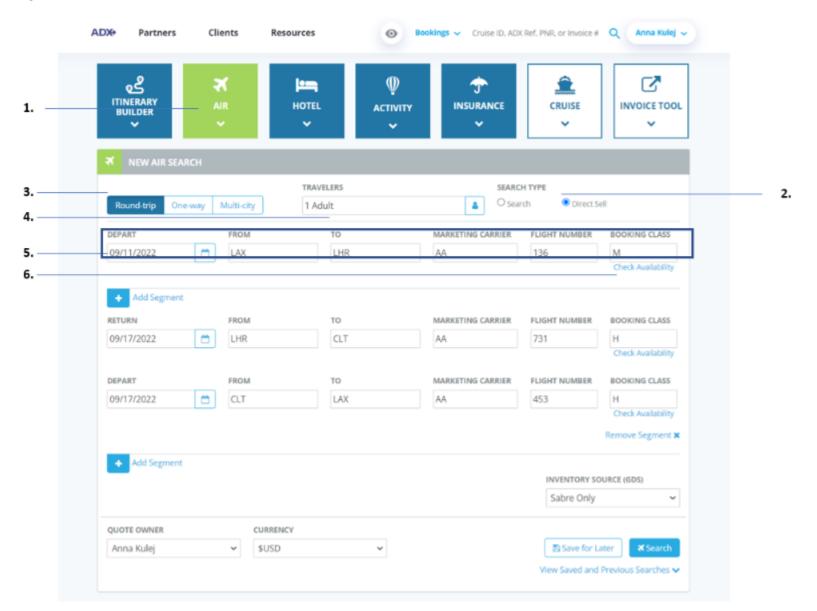
ADX Partne	rs Clients	Resources	Bookings ~ Cru	ise ID, ADX Ref, PNR, or Invoice	s Q Anna Kulej 🗸
	Air V	HOTEL	€ ACTIVITY ×		
X NEW AIR	SEARCH				
Round-trip	One-way Multi-city	TRAVELERS		SEARCH TYPE O Search I Direct	Sell
DEPART	FROM	то	MARKETING C	ARRIER FLIGHT NUMBER	BOOKING CLASS
09/11/2022	🗂 LAX	LHR	AA	136	Μ
					Check Availability
+ Add Segr	nent				
RETURN	FROM	то	MARKETING C	ARRIER FLIGHT NUMBER	BOOKING CLASS
09/17/2022	🗂 LHR	CLT	AA	731	H Check Availability
DEPART	FROM	то	MARKETING C		BOOKING CLASS
09/17/2022	CLT CLT	LAX	AA	453	H Check Availability
					Remove Segment X
+ Add Segn	ient			INVENTORY :	SOURCE (GDS)
Add Segn	nent			INVENTORY Sabre Only	GOURCE (GDS)
+ Add Segn	ient				
QUOTE OWNER		CURRENCY		Sabre Only	~
_		CURRENCY \$USD	¥		~

žΞ	Steps	Notes
5.	Indicate departure date and FROM/TO airports for 1 st flight	 Select date from calendar Enter airport code or airport name
6.	Indicate marketing carrier	•
7.	Indicate flight number	•
8.	Indicate booking class	 This needs to be the specific booking fare class (ex. Class L, M, etc.) You cannot enter the name of the booking class – ie. ECONOMY – it MUST be the letter code
9.	Press Check availability button (as needed)	 Check availability of seats in specific classes Will show the class letter code with number of seats available in each one Select a new class as needed
10.	Add segments as needed	 Build the itinerary flight by flight meaning segment by segment If there is a layover flight, add a segment to add it before building the return option
11.	Enter details for each segment added	 Same as above Do this for each segment as required
12.	Select GDS Source: Amadeus or Sabre	 All segments must be on one GDS option Select Sabre or Amadeus Sabre Emulator ONLY available for Sabre itineraries
13.	Indicate quote owner	 Used if booking on behalf of other advisors Delegate needs to be set at the time of quoting

14.	Select currency	•	CAD advisors will see both USD and CAD option USD advisors will see USD only option BMD advisors will see BMD + USD option
15.	Press SEARCH	•	This will build the itinerary for you and allow you to proceed to quoting/saving on the trip services page OR going straight to booking/ticketing

1.1.2.1. CHECKING CLASS AVAILABLITY

Using Dires Sell allows you to verify the number of seats available in each booking class and select the class to sell. Check availability by flight (or segment).



¥ ≡	Steps		Notes
1.	Click AIR button	•	
2.	Select DIRECT SELL	•	
3.	Click itinerary type	•	
4.	Indicate number of travelers by maturity type	•	
5.	Indicate departure date, From/To, Marketing Carrier and flight number	• R	equired to check availability for a specific flight
6.	Press CHECK AVAILIBITLY	• T	Vill check on the flight specified his can be done for each flight/segment on the inerary

	Flight		AA13	6, Se	ptem	ber 1	1, 202	22							Ł	
BUILDER	- Bookir	ng Class	F	A	Z	С	1	R	DI	U	W	р	х	Y	ISE	INVOICE TO
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_			Adl	Ad	d	Adi	Adi	Adi	Add		~	did		Add		
	ICR Bookin	ng Class	в	н	к	м	L	G	v	5	N	0	0	т		
	Availa		7	7	7	7	7	7	7	7	7	7	7	2		
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RETURN	FROM			70					MAR	KETIN	G CAS	RIER			UMBER	BOOKING CLAS
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09/17/2022	From			TO						ketin					umber	Booking Class

žΞ	Steps	Notes
7.	Review Booking class row	•
8.	Review availability by class	•
9.	Press ADD to add class	•

1.2. QUOTE AIR

Quoted itineraries are saved in ADX after pressing the **QUOTE** button. ADX does not purge or delete so itineraries will be accessible at any point. Once quoted itineraries will be actioned (booked and ticketed) through the Trip Services page directly.

Selected Flights	5					
	-					
1/20/82/09/2.17	•					
City Pair	Los Angeles (LAX) to L	andan (LHR)		(600)		
	Los Angeles (LAX) t	o London (LHR) - Sun Nov 13	Total Durations	The Designation		
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LAR - LHR	MARK CADIN	MAIN CADN FLEXIBLE	REAL AND CONCAN	PREMIUM ECONOMY PLEXIBLE		
LHR - LAX	MAIN CADIN	MAIN CHIM PLEXIBLE	PRIMUM ECONOMY	PRIMUM ECONOMY		
Per hauts	USD \$2,082.37	USD \$2,262.37	USD \$3,099.17	USD \$3,299.17		
Commission	18%	185	10%	10%		
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Your Selected Far	÷	<u>6</u> 2				
TRANSLESS	COST PER I	AND MALES INCLUDING MALES & FOOD				
T passanger Adult		VSD #2,082.37				
Yotal cost for 1 passe	ngen	USD \$2,082.17				
for any price thanges t		rrol sciented. ADV is not responsible et with regard to pricing, implied o				
Cantal		Quere Base				
		FERMAND COMMISSION				

¥≡	Steps		Notes
1.	Search and select your air option	•	
2.	Click FARE RULES as needed	•	Review fare rules before continuing with the air option
3.	Click SHOW PRICE AND LUGGAGE SECTION as needed	•	Provided by airlines
4.	Press QUOTE		Pressing quote will save this one option on the trip services page

1.3. AIR COMPARISONS

You can search multiple options for air and build an air comparison of up to 4 different itineraries on one client document. You can search multiple options for air and build an air comparison of up to 4 different itineraries on one client document. Air comparisons can be sent directly from ADX or downloaded as a PDF.

ADD	Partners	Clients	Resource		0	Bookings 🗸	Cruise IC), ADX Ref, PNR, or Invoice #	Q, Anno Kulej ~
USD	\$1,930.42 🕷	USD \$3,226.4	• * •	SD \$8,494.40 🗙					
City Pa	air	Los Angeles (LAX) to Nev	v York (JFK)					EDIT
		Los Angeles	(LAX) to M	lew York (JFK)	- Sun Ju	n 19		istal Duration: Sh 18m	View seat plan
UN	VITED	UNITED AIRLINE Aircraft: Boeing 1 Cabin Type: Busi Class: C Brand: RIST OR Meal: Breakfast	Brand: RRST OR BUSINESS					lepart: Sun Jun 19 at 08:10am Ierminet: 7 Irrive: Sun Jun 19 at 04:26pm Ierminet: 7 Juration: Sh 16m	
City Pa	City Pair New York (JFK) to Los Angeles (LAX)								EDIT
		New York (J	FK) to Los	Angeles (LAX)	- Sat Jur	125		tetal Duration: 6h 00m	View seat plan
UN	NITED					1	Jepart: Set Jun 25 et 10:00am leminal: 7 vrive: Set Jun 25 et 01:00pm leminal: 7 Juration: 6h:00m		
Altern	ate Fares								
LAX-J	PK	FIRST OR BUSI	NESS	FIRST OR BUSIN REF		UV .			
jPK - L	AX	FIRST OR BUSI	NESS	FIRST OR BUSIN REF		a.			
Per Ad	dult	USD \$4.247	20	USD \$4,6	47.20				
Comm	nission	20%		204 Selec	_				
Your S	selected Fa	re							
TRAVEL	685		COST PER PAS	SENGER (INCLUDIN	IG TAXES 8	FEES)			
1 passe	nger Adult				USD \$4,2	47.20			
	nger Adult				USD \$4,2				
Please b for any	price changes	engers prices are not guar that occur or any j ay make to your cli	guarantees v	ticketed. ADX is		nsible			
Cance	_			Quote Quote	All 0	look			
Fare Rul	es				ED COMMI				
	ice and lugging	e details		20% = 1	USD \$1.56	69.49			

1.3.1. Create Multiple Searches

After you run your first search, press the + button at the top of the page BEFORE you press quote, to run your 2nd, 3rd, and 4th searches. Each search option will show in a tab at the top of the page. You can remove any unneeded option by pressing the x in the search box. Once you have all the options built, press the QUOTE ALL button at the bottom of the page to save all the options and send your client the air comparison document. Air Comparisons can be created using both the regular air search as well as direct sell.

Selected Flights											
150 9511.m	2										
DyPer	Los Angeles (LAH) es N	Amer York ((FR)		107							
	Los Angeles (LAX) 1	New York (JPR) - Sun Aug 14	Texas Deretter	The law I want and	ADVe Partners Client	. 0.		6) Indiana u F	tion of the latter	And Post on Survey of	0
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	Brand AMUS DEBTI-				Tip: Picking alternatives	? Use your	most recent search for qu	ick results : 📲 Use Reo		riteria	
	Ingris Altoine Pers						TRAVELERS		SEARCH T	-	
	Coppose in them. 26,320 Minerel 2014; to New York 1		Depart for log						-		
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	Stat: Arlachters: Baggage Historica 2 Pate	- neurope			1 LAX All Airports, Los Angele	es United St	ates ×	JFK John F Kennedy I	nternationa	I Airport, New York,	NY Uni
Alternate Fares					Include Nearby Airports			Include Rearby Airpo	12		
144-144	SIVIN CHEMI	MANY CARRY FLEXIBLE	History	DISTRUMBLE							
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345A - (PK	USD \$305.53	1/50 \$285.53	USD \$784.82	UED-81,034.52	08/14/2022 🗂 An	lycime	Depart O Arrive	Économy	~		
Ter Adult					<u></u>		0	[] Limit to selected cabi	n 6)		
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	Taxan a	[beat	lance	later	AIRLINES AND ALLIANCES (Option	al / Max 3)	Include Ö Exclude	FARE OPTIONS		STOPS	
					Enter Airline Code or Airline Na	ame		Any	~	Any	
Your Selected Fare							See preferred list				
								FILTER O		INVENTORY SOUR	CE (GDS)
Tennergei Amitr	0.047 900.0	VALUE AND A						No Filter Applied	~	All	
1 passenger Adult		USD #305.53						and the second second second		C.v.	
Total cast for 2 parsen	quera .	USD 3811.8			The state of the state of the						
	at stour or any guarantie	ntil tickenad. ADX is not responsible et with regard to pricing, implied o			QUOTE OWNER	SUSD				Save for Later	×
Gree		Gues Bust				1.1222					
		EXTERNATED COMMENCE								View Saved and Prev	Adust Ser

×Ξ	Steps		Notes
1.	Press the + button	•	
2.	Press the +		Dpens search box already pre-populated Can be done with regular search or direct sell
3.	Enter search criteria then press SEARCH	• () • ()	Flow same as search and select in previous sections Change any criteria that is needed Jse Recent Search Criteria button to return to previous results page without changing anything Can be done using regular OR direct sell type of earch

Repeat this step as many times as you need. Each new search will be a new "tab" at the top. When you have built all of the searches you would like to save to ADX, press the QUOTE ALL button at the bottom of the page.

Selected Flight	5			
USD \$611.06 #	USD \$2,597.20 ×			
Photo day of the other day				
City Pair	Los Angeles (LAX) to I	New York (JFK)		EDIT
	Los Angeles (LAX)	to New York (JFK) - Sun Aug 14	Total Duration: 5h 40m	erplat
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Alternate Fares				
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Per Adult	USD \$1,298.60	USD \$1,548.60		
Commission	20%	20%		
	Seated	Select		
Your Selected Far	e			
TRAVELLERS	COST PER	PASSENGER (INCLUDING TAKES & FEES)		
1 passenger Adult		USD \$1,296.60		
1 passenger Adult		USD \$1,298.60		
Total cost for 2 passa	ngers	USD \$2,597.20		
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¥ =	Steps		Notes
4.	Press the QUOTE ALL button	•	QUOTE will save just the "tab" or search you are currently on QUOTE ALL will save all tabs BOOK will take you through the booking flow for the one "tab" or search you are currently on

1.3.2. Access the Air Comparison

Once you have more than one air service on a single ADX reference, you will see a COMPARE button at the bottom of the reference page. This document will be a side-by-side comparison of the air options that you have captured. This document can be customized by adding client information, branding banners on the profile page, as well as adding extra notes. This document can be sent directly out of ADX or downloaded.

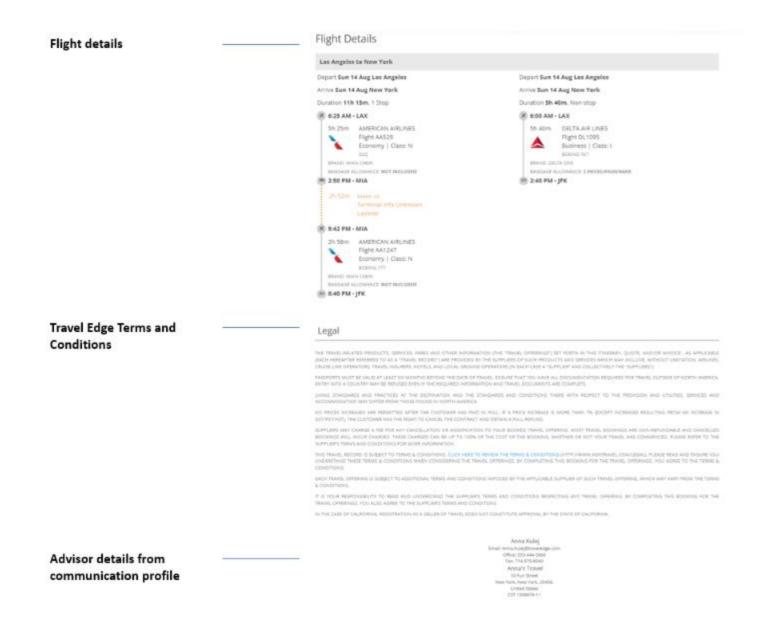
	ADX+ Partners Clients Resources Bookings - Crube ID. ADX Tiel. PNR, or b	mvoice # Q Anna Kułej 🛩
ADX Reference	Multiple Air Services Sunday, August 14, 2022 - Sunday, August 14, 2022	Advisor: Anna Kulej
	ADX Ref. 6NAJE Archive] Copy Quote & Link Bookings	geonc
	Trip Client & Travelers Payment Service Fees Manage	C Refresh Quote
	Trip Name Dates	
	Multiple Air Services 08/14/2022	Add details/notes 🛩
	All Services	View by: 🗐 👱
Multiple air services	One-way Los Angeles to New York Plename Aug 14, 2022 - Aug 14, 2022 Actions: Select New Fights - Ask Air Support - Seat Plan - Fare Rules	Book Book
	One-way Los Angeles to New York Rename Aug 14, 2022 - Aug 14, 2022	emaca 👻 Book
	Actions: Select New Flights - Ask Air Support - Seat Plan - Fare Rules	Remove
	Actions: Reorder Services	
	Client Documents: Insurance offered Update	
Click v to	Compare Flights	
access		
Compare Air	Add ADX Service • Add non-ADX Service • Compare Services •	Send Itinerary

1.3.3. Review the Air Comparison

The air comparison can be emailed directly out of ADX or downloaded. You can customize the document before sending or downloading.

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	+ Hotel Compare
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the Trip Services page	
Logo uploaded in profile	
Traveler and advisor IMPORTANT INFORMATION Information This Air Itinerary has been sent as a quote for information purposes only. Pricing and availability are not guaranteed until booked at ticketed. We cannot guarantee that these flights or these prices will be available for booking at a later time. TRIP REFERENCE 6NAJIE Generated on: June 10, 2022 YOUR ADVISOR Anna Kulej TRAVELERS No travelers assigned to this itinerary. OFFICE 555-444-5666 FAX 714-979-6040 COMPANY Anna's Travel ADDRESS 10 Fun Street New York, New York, States	ind
Side by side flight Flight Options	
options Itlinerary Option 1 Itlinerary Option 2	
One-Way Trip Los Angeles to New York One-Way Trip Los Angeles to New York	Hide R
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Automatically Added fee USD \$100.00 Automatically Added fee USD \$100.00 Fee is non refundable Fee is non refundable	Show F
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1.4.BOOK AIR

Pressing the BOOK ONLY button will confirm availability with the airline, provide you with an airline and GDS confirmation number and will allow you to go in at a later point to pay and ticket – this is a HOLD! Pricing is not guaranteed on BOOKED tickets, it can change up until the time of ticketing. Booked itineraries will cancel automatically 1 minute before the ticketing deadline expires if payment is not applied.

The book flow can be done with or without generating a quote first.

- 1. Without a Quote Press the BOOK button once you have selected your itinerary option
- 2. From the Trip Page You've pressed the QUOTE button first and now want to proceed to booking from the trip page.

Regardless of which flow you follow; the booking process will be the same.

050 6254.53					Multiple Air Services Turnley August 14, 2022 - Sunday August 14, 2	1027	Advisor Anna Kullej
City Fait	Los Angeles (LAX) to h	lew Yark (JFK)		1121	ACR Ref. SAMPLE ANTINANT CATTY Gurdent @ cont 1		
	Los Angeles (LAX) 1	New York (JFK) - Sun Aug 14	Tetal Duration	The law measurement			
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	Next Refreshment						
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American Arrives 🍾	Maeni CMA: to New York: AMERICAN ARADES 1247 Arost Bonrg 17530 Ostor Type Exercise Case 0 Brant MAN CABN Mad Antachinet Bagging Attornets E Prezi	(M) Mgrx 1347	Depart San Aug Terminal II Annan San Aug Terminal II Danasan 21:58	Car (Bullion	One-way Las Angeles In New York Ang 14, 2022 - Ang 14, 2022 Actions: Levent take Tigets - Ask An Tag	port - last Plan - Yan Autor	Renta a
Alternate Fares					Dire way Los Angeles La New York / Aug 14, 2022 - Aug 14, 2022		(internal states)
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	ADX Partners	Clients Resources	۲	Bookings 🗸	Chase ID, ADX Ref. PNR, or Invoice #	Q Anna Kulej 🗸
1. —	Your flight is st	ll available at the same pric	e.			
	USD \$2597.2					
	City Pair	Los Angeles (LAX) to New 1	York (JFK)			
		Los Angeles (LAX) to Ne	w York (JFK) - Sun A	ug 14	Total Duration: 5h 40m	View says plan
	▲ DELTA	Los Angeles (LAX) to New York DELTA AIR LINES 1095 Piight 10 Aurotatt: Boeing 767-300 (winglet Cabin Type: Business Class: I Brand: DELTA ONE Meal: Breakfast Baggage Allonance: 2 Pieces/Pae	95 1)		Depart: Sun Aug 14 at 00:00am Terminal: TERMINAL 3 Arrive: Sun Aug 14 at 02:40pm Terminal: TERMINAL 4 Duration: 5h 40m	
	Your Selected Fare					
	TRAVELLERS	COST PER PASSE	NGER (INCLUDING TAXES	8-FEE5)		
	1 passenger Adult		USD \$1.	298.60		
	1 passenger Adult		USD \$1.	298.60		
	Total cost for 2 passen	gers	USD \$2,	597,20		
		ces are not guaranteed until t at occur or any guarantees wi make to your clients				
2	Cancel		Quote	Book		
	Fare Rules		ESTIMATED COMM	ISSION		
	Show price and luggage d	etads	20% = USD \$4	77.77		

žΞ	Steps		Notes
1.	Confirm availability – if pressing BOOK from Quote	a • Ij • Ij	f pricing and availability are the same a green bar will ppear f pricing has changed an orange bar will appear f availability has changed a red bar will appear Pressing quote will return to the trip services page
2.	Press book	•	

	Multiple Air Services Entrane Sun Aug 14 2022 - Sun Aug 14 2022				No Advisor: An	Clien na Kule
	ADX Ret. (NARE					gentt
	ITINERARY SUMMARY O					
	Tip: Search für an existing client to easi	y fill in their traveler deta	is.			
	Please enter passenger nameps) exactly as they and may be up to 25 characters long. Airlines a full.					
	1 CLIENT AND TRAVELERS INFO					
8	cuanty Sarah Smith Phone: 416-444-4343			5	is traveling	=
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×Ξ	Steps		Notes
3.	Add client	• <u>5</u>	F client was added on the Trip page, you will not need to re-add the information Search for existing clients by using ORIGINATION FIRST name or LAST name or ORIGINATION FOR A CONTRACTOR ORIGINATION FOR THE ORIGINATION FOR THE ORIGINATION FOR THE OR FINAL SEARCH OR THE ORIGINATION FOR T
4.	Assign travelers		Pull in existing companion profiles OR add new traveler details
5.	Press BOOK ONLY	• E 4 • 7	Quote Only will return to the trip services page Book Only will hold inventory and allow you to apply payment at a later time Ticket Flight will book inventory and proceed to payment and ticketing

	ADM P	etana etan	•				anna Kallej v
	Multiple		ELERS LEGAL NAM				No Client
	SUT AUE 14	Are the traveler na and click Continue		hey appear on goven	ment issued IDs? Che	ck the boxes to verify the name:	ser: Anna Kales
	ADX DET CA	Please note that the fact.	if entered incorre	ctly. there are fees a	issociated with mak	ing any name changes after	
	0 74					ptured on other bookings. To correct traveler information in th	-
<i>c</i>	Please ania	FIRST NAME	MIDDLE HAME	LAST NAME	DATE OF B	ати	which an automs
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žΞ	Steps		Notes
6.	Verify the traveler information		raveler names must match travel documents at time f booking to avoid fees
7.	Check the VERIFIED button	• 7	AUST be checked for all travelers Traveler information changes after booking may result n airline and air support team fees
8.	Press CONTINUE	• C	Continue button will be available ONLY once all ravelers have verified button checked Continue button will process the booking Cancel will close the overlay box

	Multiple Air Services				Sarah Sm
	Sunday, August 14, 2022 - Sunday, August	t 14. 2022			Advisor: Anna K
	ADX Ref. 6NAJIE Archive P Link Booking	5			800828
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_	+ One-way Los Angeles to New York	Rename			800820
	Aug 14, 2022 - Aug 14, 2022				Ticket Flight
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9.	Confirm BOOKED status on Trip Page	1	When booking is confirmed the trip services page will reflect BOOKED on the service level Details will show an airline confirmation number

1.5.TICKET AIR

Pressing the BOOK ONLY button will allow you to proceed straight to ticketing without a quote OR to apply payment and ticket after a hold has been made on the trip services page. Once an air service is ticketed, you will see a TICKETED service status as well as ticket numbers under the TRIP tab.

Ticketing can be done with or without generating an ADX reference first:

- 1. Without a Quote Press the BOOK button once you have selected your itinerary option then TICKET FLIGHT. You will need to enter your client and traveler information before the button becomes available.
- 2. From the Trip Page A booked itinerary will show a TICKET FLIGHT button on the details.

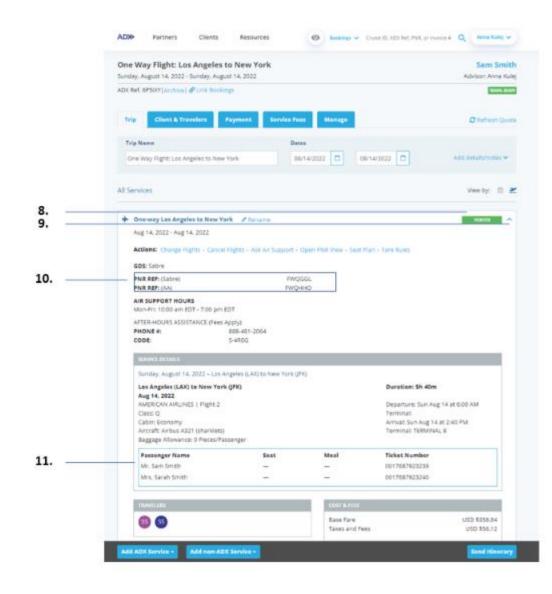
Regardless of which flow you follow; the payment process will be the same.

	One Way Flight: Los Angeles to New York minney Sun Aug 14 2022 - Sun Aug 14 2022	No Client Advisor Anna Kulej	Multiple Air Services Santa, August 14, 2022 - Santay, August 14, 2022	Sarah Smit adutor Anne tu
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) = =	Steps		Notes
1.	Press TICKET FLIGHT	• /	Book flow will show Ticket Flight option From the Trip Services Page press the Ticket Flight Will land on the payment page

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Ξ	Steps		Notes
2.	Select services to process payment		Check services to process payment Incheck services to remove from payment process
3.	Add services fee – as required		Add planning fees Add 24/7 VIP support
4.	Select insurance offering	• 5	hows in Terms and Condition of client itinerary
5.	Add credit card information		NDX does NOT pull in or store credit card information Inter CC information including billing address
6.	Read T&C's and check box		You cannot continue to ticketing without checking the nox
7.	Press PAY AND TICKET button	6 • T f1 •	F ticketing fails, a message will appear at the top etting you know it did not go through Ticketing may fail due to credit card decline, possible raud detected, ADX processing errors F ticketing fails, please reach out to ADX support for Issistance with next steps



×Ξ	Steps		Notes
8.	Verify TICKETED status		On Trip Services page TRIP tab tinerary status will reflect ALL services
9.	Press V to expand details	•	
10.	Verify airline references	• V	Vill ONLY appear on client documents once ticketed
11.	Verify ticket numbers	•	

1.6. SPLITTING CREDIT CARD PAYMENTS

When booking air services with multiple travelers you can split the payment on multiple cards, by ticket. You can **ONLY** split payment when multiple tickets are issued; you will not be able to split one ticket on to multiple credit card payments.

One Way Flight: Los Angeles to New York		Sam Smi
Sunday, August 14, 2022 - Sunday, August 14, 2022 ADX Ref. 6P5iXY		Advisor: Anna Ku
1 Credit Card + Add Payment Method		
SERVICES READY TO BE PAID	COST	
24/7 Support Fee 24/7 Support Fee	USD \$60.00	
One-way Los Angeles to New York Aug 14, 2022 - Aug 14, 2022	USD \$415.06	Split Payment
Add a service fee	Total to be paid: USD \$415.06	

¥≡	Steps		Notes
1.	Press SPLIT PAYMENT button	•	On payment page ONLY when air has multiple tickets

one may ingite a	os Angeles to New	York		Sam Smi
Sunday, August 14, 2022	2 - Sunday, August 14, 20	22		Advisor: Anna Ku
ADX Ref. 6P5iXY				BOOKED N
1 Credit Card X	2 Credit Card 🗙	+ Add Payment Method		
CEDUICEC DEADY T			COST	
SERVICES READY T	O BE PAID		COST	
24/7 Support Fee	O BE PAID		COST USD \$60.00	
24/7 Support Fee		Z Mr. Sam Smith		

2.

Ξ	Steps		Notes
2.	Unselect traveler from Credit Card 1	• F	ALL will default to selected Remove check to remove the amount from the first credit card

	One Way Flight: Los Angeles to New Y	(ork		Sam Smith
	Sunday, August 14, 2022 - Sunday, August 14, 2022			Advisor: Anna Kule
	ADX Ref. 6P5iXY			BOOKED N/S
_	Gredit Card 🛪 🔤 🕢 Credit Card 🗙	+ Add Payment Method		
-	Gredit Card X 2 Credit Card X SERVICES READY TO BE PAID	+ Add Payment Method	COST	
-		+ Add Payment Method	COST USD \$60.00	
	SERVICES READY TO BE PAID	+ Add Payment Method		

₹ ₹	Steps	Notes
3.	Press Credit Card 2 tab	•
4.	Check box to associated ticket to card	 All tickets must be associated with a card before payment can be processed Repeat process as needed

	Los Angelés to New 12 - Jundas, August 14, 22				Sam Smith Woor Arma Kulej	
ADR NOT 57311	operated special production of the	70.			month with	
O Centrant #	O CHRECHE X	- And Payment Method				
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¥Ξ	Steps		Notes
5.	Select insurance option	• (DNLY needs to be done on one credit card tab
6.	Enter credit card information	•	
7.	Click Credit Card 2 tab	•	
8.	Enter credit card information	• F	Repeat steps 7 & 8 as needed
9.	Read and check box		Read the terms and conditions DNLY needs to be done on one credit card tab
10.	Pres PAY AND TICKET button		Only needs to be done on one credit card tab Will process ALL credit cards

1.7.AIR MANAGEMENT

Quoting and booking air is not the end of the process. Maximize your ADX air tool to get the most in the most efficient way.

- Mixed air search
- Restricted to class search
- Saved air searches
- Filtering basic economy fares
- Branded fare types
- Air Net rates
- Filtering search results
- Flexible date grid
- Accessing seat maps
- PNR View
- Adding and reviewing special instructions
- Adding and reviewing frequent flyers
- Locating air fare rules
- Airline notifications
- Air Support actions

1.7.1. Mixed Cabin Search

Round trip and multi city options can be built as mixed cabin searches meaning you can have one cabin type on an outbound flight and a different cabin type for the return. To set the search to allow for a mixed cabin search, uncheck the SAME FOR ALL CITY PAIRS checkbox under the cabin selection and then select your cabin category for the subsequent flights.



1.7.2. Restricted to class search

Check the "Limit to cabin" checkbox

Build a true class air search by restricting the category on the upfront search. This will ONLY show you results where all the flights are available in the class selected.

	EULLDER	HOTEL ACT		CRUISE CRUISE
	× NEW AIR SEARCH			
	Round-trip Cna-way Multi-	TRAVELERS	SEARCH TY	74 O Divers Sel
	FROM		то	
	Include Nearby Amporta		📋 lechada Nearby Algorea	
	DEPART TIM	i	CABIN	ROUTE VIA
	to Arga	me Bepart O Avme	Economy 🛩	1
ted	1		Same for all city pairs Dimit to selected cable O	
	RETURN TIM	i .	CABIN	BOUTE VM
	C Arre	me Bepart O Arrive	Economy 👻	
	AIRLINES AND ALLIANCES (Optional	/ Max 3) Include O Exclude	FARE OPTIONS	510PS
	Enter Airline Code or Airline Nam	e	Any 👻	Any 👻
		See preferred hit	FILTER	INVENTORY SOURCE (GDS)
			No Filter Applied 👻	All 👻
	QUOTE OWNER	CURRENCY		
	Anna Kulej 👻	suso 👻		Essave for Later Search

1.7.3. Saved Air Searches

Commonly used air searches can be saved and accessed at any time. Enter the air search criteria and press the SAVE FOR LATER button. To access the saved and previously run searches, press the VIEW SAVED searches button, and select from the saved list. The search fields will populate with the data previously entered and saved.

DX Partnere Cliente Desource	Rookings & Covice ID ADV Def DND or Involce # O Anna Kulo
	*
Saved Searches Previous Searches	
BUILD SMITH LHR AIR	VOICE TO
LAX-LHR Oct 09 2022	★ Search 🗊
LHR-LAX Oct 15 2022	
	Cancel
Round-	
FROM	то
1 LAX All Airports, Pembroke United States ×	LHR London Heathrow Airport, London, England United Kingdor
Include Nearby Airports	Include Nearby Airports
DEPART TIME	CABIN ROUTE VIA
10/09/2022 🗂 12am-9am 🔍 Depart O Arrive	Premium Economy
	Same for all city pairs
	Limit to selected cabin O
RETURN TIME	CABIN ROUTE VIA
10/15/2022	Business 🗸
AIRLINES AND ALLIANCES (Optional / Max 3)	FARE OPTIONS STOPS
Enter Airline Code or Airline Name	Any 🗸 Max 1 stop
AA - AMERICAN AIRLINES 🗶	
See preferred list	FILTER 0 INVENTORY SOURCE (GDS)
	Hide Basic Economy V All
QUOTE OWNER CURRENCY	
Anna Kulej 🗸 🕹 🗸	Save for Later
	View Saved and Previous Searches
SAVED SEARCHES	PREVIOUS SEARCHES
LAX to LHR 4 Adults, 1 Child, 1 Infant AA	LAX to JFK Economy 2 Adults
	LAX to JFK Economy 1 Adult
	LAX to CDG Economy 1 Adult

1.7.3.1. CREATING SAVED SEARCHES

		TRAVELERS		SEARCH TYP	PE	
Round-trip One-way	Multi-city	4 Adults, 1 Child, 1 Inf	fant 🔺	Search	O Direct Sell	
FROM			то			
1 LAX All Airports, Pem	broke United States	*	LHR London Heathro	w Airport, Lo	ndon, England Unite	d Kingdor 💌
 Include Nearby Airports			Include Nearby Airpor	ts		
DEPART	TIME		CABIN		ROUTE VIA	
10/09/2022	12am-9am	Depart O Arrive	Premium Economy	~		
	00-		Same for all city pairs Limit to selected cabir	e		
RETURN	TIME		CABIN		ROUTE VIA	
10/15/2022	1pm - 12am	Depart O Arrive	Business	~		
AIRLINES AND ALLIANCES (C	otional (May 2)	Include O Exclude	FARE OPTIONS		STOPS	
Enter Airline Code or Airl		 Include O Exclude 	Any	~	Max 1 stop	
AA - AMERICAN AIRLINES			~9		max 1 plugs	
		See preferred list				
			FILTER O		INVENTORY SOURCE	(GDS)
			Hide Basic Economy	~	All	Ý
QUOTE OWNER	CURRENCY					
 Anna Kulej	✓ \$USD	~			Save for Later	¥ Search
					View Saved and Previo	us Searches 😽
SAVED SEARCHES			PREVIOUS SEARCHES			
			LAX to JFK Economy	2 Adults		
			LAX to JFK Economy			
			LAX to CDG Econom	y 1 Adult		
		All Saved & Pre	evious Searches			

žΞ	Steps		Notes
1.	Enter air search criteria	•	
2.	Press SAVE FOR LATER button	•	

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¥≡	Steps		Notes
3.	Enter name for search	• V	Vill appear in list of existing saved searches
4.	Press SAVE	•	

			CRUISE CRUISE
A NEW ALS SEARCH			
Round-mp Granesty Multi-chy	Auguste 1 Child 1 in	and the second se	not O Direct Set
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		Limit to all city parts Limit to selected other O	
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Enter Adding Code or Arting Name		Arty	Mar 1 800
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QUOTE ENVIRE	DARFACY		
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		LAKING COLD BUSINESS 1 YAN	

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žΞ	Steps	Notes
5.	Review saved search in list	•

1.7.3.2. ACCESSING SAVED SEARCHES

1	
	NEW AIR SEARCH TRAVELERS SEARCH TYPE Round trip One-way Multi-city 1 Adult
	FROM TO
	DEPART TIME Anytime Depart O Arrive Economy Control of the first of th
	RETURN TIME CABIN ROUTE VIA Anycline Oppart O Arrive Economy
	AIRLINES AND ALLIANCES (Optional / Max 3) AIRLINES AND ALLIANCES (Optional / Max 3) AIRLINES AND ALLIANCES (Optional / Max 3) Any Any Any Repreferred list FILTER INVENTORY SOURCE (GDS) No Filter Applied AII
	QUOTE OWNER CURRENCY Anna Kulej V SUSD V Starve for Later X Search
	Vew Saved and Previous Searches SAVED SEARCHES LAX to LHR 4 Adults, 1 Child, 1 Infant AA LAX to JFK Economy 2 Adults LAX to JFK Economy 1 Adult LAX to LAX to LAX to JFK Economy 1 Adult LAX to LAX to LAX to JFK Economy 1 Adult LAX to LAX to LAX to JFK Economy 1 Adult LAX to LAX to LAX to LAX to JFK Economy 1 Adult LAX to

žΞ	Steps	Notes
1.	Press AIR button	•
2.	Press VIEW SAVED AND PREVIOUS SEARCHES	•
3.	Click search in list OR press ALL SAVED AND PREVIOUS SEARCHES	•

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LAKERSE						

¥≡	Steps		Notes
4.	Click tab	• 9	Select Saved or Previous search tab
5.	Press SEARCH	• /	All search info will populate

1.7.4. Filtering Basic Economy Fares

ADX air search results will include all available fares on the results page. To filter out Basic Economy fares, you can:

- o set a default in your profile to automatically hide these fares on every air search
- change the filter during your air search
- $\circ \quad$ set a filter on the search results page

When selecting Basic Economy Fares, advisor will need to confirm the message below before being able to continue with booking or ticketing.

X					
Basic Economy Fare - please see airline website to review extreme restrictions associated with this fare before booking.					
Cancel	Ok				

1.7.4.1. SETTING A DEFAULT FILTER

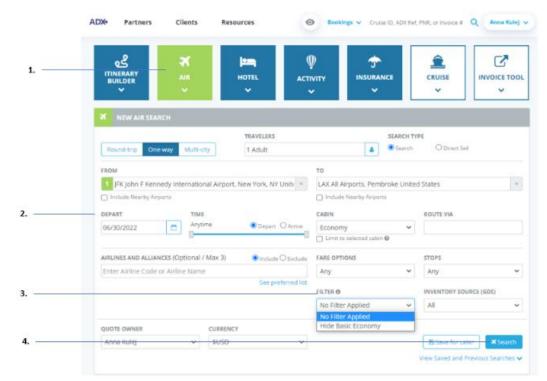
Setting a filter in your advisor profile will set the search to auto filter basic fares every time automatically. This only needs to be set ONCE.

Ø	Welcome Anna!	Use the following	tiles to update any aspect of	your ADX profile.	
		•	#	o;	٩,
		munication Profile	Access Sharing	Set Preferences	Change Password
	Control the appearance Share		Share access to your bookings with other ADX users.	Customize default values for certain fields within ADX.	Change your password at anytime to ensure your account is secure.
_	Preferences				
Custo	mize your defa	ault values for co	ertain fields within ADX		
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Custo Air Sea Commi Files to Defaul Defaul	mize your defa rch Inventory (G ssion Display show upon logir : Client Pay selec : Currency	ult values for co iDS) Preference n ("Using ADX As ction (when avail	All On Mine Only Nable) USD		> > >

žΞ	Steps		Notes
1.	Open advisor profile		/ next to name Select MY PROFILE
2.	Click SET PREFERENCES tab	•	
3.	Click v on Air Search Filter and select filter type		No filter applied – Basic will show in results Hide Basic Economy – No basic will show in results

1.7.4.2. AIR SEARCH FILTER

Apply or change the filter during the air search BEFORE running the search.



₹	Steps		Notes
1.	Press AIR button on dashboard	• (Open the air search widget
2.	Enter search criteria	•	
3.	Click v on FILTER and select option		No filter applied – Basic will show in results Hide Basic Economy – No basic will show in results
4.	Press SEARCH	• S	earch results will not show basic fares

1.7.4.3. SEARCH RESULTS FILTER

Filter our Basic Economy fares on the results page by applying a filter to the advisory column.

ADD0 Parts	ers d	lients	Resourc	**	۰	Baskingt ir	Cruse C) AGA Ant. Milly, or Investor #	Anna Radel -
Flight Sear	ch Resul	ts						
in Progress	•							
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Seinst Devidier (aber Within	ti Dayo 🛩		1	N.4564	21814P		1.00
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USD \$158.60	44.	10:38cm	81:34pm	JUC-LAR	55.544	1.7	-bendloweyler (16	S MC

₹ ₹	Steps	Notes
1.	Run air search	Filter available on results page
2.	Press v on ADVISORY column	•
3.	Check/uncheck Basic Economy checkbox	Results will update

1.7.5. Branded Fares

Branded fares¹ are the bundling of optional services that airlines historically charged for a la carte – in addition to the base fare – or provided on a complimentary basis. You will see a matrix of fare comparisons between the different branded fare options and your requested itinerary (ex. Basic Economy, Main Cabin, Delta Comfort+, Delta Premium Select, etc.).

You will see as many brands as the airline gives us for a given route meaning you can UP SELL from economy to business if the price and "amenities" are right. Currently approximately 80 airlines support branded fares and results will vary based on routes and codeshares.

					_					
USD \$2,082.37	•					FARE DETAILS				
ity Pair	Los Angeles (LAX) to Lo	ndon (LHR)		EDIT		Note: these fare attributes m	nay not be applicable to	codeshare flights operated	by other airlines.	
American Airlines 🍾	Los Angeles (LAX) to London AMERICAN AIRLINES 6991 F	London (LHR) - Sun Nov 13 (LHR) Ight 6091	Total Duration: Depart: Sun Nov Terminal: B	10h 25m View seat plan 13 at 06:00pm			MAIN CABIN	MAIN CABIN FLEXIBLE	PREMIUM ECONOMY	PREMIUM ECONO FLEXIBLE
≍ 0₹	Arrorafi: Boeing 777-300ER Cabin Type: Economy Claus: H		Arrive: Man Nov Terminal: 5 Duration: 10h 25			FIRST CHECKED BAG	~	~	~	~
	Brand: MAIN CABIN Meal: Meal Available					SECOND CHECKED BAG	\$	ş	~	~
	Baggage Allowance: 1 Piece/F Operated By:BA	assenger				THIRD CHECKED BAGGAGE	\$	\$	\$	\$
y Pair	London (LHR) to Los An	geles (LAX) Angeles (LAX) - Sat Nov 19	Total Duration	EDIT 11h 25m View seat plan		SMALL PERSONAL ITEM UP TO 40LI	~	~	~	~
American Airlines 🍾	London (LHR) to Los Angeles AMERICAN ARLINES 6002 F Aircraft: Boeing 777-300ER Cabin Type: Economy	s (LAN) Tight 6002	Depart: Sat Nov 1 Terminal: 5 Avrive: Sat Nov 11 Terminal: B			CARRYON UP TO 45LI 115LCM	~	~	~	~
	Class: H Brandt MAIN CABIN		Duration: 11h 25	m		SAME DAY STANDBY				
	Meai: Meai Available Baggage Allowance: 1 Piece/F Operated By/BA	lassenger				SAME DAY FLIGHT CHANGE				
ternate Fares										
AX - LHR	MAIN CABIN	MAIN CABIN FLEXIBLE	PREMIUM ECONOMY	PREMIUM ECONOMY PLEXIBLE						
HR - LAX	MAIN CABIN	MAIN CABIN FLEXIBLE	PREMIUM ECONOMY	PREMIUM ECONOMY FLEXIBLE						
er Adult	USD \$2,082.37	USD \$2,262.37	USD \$3,099.17	USD \$3,299.17						

¹ Branded fares ONLY available on Sabre itineraries

	Selected Flights					
_	USD \$2.082.37	•				
	City Pair	Los Angeles (LAX) to	London (LHR)			EDI
		Los Angeles (LAX)	to London (LHR) - Su	n Nov 13	Total Duration: 10h 25r	Were sent plan
	American Artimes	Los Angeles (LAX) to Lon AMERICAN AIRLINES 6991 Arcraft: Bosing 777-3008	1 Fight 6991		Depart: Sun Nov 13 at 0 Terminal 8 Anne Mon Nov 14 at 12	
		Cabin Type: Economy Case: H Brandt MAIN CABIN Meal: Meal Available Baggage Allowance: 1 Pie Operated By:BA	ce/Passenger		Terminal 5 Duranian: 10h 25m	
	City Pair	London (LHR) to Los London (LHR) to L	Angeles (LAX) os Angeles (LAX) - Sat	t Nov 19	Total Duration: 11h 25r	EDi Versionister
	City Pair American Airlines		os Angeles (LAX) - Sat ples (LAX) 2 (Fight 8992 8	t Nov 19	Total Duration: 11h 25r Depart: Sat Nov 19 at 12 Terminal: 5 Annie: Sat Nov 19 at 626 Terminal: 8 Duration: 11h 25m	n View seat piters 30pm
	American Artimes 🍾	London (LHR) to L Lenden (LR) to Les Aeg ARERCAN AUMUNES 699, Avrafit Boerg 177-305 Cabin Type Economy Oass: H Brans MAIN CABIN Medi Mysi Cabin Medi Mysi Cabin Beggapa Ahomaca: The Operated By/BA	os Angeles (LAX) - Sat peles (LAX) 2 (Fight 5952 8 celf#essenger		Depart: Sat Nov 19 at 12 Terminal: 3 Amire: Sat Nov 19 at 638 Terminal: 8 Duration: 11h 25m	n <u>Vew veet pfan</u> 30pm
_	American Atriner 🕻	London (LHR) to Lu London (LHR) to Los Ang AMERCAN ARUNES 600 Averafit Boeing 777-3005 Cabin Type: Economy Class: H Brann MAIN CABIN Meet: Mast Manlable Bactage Allowance: 1 Pie	os Angeles (LAX) - Sat ples (LAX) 2 (Fight 8992 8		Depart: Sat Nov 19 at 12 Terminal: 3 Arrive: Sat Nov 19 at 585 Terminal: 8	n View seat piters 30pm
2	American Atrines 🔪	London (LHR) to L Lenden (LR) to Les Aeg ARERCAN AUMUNES 699, Avrafit Boerg 177-305 Cabin Type Economy Oass: H Brans MAIN CABIN Medi Mysi Cabin Medi Mysi Cabin Beggapa Ahomaca: The Operated By/BA	os Angeles (LAX) - Sat peles (LAX) 2 (Fight 5952 8 celf#essenger	XHELE	Depart: Sat Nov 19 at 12 Terminal: 3 Amire: Sat Nov 19 at 638 Terminal: 8 Duration: 11h 25m	n Vew seet plan 30pm Idaen
~	American Airlines	London (LHR) to L London (LHR) to Los An AMERICAN ARUINES 600 Annafit: Solar 177.3005 Cobin Type Ecoromy Case: H Branz MANK CABN Meat: Mga Maalable Branz MANK CABN Mart CABN	os Angeles (LAX) - Sat setes (LAX) 2 Right 5952 R cel [®] azzenger MAIN CABIN FILD	XIBLE P	Depart: Sat Nov 19 at 12 Terminat: S Amixe: Sat Nov 19 at 685 Terminat: B Duration: 11h 25m	n Vew seet plan 30pm ISpen PREMIUM ECONOMY FLEXIBLE PREMIUM ECONOMY

ARE DETAILS

Note: these fare attributes may not be applicable to codeshare flights operated by other airlines.

	MAIN CABIN	MAIN CABIN FLEXIBLE	PREMIUM ECONOMY	PREMIUM ECONOMY FLEXIBLE
FIRST CHECKED BAG	~	~	~	~
SECOND CHECKED BAG	5	\$	~	~
THRD CHECKED BAGGAGE	5	\$	5	5
SMALL PERSONAL ITEM UP TO 40U	~	~	~	~
CARRYON UP TO 45LI 11SECM	~	~	~	~
SAME DAY STANDEY				
SAME DAY FLIGHT CHANGE				

žΞ	Steps		Notes
1.	Search and select flights	•	
2.	Press Branded Fare name to review details of fare	c	lse <> to rotate through available branded fare ptions when available The name is a hyperlink, and an overlay will open
3.	Press SELECT to change fare type (optional)	• 0	elected fare indicated with blue SELECTED button Changing fare type will update price, class, brand, etc. n details

1.7.6. Air Net Rates

One of the types of contracts you can access through ADX is an **air net rate**. Net rates are based on special airline contracts that allow for a markup to the airfare price that is **not visible to the client**. Mark up is added to the base fare of the ticket price. All net contracts will have a min/max rule requirement that needs to be met before being able to quote or book. Not all air routings will offer a net fare contract. You can distinguish an air net by looking at the Est. Comm column on the search results page.

Mark up rules will be shown once a net fare is selected and before continuing to quote or booking the fare.

Flight Se									
in Progra	es 💽								
TRAVELERS		cunts	INCY						
1 Adult		USD							
						(El Save for Later	C Modily Se	arch .
City Pair 1	Sun Aug 14	New York ((FK) to London	(LHR)	Business	Re	oute Via: —	Current	
Select Hight	ole Dates Within	el Days 🗸							
ALL FLIGHTS	KEM ROYAL DUTCH ARCINES	eli Days V Villan AttAnthe		AIR FRANCE	SWISS INTERNATIONAL AREINES	LUFTRMEA	AUSTRAN ARLINES Anneties	BRISSES ARLINES ARLINES	* *
ALL	KLM ROYAL DUTCH	VIIGN	LINES		HITERNATIONAL AREINES		ARLINES		* *
ALL FLIGHTS	ALM ROYAL DUTCH ARLINES		DELTA	ABPRANCE		- Liftons	Allenas	La manana	* *
ALL FLIGHTS NONSTOP	KLM ROYAL DUTCH ARUNES KCM	VIRGIN ATEANITE VIRGINING VIED IST, 405-30		USD \$1,486.80		-	ABLINES Acception	ARCINES 	*
ALL FUSHTS NONSTOP 1 STOP 2 STOPS Filters	KLM ROYAL DUTCH ARLINES KCM USD 52,945,50 LUSD 52,441,50	VIIGN ATLANTIC VIIGNAL USD 82,49430 USD 82,47430	LINES DELTA C/SD 82,404.80 USD 82,474.50	4497444624	ARLINES ARLINES		Allenas Annalian USO K2.891.60	USO 82.883.10	•
ALL FLIGHTS NONISTOP 1 STOP 2 STOPS	KLM ROYAL DUTCH ARLINES KCM USD 52,945,50 LUSD 52,441,50	VIIGN ATLANTIC VIIGNAL USD 82,49430 USD 82,47430	LINES DELTA C/SD 82,404.80 USD 82,474.50	4497444624	ARLINES ARLINES		Allenas Annalian USO K2.891.60	10120425 	•
ALL FUIGHTS NONISTOP 1 STOP 1 STOP 5 STOPS Filters. Net. Rates	KLM ROYAL DUTCH ARUNES KCM USD 52,945,50 LUSD 52,441,50	VIIGH ATANIN USD 82,419.30 USD 82,419.30	LDISS DELTA USD 12,414.30 USD 12,414.39 	4497444624	ARLINES ARLINES		USD K2.8(1.60	USO 82.883.10	<
ALL FUIGHTS NONISTOP 1 STOP 1 STOP 5 STOPS Filters. Net. Rates	NLM ROYAL DUTCH ARUNAS EXEM UDD S2.461.50 - Only #	VIIIGH ATLANTIC VIIIGHART USD R2.414.30	LDISS DELTA USD 12,414.30 USD 12,414.39 	400 NJ 484.00 USD NJ 484.00 USD NJ 494.30	INTERNATIONAL ARLINES SWISS - USD \$2,566.59 -		400,0425 	ARULANCS 	<

Type of contract shown under Est. Comm column

	AD0+ Partners	Clients Resour	085 @ 8*****	· · · · · · · · · · · · · · · · · · ·	NUL ST THEORY Q. Annu Kelly V
		Color Type Bearins Data 0 Band SACA MUNICAL Visit Done Bagging Allowing J Parts	Passerger	Norman 3 Durates St	
		O Leytor I Replace to 2	bra		
	eriannan 🖉	Replicavic (357) to London (22.04/2008-000) Page 470 Annual: Stang 757-200 (an Calor: Fyle Romess Date: D Stand: 24.24 PH(300,00 Vest: Standards) Baggage Athenance: 2 Pages	girati	Taiminat 7	Aug 15 at 1125am
	Alternate Fares				
	Jan - 1625	SAGA PROVIDE	SKA PROBUNINJO		
	327-110	SAGA MENUNAI	CACA PREMI AN ALTH		
	Per Adult	USD \$2,068.10	USD \$2,078.10		
	Commission	Net Rate	Net Rate		
		and the	(Same		
	Your Selected Fare				
	TRAVELAURE	COST PAR IN	ISSENCER (INCLUDING TANKE & FEICH	NET RATE MARKOP	
et the markup \$ or % amount	1 passenger Adult		USD \$2,008.10	Adult	
efore being able to continue		ces are not gualarteed ur	USD \$2,008.19 OI Voketed, ADP is not responsible	Base Fare per person Taxes per person * Net Rate	USD \$1.00
	otherwise that you may		with regard to pricing, implied or	Markoz	
eview published fare comparable	Canad			Total Fare per Adult	USD \$2.008.10 Published Fare: USD \$2.008.10 1
A. 9.53	Face Name Division and Lagrage II	et atta			which proceeds
				Rules • Minimum 5 is 2.6	
ontract rules for min/max mark up				· Maximum N.H.25	
equirements				Minimum amount	t is \$0.00
equiremento				Maximum amount	t is 468.00.
					e nikjest to currency conversions s may differ from amount specified

ADM Partners Clients Resources Bookings v Cruise ID, ADX Ref, PNR, or Invoice # Q Anna Kulej v Advisor: Anna Kulej One Way Flight: New York to London Sunday, August 14, 2022 - Monday, August 15, 2022 ADX Ref. 6NALGC | Archive | Copy Quote | & Link Bookings 01078 Review or edit the markup once C Refresh Quote Payment quoted on the Payment tab Details COST SUMMARY Travel Service Est. Commission Taxes Cost One-way New York to London See Details USD \$50.00 USD \$136.10 USD \$2,058.10 UPDATE PRICE Suggested Planning Fee USD \$0.00 USD \$50.00 24/7 Support USD \$0.00 USD \$60.00 Automatically Added fee USD \$0.00 USD \$100.00 Total USD \$260.00 USD \$136.10 USD \$2,268.10 D PAYMENT SUMMARY Service FOPs Type Due Amount 24/7 Support Balance USD \$60.00 Automatically Added fee Balance USD \$100.00 **Total Owing** USD \$160.00 INVOICES No invoices present at this time. Add ADX Service -

section

1.7.7. Filtering Search Results

Get the most out of the search results by applying filters to narrow down the options. Filters are available through the airline price grid box as well as through the header columns. Any filters applied will be added to the filters section and the results will be reflected. To remove the added filter, press the x button next to the filter name and the results will update accordingly.

	Flight Se	earch Resul	lts							
	In Progr	ess 💽								
	TRAVELERS		CURRI	INCV						
	1 Adult		USD							
							[Save for Later	C Modify Se	arch
	City Pair 1	Sun Nov 13	Los Angele	s (LAX) to Lond	on (LHR)	Economy	Ro	ute Via: —	Current	
	City Pair 2	Sat Nov 19	London (L)	IR) to Los Angel	es (LAX)	Economy	Ro	ute Via: —	Not Select	ted
e Price Grid	ALL	BRITISH	AMERICAN			UNITED	DELTA AIR	VIRGIN	AUSTIGAN	×
e Price Grid	ALL	AIRWAYS	AMERICAN	IBERIA	AR CANADA	UNITED	DELTA AIR LINES	VIRGIN	AIRLINES	×
e Price Grid										*
e Price Grid		AIRWAYS	AIRLINES			AIRLINES	LINES	ATLANTIC	AIRLINES	*
ne Price Grid	FLIGHTS	AIRWAYS BRITISH ARISING	ARLINES	IBERIA	-	ARLINES		ATLANTIC vegnatizete	AIRLINES	* *
ne Price Grid	FLIGHTS	AURWAYS BRITISH Advant	ARLENES American Arrest	USD \$2,110.37	NIR CANADA 🕷	AIRLINES	LINES DELTA USD \$2,225,37	ATLANTIC vegnataric USD \$2,225,37	AlleUNES Austrian	* *
ne Price Grid	FLIGHTS NONSTOP 1 STOP	AURWAYS BRITISH Advant	ARLENES American Arrest	USD \$2,110.37	NIR CANADA 🕷	AIRLINES	LINES DELTA USD \$2,225,37	ATLANTIC vegnataric USD \$2,225,37	AlleUNES Austrian	н с э
	PLIGHTS NONSTOP 1 STOP 2 STOPS	ADRWAYS INTERNATIONAL USO \$2,110,37 USO \$1,743,27	ARLENES American Arrest	USD \$2,110.37	NIR CANADA 🕷	AIRLINES	LINES DELTA USD \$2,225,37	ATLANTIC vegnataric USD \$2,225,37	AlleUNES Austrian	x < >
s Applied	FLIGHTS NONSTOP 1STOP 2STOPS Filters: Nonstop	ADRWAYS INTERNATIONAL USO \$2,110,37 USO \$1,743,27	ARUNES Amproxisteres USD \$2.082.37 	USD \$2,110.37	NIR CANADA 🕷	AIRLINES	LINES DELTA USD 15225377 -	ATLANTIC vegnataric USD \$2,225,37	ARLINES Antrifan USD \$2,237,07 -	
s Applied	FLIGHTS NONSTOP 1STOP 2STOPS Filters: Nonstop	ARWAYS BETTEL ARKNOL USO 52,110,37 USO 51,743,27 - X Only Compossenger includio	ARUNES Amproximite USD \$2.082.37 	USD \$2,110.37		ARLINES UNITED (50 52216.07 (50 52.2257 	LINES DELTA USD 52.225.17 of 47 e c	ATLANTIC vegrateric USD \$2,225.37 	ARLINES Antrifan USD \$2,237,07 -	10 ~
s Applied	FUGHTS NONSTOP 1 STOP 2 STOPS Filters: Nonstop Price is per j	ADRWAYS BRITHIN ARKNOL USO \$2,110,37 USO \$1,743,27 - X Only Com passenger includiu AIRLINE ~	ARUNES Amproximite USD \$2.082.37 missionable Flig ng taxes and fees DEPART 03:40pm 09	IDERIA 2 USD \$2,119,37 	AIR CAVADA ♥	ARLINES UNITED (ISD \$2216.07 (ISD \$2.222.57 - Results: 1 - 10 TION V 57075	LINES DELTA USD 52.225.17 of 47 e c	ATLANTIC vegrateric USD \$2,225.37 	ARLINES Automation USD 82.257.07 	10 ~
	FLIGHTS NOHISTOP 1 STOP 2 STOPS Filters: Nonstop 1 Price is per j PRICE ~ USD \$2,08	ARWAYS BITTEL ARKAYS USD 52,110,37 USD 51,743,27 - X Only Com Possenger includio AIRLINE ~ 2,37 AA	ARUNES Americanitations USD \$2.082.37 missionable Filg ng taxes and fees DEPART Al 03:40pm 09 Nor 13 No 04:50pm 11	1050 52,110,37 	IIIII CAVADA ♥ USD \$2,216,07	ARLINES UNITED USD \$2216.07 USD \$2.222.57 - - Results: 1 - 10 TION × STOPS im -	LINES DELTA USD 52.225.17 of 47 e c	ATLANTIC vegnateric USD 92225.37 EST, COMM	AREUNES Annihilar USD \$2,237,07 S D Clear F S D Clear F S D S N M C CDS V S A	10 4

1.7.7.1. AIRLINE PRICE GRID

The airline price grids will allow you to quickly apply a filter by airline, price point or number of stops. Only 1 filter can be applied at a time using the airline price grid. Click on the item you want to filter by, the filter section will show that filter as applied, and you will see the results below reflecting that filter.

	Choose City	Pair 1								
	Select Flexible	e Dates Within	±3 Days ❤							
	ALL	BRITISH Addiways	AMERICAN AIRLINES					VIRGIN ATLANTIC	AUSTRIAN ARLINES Austrian	*
Click on filter to	NONSTOP	USD \$2,110.37	USD \$2.062.37	USD \$2,110.37	-	USD \$2,216.07	USD \$2,223.37	USD \$2,225.37	USD \$2,237,07	
apply	1 STOP	USD \$1,743.27	-	-	USD \$2,216.07	USD 12.222.57		-	-	>
	2 STOPS	1.00	-	245			14	14	144	
Filters Applied	Nonstop X								D Clear F	iters
	Price is per po	issenger includi	ng taxes and fee	5	R	esults: 1 - 10 of 6	4 1	2 3 4 5		10 ¥
	Price is per po	ssenger includi	es contra a través de la	IS ARRIVE ~ FROM/		esults: 1 - 10 of 6	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 3 4 5 EST. COMM		0 4
		AIRLINE	DEPART -		HR 10h 1	TION - STOPS	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		•v GDSv	
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1.7.7.2. FILTERS APPLIED

After applying filters either via the airline price grid or the results header, the filter will show in this section. You can apply multiple filters using the results header. You can remove filters by pressing the x next to the filter applied.

	ADX9 Pa	rtners C	lients	Resources	0	Bookings 🐱	Cruise ID, ADX Rel	PNR, or Invoice #	Q Anna Ki	ulej ~
	Choose City Select Flexibl	y Pair 1 le Dates Within	±3 Days ❤							
	ALL FLIGHTS	BRITISH AIRWAYS	AMERICAN AIRLINES American Antones				DELTA AIR LINES		AUSTRIAN AIRLINES Austrian	×
	NONSTOP	USD \$2,110.37	USD \$2,082.37	USD \$2,110.37	-	USD \$2,216.07	USD \$2.223.37	USD \$2.223.37	USD \$2,237.07	
	1 STOP	USD \$1,743.27	-		USD \$2.216.07	USD \$2,222.57				
	2 STOPS	-	144	-	-		-	*	141	
rs Applied	Filters:									
x to remove	Nonstop ×	Arrive: 10	um Nov 14 - 05p	am Nov 14 x					D Clear F	iters
r ALL filters	Dation in war in	annan man landa alla	a town and far			esults: 1 - 10 of 5			later ra	
	Price is per po	assenger includin	ig taxes and jee	2	108	SUILS: 1 - 10 ULC				6 in
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	USD \$2,082	.37 🗛	04:50pm 1 Nov 13 N	1:35am LAX - L	HR 10h 45	tion - stops		EST. COMM	5 GDS V	0 v

1.7.7.3. HEADER FILTERS

Use the v on each column in the header to apply a filter on price, airline, departure/arrival times, from/to, flight duration, stops, advisories, contract type and GDS. Press the v button in the column and apply the desired filter. Click on the filter again to close the section and review the filtered results.

					0					
	Choose City									
	Select Flexib	le Dates Within	±3 Days ∨							
	ALL	BRITISH	AMERICAN			UNITED	DELTA AIR	VIRGIN	AUSTRIAN	
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	NONSTOP	USD \$2,110.37	USD \$2,082.37	USD \$2,110.37		USD \$2,216.07	USD \$2,223.37	USD \$2,223.37	USD \$2,237.07	, .
	1 STOP	USD \$1,743.27			USD \$2,216.07	USD \$2,222.57				
	2 STOPS									
	Filters:									
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ers ———	Nonstop X		ing taxes and fee			esults: 1 - 10 of S				Fik 10
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ers —	Nonstop X Price is per per PRICE ~ USD \$2,082	assenger includi AIRLINE → .37 AA	ng taxes and fee: DEPART ~ A 04:50pm 11 Nov 13 Nov 06:00pm 12	s RRIVE - FROM/T 1:35am LAX - Li	Image: Non-State DURA HR 10h 4 HR 10h 2	<mark>TION ∽ STOPS</mark> 5m —		EST. COMM	>> I*~ GDS~ S /	10

žΞ	Steps		Notes
	Price	SORT BY PRICE Price range 1,386.97 - 2,290.37	 Press SORT BY PRICE to toggle between high/low and low/high Apply sliders to adjust pricing window
	Airline	Airlines SELECT ALL BRITISH ARWAYS 1,743.27 UNITED AIRLINES 2,216.07 AIR CANADA 2,216.07 AIR CANADA 2,216.07 VIRGIN ATLANTIC 2,223.37 VIRGIN ATLANTIC 2,223.37 AUSTRIAN AIRLINES 2,237.07	 Sort by by or filter on airlines you want to include in the results Check/uncheck airlines to apply filter
	Departure/Arrive	SORT BY DEPARTURE TIME O Departure Time 08am Nov 13 - 09pm Nov 13	 Press SORT BY button to show earliest to latest Apply sliders to narrow the time windows
	From/To	SORT BY AIRPORTS O Origin Airports Cos Angeles International Airport (LAX) 1,743.27 Destination Airports London Heathrow Airport (LHR) 1,743.27	Review airports
	Duration	SORT BY DURATION O Duration range 10h 15m - 15h 15m	 Press SORT BY button to sort by duration of trip Apply sliders to narrow the duration window
	Stops	SORT BY STOPS Stops Allowed Nonstop 2,216.07 1 stop 1,743.27 2 stops - 3 stops -	 Press SORT BY button to sort by number of stops Check/uncheck stop count to apply filter

Advisory	ADVISORY Include Advisory Select All Short connection Airport changes Basic Economy Fare Carrier not ticketable within ADX Long Connection Overnight Connection	Check/uncheck advisories Short connection Airport changes Terminal changes Basic economy fares Carrier not ticketable in ADX Long Connection Overnight Connection
Est. Comm*	SORT BY COMMISSION Show all Show only commissionable flights Show net rates only Show private fares only	 Sort by or filter on type of contract you want to book Show all Show only commissionable flights Show net rates only Show private fares only
GDS	SORT BY GDS 😡	 Filter on Sabre and Amadeus Filter will reflect any defaults and search preference entered

1.7.8. Flexible Date Grid

The flexible date grid will show a +/- 3 day date grid of pricing and availability when running a regular search. The departure dates are displayed at the top and return dates on the side. The grid will highlight the time frame originally selected. You can change the flight dates through the grid without having to re-run the search by selecting the new outbound or return dates.

	Flight Sea	arch Resi	ults							
	In Progres	s 💽								
	TRAVELERS			NCLUDED AIRLI	NES	CURRI	ENCY			
	1 Adult		1	A		USD				
									Save for Later	C Modify Search
	City Pair 1	Sun Nov 1	3 Los An	igeles (LAX) to	Vancouver (YVR)	Economy	Roi	ute Via: —	Current
	City Pair 2	Sat Nov 1	9 Vanco	uver (YVR) to	Los Angeles (LAX)	Economy	Rot	ute Via: —	Not Selected
	Choose City Select Flexible DEPARTURE		in ±3 Days 🔨							
	Select Flexible		n ±3 Days 🔨 Sat 12 Nov	Sun 13 Nov	Mon 14 Nov	Tue 15 Nov	Wed 16 Nov	< >		
	Select Flexible DEPARTURE	e Dates Withi			Mon 14 Nov 3400.42	Tue 15 Nov \$362.80	Wed 16 Nov \$350.90	< > Wed 16 Nov	RETU	
2 <u></u>	Select Flexible DEPARTURE Thu 10 Nov	e Dates With Fri 11 Nov	Sat 12 Nov	Sun 13 Nov					RETURN	
	Select Flexible DEPARTURE Thu 10 Nov \$400.42	Fri 11 Nov 5400.42	Sat 12 Nov \$362.80	Sun 13 Nov 5421.92	\$400.42	\$362.80	\$350.90	Wed 16 Nov	RETURN	
	Select Flexible DEPARTURE Thu 10 Nov 5400.42 \$497.17	E Dates Withi Fri 11 Nov 5400.42 5497.17	Sat 12 Nov \$362.80 \$459.55	Sun 13 Nov 5421.92 5518.67	\$400.42 \$497.17	\$362.80 \$459.55	\$350.90 \$432.67	Wed 16 Nov Thu 17 Nov	RETURN	
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	Select Flexible DEPARTURE Thu 10 Nov \$400.42 \$497.17 \$518.67 \$518.67	Fri 11 Nov 5400.42 5497.17 5518.67	Sat 12 Nov \$362.80 \$459.55 \$481.05 \$481.05	Sun 13 Nov 5421.92 5518.67 5540.17 5540.17	\$400.42 \$497.17 \$518.67 \$518.67	\$362.80 \$459.55 \$481.05 \$481.05	\$350.90 \$432.67 \$454.17 \$454.17	Wed 16 Nov Thu 17 Nov Fri 18 Nov Sat 19 Nov	RETURN	

**	Steps		Notes
1.	Create and run air search	•	
2.	Press SELECT FLEXIBLE DATES button		A grid will open showing a price grid Only available on regular search
3.	Review new pricing options and press price button to change dates	•	Green indicates a lower fare Red indicates a higher fare Black indicates no change in price

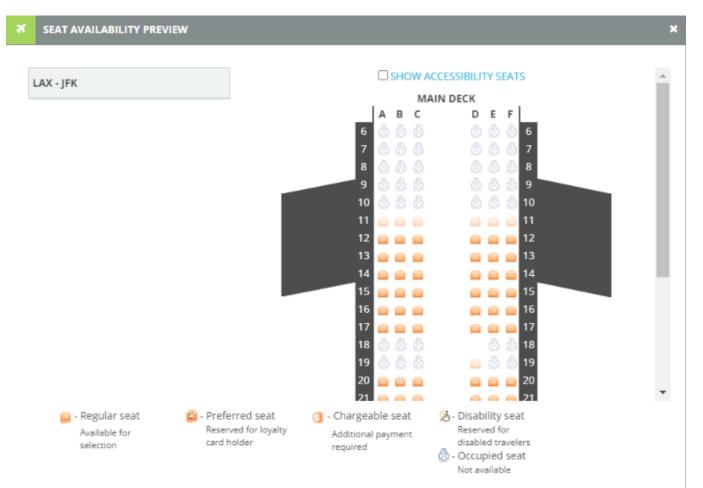
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₹	Steps		Notes
4.	Review the new dates	•	
5.	Press OK to adjust the search to new dates	•	Search results page will refresh with new date range Press CANCEL to close and keep original dates

1.7.9. Accessing Seat Maps

Air seat maps are available during the initial flight search as well as on the trip services page after an air has been booked and/or ticketed. The air search seat map is a READ ONLY view meaning you can only see the options available; you cannot select seats before anything is booked. Once an air itinerary is booked or ticketed, you can access the seat map from the trip services page and select seats as permitted by the airline. Once seats are selected an advisor notification will be generated confirming the selection – no action is required.

Clients who have frequent flyers that open paid seats for free will be able to access these seats automatically as long as their frequent flyer number is in their profile. You cannot purchase seats through ADX. Please reach out to the Air Support team or the airline directly for paid seat access.



1.7.9.1. SEAT MAP DURING SEARCH

If the airline is sending the seat map information through, you can access the seat map during your air search to review configuration and availability.

	ADM N	rtners	Clients	lasources	0	Rostings -	Orana (G. ADI Part.)	NR. a monte #	۹	na tutų –
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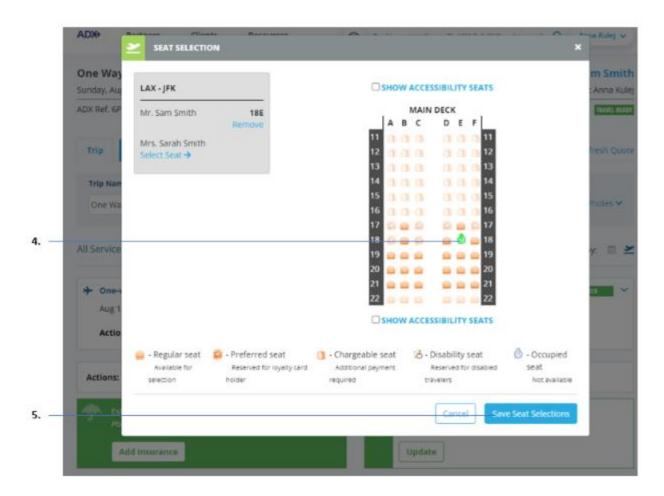
₹ ₹	Steps		Notes
1.	Run air search	•	
2.	Press v on flight details		Next to ADD button This will expand the details
3.	Press VIEW SEAT PLAN		Seat map will be READ ONLY You cannot select seats during a search

1.7.9.2. SELECTING SEATS ON TRIP PAGE

Once an air option is booked or ticketed, seats can be selected directly on the Trip Services page TRIP tab.

	ADD# Partners Clients Resources	
	One Way Flight: Los Angeles to New York Sunday, August 14, 2022 - Sunday, August 14, 2022	Sam Smith Advisor: Anna Kulej
1	samay, August ta, 2022 - samay, August ta, 2022 → ADX Ref. (PSDY [Archive] & Link Bookings	TANK BAR
2	Trip Client & Travelers Payment Service Fees Manage	C Refresh Quote
	Trip Name Dates	
	One Way Flight: Los Angeles to New York 08/14/2022 0 08/14/2022 0	Add details/notes 🛩
	All Services	View by: 📋 🞽
3	One-way Los Angeles to New York Planame Aug 14, 2022 - Aug 14, 2022 Actions: Change Flights - Cancel Flights - Ask Air Support - Open PNR View - Seat Plan - Fare Rules Actions: Reorder Services	
	Estimated Quote USD #81.00 Add Insurance USD #27.00 Update	
	Add ADX Service - Add non-ADX Service -	Send Itinerary

××=	Steps		Notes
1.	Open ADX reference	•	
2.	Press TRIP tab	•	Defaulted tab
3.	Press SEAT PLAN	• .	Located in ACTION section Service MUST be in BOOKED or TICKETED status to select seats



žΞ	Steps		Notes
4.	Click seat	•	Icon will appear on seat selected Repeat for all travelers and segments
5.	Press SAVE SEAT SELECTION	•	Overlay will close

Trip Client & Tr	ravelors Payment	Service Fees	Manage		C Refresh
Trip Name		Dates			
One Way Flight: Los J	Angeles to New York	08/14/2	022	08/14/2022	Add details/hote
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Aug 14, 2022 - Aug	14.2022				
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PNR REF: (Sabre) PNR REF: (AA)		PWQGGL PWQHHO			
PNR REF: (AA) AIR SUPPORT HOU Mon-Fri: 10:00 am					
PNR REF: (AA) AIR SUPPORT HOU Mon-Pri: 10:00 am AFTER-HOURS ASS PHONE #:	EDT - 7:00 pm EDT ISTANCE (Fees Apply) 888–481-206	PWQHHO			
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PNR REP: (AA) AIR SUPPORT HOU Mon-Pri: 10:00 am AFTER-HOURS ASS PHONE #: CODE: Sunday: August 1 Los Angeles (LA) Aug 14, 2022 AMERICAN AIRLP Clast: Q Cabin: Economy Arcraft: Airbus A Baggage Allowan	EDT - 7:00 pm EDT ISTANCE (Rees Apply) 888-481-206 5-4REG 14, 2022 - Lot Angeles (LAX) t X) to New York (JFK) NES Flight 2 321 (sharklets) or: 0 Pieces/Passenger te	PWQHHO 4	Meal -	Departure: Sun / Terminat Arrivst: Sun Aug Terminat: TERMI	Aug 14 at 6:00 AM

Ξ	Steps		Notes	
6.	Press v on Trip Tab	• Expand the service details		
7.	Verify seat selection	٠		

1.7.10. PNR View

The PNR View (Sabre emulator)² is available for all ADX Air Sabre bookings. The emulator will allow advisors to change and manage their records themselves without having to access the air support team. Advisors will use regular Sabre commands to manipulate the booking and changes will reflect in ADX once completed. **Please note, any debit memos as a result of changes made via the emulator will be the responsibility of the advisor.**

You are now using the Sabre Command Wine Edge provides for ADX bookings.	dow. Committing changes to the PNR will void the "Debit Memo Guarantee" that Tr	avel
	SABRE SESSION STARTED.	
1.15HITH/SAM 2.15HITH/SARAH		
1 AA 20 14AUG 5 LAX3FK HK2 600A 240P 1	HP5 /DC24*FW2HHD /F	
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PHONES		
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92868		
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4.55R CTCH AA HK1/5554445555		
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15*TA/25		
BRE COMMAND	SEE LIST OF SUPPORTED COMMANDS	

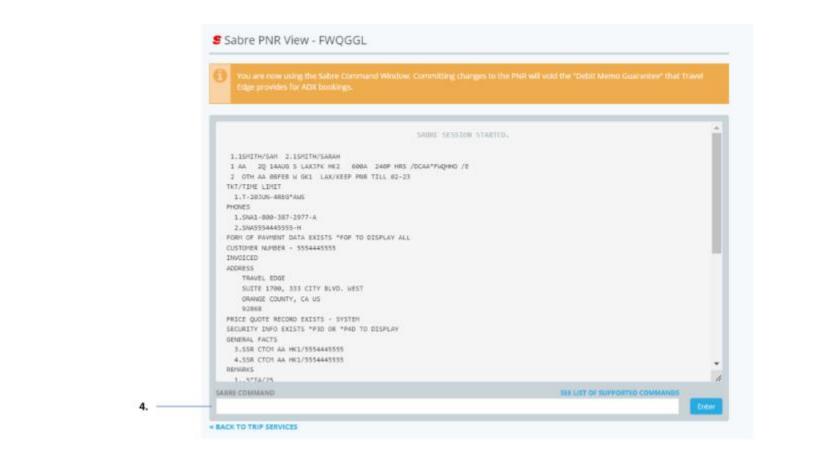
² Only available for Sabre booked/ticketed itineraries

1.7.10.1. ACCESSING PNR VIEW

The PNR view button is available on any Sabre booked or ticketed itinerary, in the action section of the trip tab.

	ADX Partners Clients Resources Bookings Cruise ID, ADX Ref, PNR, or Inv	oice # Q. Anna Kulej 🗸
	One Way Flight: Los Angeles to New York Sunday, August 14, 2022 - Sunday, August 14, 2022	Sam Smith Advisor: Anna Kulej
1. —	ADX Ref. 6PSIXY Archive & Link Bookings	TRAVEL-READY
2	Trip Client & Travelers Payment Service Fees Manage	C Refresh Quote
	Trip Name Dates One Way Flight: Los Angeles to New York 08/14/2022 08/14/2022	Add details/notes 💙
	All Services	View by: 📋 👱
3. —	One-way Los Angeles to New York Rename Aug 14, 2022 - Aug 14, 2022 Actions: Change Flights - Cancel Flights - Ask Air Support - Open PNR View - Seat Plan - Fare Rules	ROUTHS
5.	Actions: Reorder Services	
	Estimated Quote ① USD \$81.00 USD \$81.00 Insurance Client Documents: Potential Commission USD \$21.00 USD \$21.00 Update Add Insurance Update	

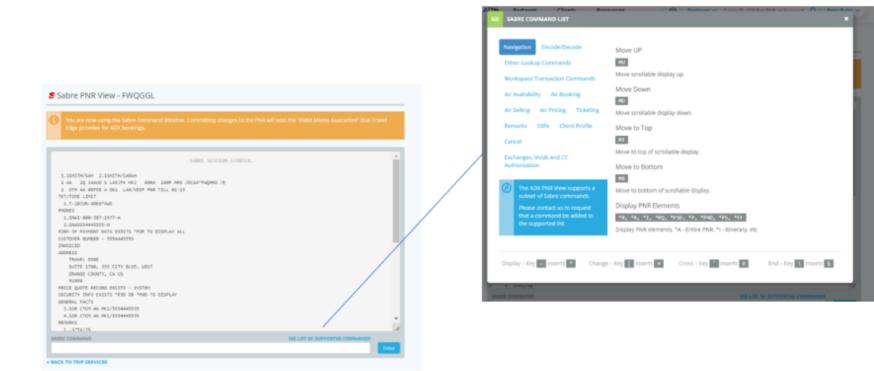
Ξ	Steps	Notes
1.	Open ADX reference	•
2.	Click TRIP tab	Defaulted tab
3.	Click OPEN PNR VIEW button	Located under Actions section



**	Steps		Notes
4.	Enter Sabre commands to review and change PNR	•	

1.7.10.2. ACCESS SUPPORTED COMMANDS

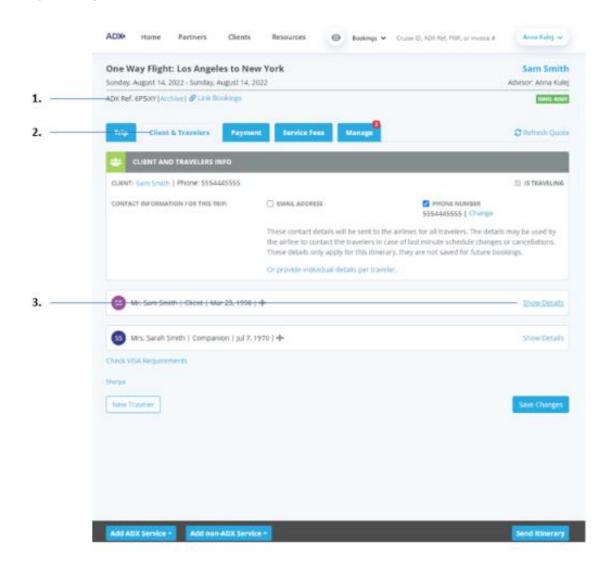
The PNR View supports a subset list of Sabre commands. A list of supported commands can be accessed through the emulator.



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1.7.11. Adding and Reviewing Special Instructions

Special instructions or requests for special assistance such as wheelchair service or individual assistance, can be added to the record on the Client and Traveler tab of the reference. You can do this for each traveler associated with the trip. Information can be added on the record up until the time of travel and it will automatically synch on to the record for you. Once added, you can press the ADD/VIEW button to review the special instruction that were previously added to the record.



×≡	Steps		Notes
1.	Open ADX reference	•	Booked or ticketed air services can request special instructions
2.	Click CLIENT AND TRAVELERS	•	Second tab
3.	Click SHOW DETAILS		Each traveler attached to the record will have a details section where you can add special instructions

-								
	TITLE	FIRST NAME *		MIDDLE N	WIL optional		LAST NAME *	
#	Mr. 👻	Sam					Smith	
	GENDER *	DATE OF BIRTH		NATIONAL	ITY			
	≡ w1⊖ r	23 🛩 Mar	✓ 1990 ✓	United S	tates	~	III SAVE AS CLIENT	
	PASSPORT NUM	BER			RECRESS NUMB	ER		
	1111111							
	ISSUING COUNT	RY			KNOWN TRAVEL	ER NUMBER		
	United States		*					
	EXPIRY DATE							
	3 🌱 Jan	♥ 2025 ♥						
	+ One-way L	os Angeles to New	York					10.010
	CONTACT EMAIL				PHONS NUMBER			
	No email provi			55544455				
	Using client co	ntact information -	switch to per travels	er contact det	wits.			
	SEATING PREFER	ENCE		MEAL PRE	FERENCE			
	Aisle		×	None			~	
	+ Add Airline	Loyalty Program						

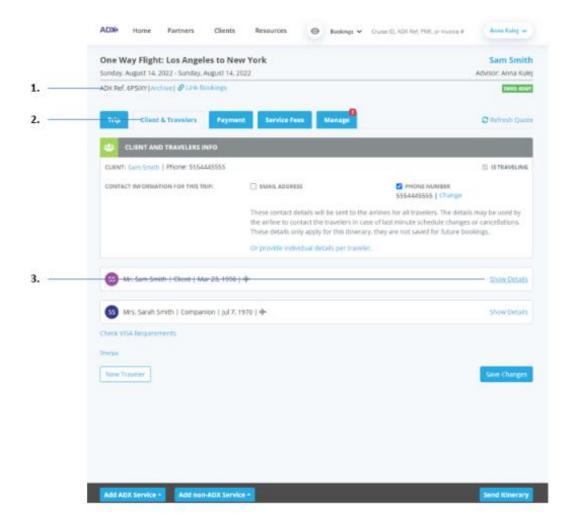
×Ξ	Steps		Notes
4.	Click ADD/VIEW Special Instructions	• 1	ocated at the bottom of each traveler section

	ADX+ Harris	SET/VIEW SPECIAL INSTRUCTIONS			×	ma Kulej 🗸
5. –	REQU	JEST TYPE		AIRLINE		
6. –	SS Mr. S Wh	eelchair - All the way to Seat	~	Select	~	e Details
7. –	TITL INST	RUCTIONS				
8. –	GEN +	Add Special Instruction				
9. –	PAS				Cancel Save	
	1111111					
	ISSUING CO	UNTRY	KNOWN	TRAVELER NUMBER		

₹ ₹	Steps		Notes
5.	Click V on request type	• \$	elect type from list
6.	Click v on airline		elect airline – applicable when multiple flights are present on record
7.	Type manual instructions – as needed	•	
8.	Press Add Special Instructions to add another request	• F	Repeat as needed
9.	Press SAVE	•	

1.7.12. Adding and Reviewing Frequent Flyer Numbers

Frequent flyers that are on the client and companion profiles will automatically be added to the record once the travelers are assigned. Frequent flyers can be reviewed through the client profile OR on a specific record under the Client and Travelers tab details section. If you need to add a number **AFTER** you have booked and/or ticketed a flight, this needs to be done on the specific reference for it to push on to the record. The new number once saved will update the client or companion profile automatically. Updating the client profile will NOT automatically add the new number to the existing records. Frequent flyers can be added up until the time of travel.



ĭ≡	Steps		Notes
1.	Open ADX reference		Booked or ticketed air services can request special nstructions
2.	Click CLIENT AND TRAVELERS	• S	econd tab
3.	Click SHOW DETAILS	s	Each traveler attached to the record will have a details ection where you can add and review airline loyalty programs

1.00	TITLE	FIRST NAME *		MIDDLE NA	ME riprional		LAST NAME *	
#	Mr. 🛩	Sam					Smith	
	GENDER *	DATE OF BIRTH		NATIONAL	TY			
	⊕mi⊖r:	23 ¥ Mar ¥ 1990	~	United S	ates	~	III SAVE AS CLIENT	
	PASSPORT NUM	828.			REDRESS NUMBE	IR		
	1111111							
	ISSUING COUNT	жү			KNOWN TRAVEL	ER NUMBER		
	United States	87	*					
	EXPIRY DATE							
	2 👻 jan	✓ 2025 ✓						
	+ One-way L	os Angeles to New York						houtes
	CONTACT EMAIL	ADDRESS		CONTACT	MONE NUMBER			
		chect.		55544455	55			
	No email provi							
		nsact information – switch to p	er traveler		alls.			
		ntact information – switch to p	er traveler					
	Using client co	ntact information – switch to p	en traveler (contact deta			÷	
	Using client co SEATING PREFER ABle	ntact information – switch to p		Contact deta			×	

×=	Steps		Notes
4.	Click ADD Airline Loyalty Program	•	Located at the bottom of each traveler section

	TITLE	YORDY HOLMELY	BRIDDLE NO	MAT optional	LAST MARK +	
==	M. ¥	Sen			Smith	
	CONDER+	DATE OF BIRTH	NATIONAL			
	1. all 1.	23 ¥ Mar ¥ 1990 ¥	United 3	one v	PAWLAUDING	
	PASSPORT NAME	NEW.		REDRUST NUMBER		
	mm					
	ISRNING COUNTY	87		RINGWIN TRAVELER ROTABER		
	United States					
	ARPEN DATE					
	2 - ¥ - 344	♥ 2025 ♥				
	+ One-way Le	as Angeles to New York				-
	CONTACTEMAL	ADDAUSE	CONTACT	PHONE NUMBER		
	No arrial provid	tel.	55544455	55		
	Using client our	rtect information - switch its per bravele	contect deb	ets.		
	SEATING PREIER	inci	MEAL PROFESSIONS			
	Alste	-	Roone		÷	
			Variation -	S		
	LIPEALTY ARKING		S DROIS TY #			
	AA.		123456			
	A.L.	Legelly Program			•	
	AA. 4 Add Arline	(apply Program)				
	AA. 4 Add Arline				ŕ	
	AA. 4 Add Arline	(apply Program)				Hills Data
	AA + Auto Antine + Autorinany S	(apply Program)				
-	AA + Auto Kirling + Auto Year S Wrs. Sarah Smith	Lagelly Program genual Instructions h Composion Jul 7, 1970 +				
-	AA. + Add Artine + Add Marker Sy Wrs. Sarah Smith WSA Negationart	Lagelly Program genual Instructions h Composion Jul 7, 1970 +				Hals Detail

5.

6. 7.

¥≡	Steps		Notes
5.	Type in name of loyalty program	• 7	ype ahead will show airline name as you type
6.	Type in loyalty number	٠	
7.	Press Add Airline Loyalty Program – as needed	• /	Add multiple frequent flyers as needed
8.	Press SAVE	• E	Bottom of the traveler section

1.7.13. Locating Air Fare Rules

It is important to understand the fare type you are offering and selling to your client and the rules that come along with that fare. Fare rules are available for your review before quoting an air option, on the trip reference once an air option is selected as well as on the client itinerary. The Fare rules link will organize the information by flight segment and category. Please click the specific category to review the rules.

need to prov	e used for reference, if any details ide change or refund penalty detail er any current travel advisories ma	s to your client, please confirm	nfirm with the Air Support Team. If with the Air Support Team for full
lult	er any carrent daver adrisones ma	, impact the changes.	
AX - JFK —	RULE APPLICATION AND OTHER CONDITIONS	ELIGIBILITY	DAY/TIME
FK-LAX >	SEASONALITY	FLIGHT APPLICATION	ADVANCE RESERVATIONS/TICKETING
	MINIMUM STAY	MAXIMUM STAY	STOPOVERS
	TRANSFERS	COMBINATIONS	BLACKOUT DATES
	SURCHARGES	ACCOMPANIED TRAVEL	TRAVEL RESTRICTIONS
	SALES RESTRICTIONS	PENALTIES	HIP/MILEAGE EXCEPTIONS
	TICKET ENDORSEMENTS	CHILDREN DISCOUNTS	TOUR CONDUCTOR DISCOUNTS
	AGENT DISCOUNTS	ALL OTHER DISCOUNTS	MISCELLANEOUS PROVISIONS
	FARE BY RULE	GROUPS	TOURS
	VISIT ANOTHER COUNTRY	DEPOSITS	VOLUNTARY CHANGES
	VOLUNTARY REFUNDS	NEGOTIATED FARES	INTERNATIONAL CONSTRUCTION

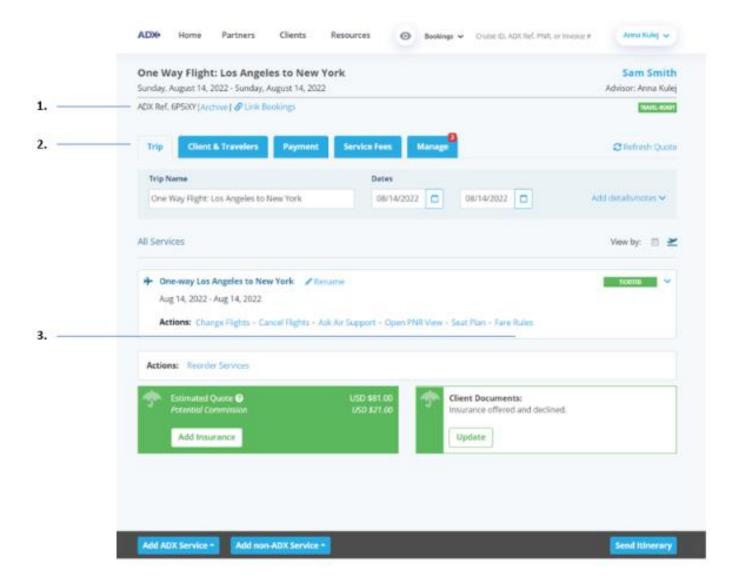
1.7.13.1. DURING AIR SEARCH

Run your air search and select your flights – if using Direct Sell, enter your search criteria and run your search. The fare rules are available BEFORE you quote or book an air option, at the bottom of the fare section.

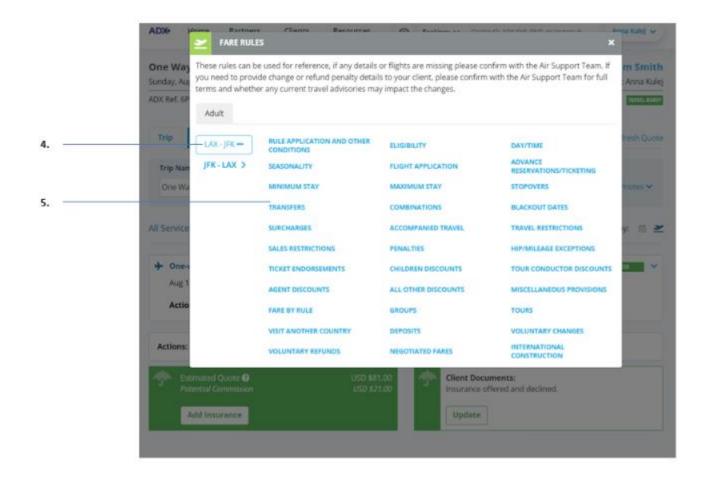
Ny Far	Los Angeles (LAX) to C	London (LHR) Io London (LHR) - Mon Aug 15	Total Duration:	101 Th Chi Theorem (star)		Team, If you need	to provide change or refund	etails or flights are missing pleas penalty details to your client, pl avel advisories may impact the	lease confirm with the Air Su
UNITED 🗃	Los Augeles (LATC) II Denv UNITED ARLINES 1480 11 Historit Boeing 151-800 Centr Type Economy Centr 7 Brandt AcCimcony Analysis, Haar Food and Beverage in Bagging Howards 1 Feat	er (DN) Igra 1480 Ar HEFUNGARIJE The purchase	Depart, Mun Aug Terminal 7 Annue Main Aug Terminal 2 Doversit 20 2010	5 at 1200pm		Adult Mar (100 - DA-DIR +	LAX - LHR Adult Faire Rules RIFUNDABLE/CO, FEE VALIDATING CAREER - UA		
UNITED 🚮	O Legisler in Denver SA 28 - Long Gameettion Benver (2011) in London 3 UNITED ARLINES 202 (Fig	LHR]	Depart Mini Aug Terming: 1			/		ELIZIORETY PLANNY APPLICATION MARINETY	ADMARK ADMARK BEERVARENVTOETING
	Annuelt, Buerg 187-5 Canin Type, Businemy Date: V Brand BCONDARY ANETAL Mail Dimen Biogging Allowance, 1 Proce		Anne Taxing Y Terreral 2 Duretan In Upe				HERDINGH (FAN TRANSFERS BURCHARDES GRUTE BETTERCTORIE DICKET DEGENERALISTE ANNELE BUCCHARTS	COMPARIATIONE ACCOMPANYIELT TRAVEL PERALTIPS CHILDREN DESCONTE ALL OTHER DESCONTE MEDUTY	ETHNOLES BLACKING DATE TRANSPORTUGE MENANG AND DATE TRANSPORTUGE BLACKLARE (MERCE) BLACKLARE (MERCE)
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- UHE	ECONOMY	REFLICTORY PARTNELS' REFLICTORES	REFLICTION FLACT	manafician			RULE APPLICATION AND OTH	IER CONDITIONS	
Adult	USD \$844.30	USD \$2.963.30	LISD \$1,145.30	USD \$1.295.30			VALIDATED FOR AUTOPRICING TRANSATLAUTIC ROUNDTRIP ETF	NG TEKT IS INFORMATIONAL AND INST	
nneseen	an Seat		n -	22%			TO AREA 2/3 APPLICATION REEA TWEES FARRES APPLY FROM AREA 1 TO AREA 2/4REA 2		
r Selected Fare			N						
	COLT POR	MARCHICE AND A CLUBING TANKS & FILLS							
cost for 9 passang		USD 12,943.30							
y price changes that		until tocketed. ADX is not responsible as with regard to pricing, implied an							
-/		Game Book							

1.7.13.2. ON THE TRIP SERVICES REFERENCE

Once an air service is quoted/booked/ticketed, the trip service reference will give you access to the fare rules on the Trip Tab Action section.



¥≡	Steps		Notes
1.	Open ADX reference	• 0	Quoted, booked, ticketed status
2.	Click TRIP tab	• [Defaulted tab
3.	Click Fare Rules to open fare rules	• 11	n Action section of air service



žΞ	Steps		Notes
4.	Click the segment	•	
5.	Click the category	• F	are rules for that specific category will open

1.7.13.3. ON THE CLIENT ITINEARARY

Once an air option is added as a quote/booked/ticketed item on an ADX reference, the client itinerary will contain a link to the fare rules for the client to access.

1	ADX Ref. 6P50XY [Archive] & Link Bookings		TRAME ADADT
	Trip. Client & Travelers Payment	Service Fees Manage	C Refresh Quote
	Trip Name	Dates	
	One Way Flight: Los Angeles to New York	06/14/2022	Add details/notes 🛩
	All Services		View by: 📖 🞽
	One-way Los Angeles to New York Ren Aug 14, 2022 - Aug 14, 2022 Actions: Change Flights - Cancel Flights - Add	ame k Air Support + Open PNR View - Seat Plan + Fare Bules	- 10110 X
	Aug 14, 2022 - Aug 14, 2022		908189 🛛 🗙
	Aug 14, 2022 - Aug 14, 2022 Actions: Change Flights - Cancel Flights - Asl		
	Aug 14, 2022 - Aug 14, 2022 Actions: Change Flights - Cancel Flights - Ad Actions: Roorder Services	Air Support - Open FNR View - Seat Plan - Fare Rules	

žΞ	Steps		Notes
1.	Open the ADX reference	•	
2.	Click SEND ITINERARY	• 1	ocated at the bottom of the page

3	Sunday,
	August 14,
	2022

Airline Confirmation N AMERICAN AIRLINES			
Travolor: Mr. Sam Smith Mrs. Sarah Smith	Ticket Number: 0017687923239 0017687923240		
AMERICAN AIR	LINES Flight 2		Reference: FWQGGL
LAX	JFK	Duration	American Airlines
LAX Los Angeles	JFK New York	Duration 5h 40m	American Airlines
Test in the second second			American Airlines
Los Angeles	New York		American Airlines
Los Angeles 06:00 AM	New York 02:40 PM		American Airlines
Los Angeles 06:00 AM	New York 02:40 PM Aug 14 Terminal 8		
Los Angeles 06:00 AM Aug 14	New York 02:40 PM Aug 14 Terminal 8	5h 40m	
Los Angeles O6:00 AM Aug 14 Cabin: Economy, Clas	New York 02:40 PM Aug 14 Terminal 8	5h 40m Passenger Name	Sea

4.

žΞ	Steps		Notes
3.	Scroll to air section of the itinerary	•	
4.	Click SEE FULL FARE RULES AND RESTICTIONS	•	

1.7.14. Airline Notifications

Airline notifications will include anything put on a queue from the airline that needs the advisor's attention. Notifications will appear in the Notice Board on the main dashboard page and in the Manage tab on the trip services page.

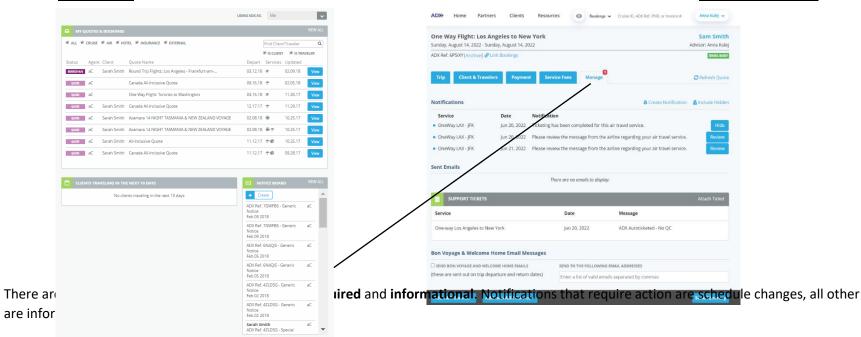
Advisors will receive an email from ADX with the notification message in it. The manage tab will also show a little red number on the corner if there are unactioned messages on the service.

Types of Notifications

- Schedule change MUST be actioned within ADX
- Seat selection confirmation
- Meal selection confirmation
- Ticketing deadline change
- Special instructions
- Duplicate booking warning
- Air team change notification
- Ticketing deadline missed
- Cancelled booking

Dashboard

Trip Services Page



³ Air team will work directly with advisor via email. Unactioned scheduled changes are subject to air support fees when having to action on advisor behalf

Action Required

	ADX REF. 6N3YK7 - SCHEDULE CHANGES
 Press notification OR VIEW button OR Review button 	
	Sarah Smith PNR : PMVCRA Email: sarah@smith.com October 12, 2016 Phone: 4165554545 OneWay YYZ - IAD
	Original Schedule Revised Schedule
	City Pair 1
Review schedule change in orange	UA8274 YYZ-IAD UA8274 YYZ-IAD Flights November 13, 2016 02:30pm November 13, 2016 12:30pm November 13, 2016 04:00pm November 13, 2016 02:00pm November 13, 2016 02:00pm
	Duration 01:30:00 01:30:00
	Warnings
Add comment to comment box	ACCEPT/REJECT Please tell us why you are rejecting or accepting the changes here.
Press REJECT or ACCEPT	Cieste Reject Accept
Informational Only	ADX REF. 6N4PSV - SPECIAL INSTRUCTIONS X
Review special instruction message	Sarah Smith PNR : PMVCRA Email: sarah@smith.com October 12, 2016 Phone: 4165554545 OneWay YYZ - IAD

• If you need assistance contact Air Support team

Phone: 4165554545	OneWay YYZ - IA	AD :
	Old	New
Seat Selection		
Traveler: Sarah Smith Flight No: NZ 1	No assignment	55J - Confirmed
Traveler: Jack Jones Flight No: NZ 1	No assignment	55K - Confirmed

Press HIDE to close

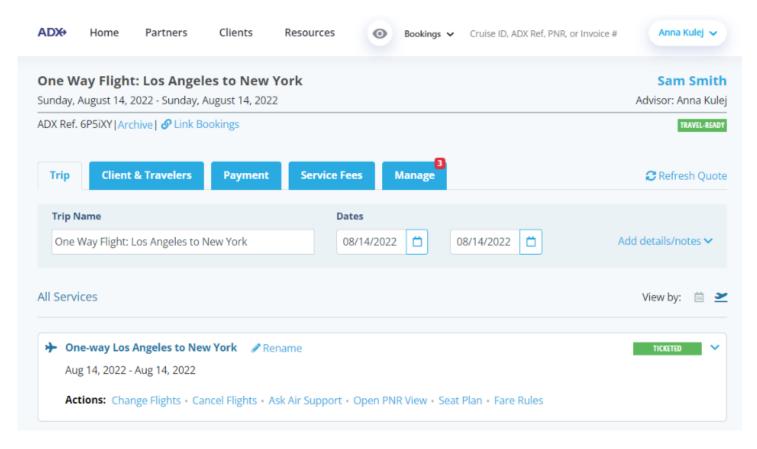
Close

Hide

1.7.15. Air Support Actions

Air support can be accessed directly from the ADX reference Action section. Select from **ASK AIR SUPPORT, CHANGE FLIGHT, CANCEL FLIGHT** and submit an email request to the air team. Using these buttons will send all relevant information to the air team including the record locator, the traveler date and advisor info. It will also prioritize it based on the type of request and urgency related to travel date.

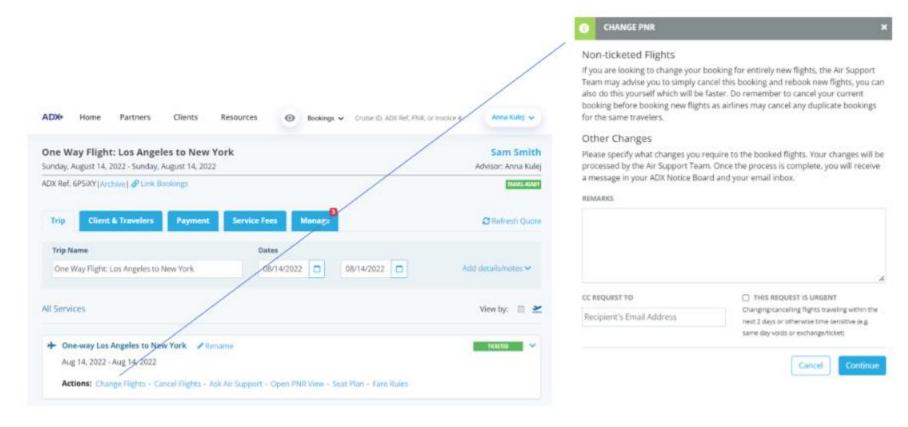
When pressing these buttons, a support ticket will generate to the internal air team to pick up during office hours⁴. Please do not submit multiple support requests. If you have an inquiry regarding an already submitted ticket, refer to the MANAGE tab for your ticket number and reach out to your branch manager for assistance.



⁴ Please reference the Accessing Support section for information on after hours, 247 VIP and technical support

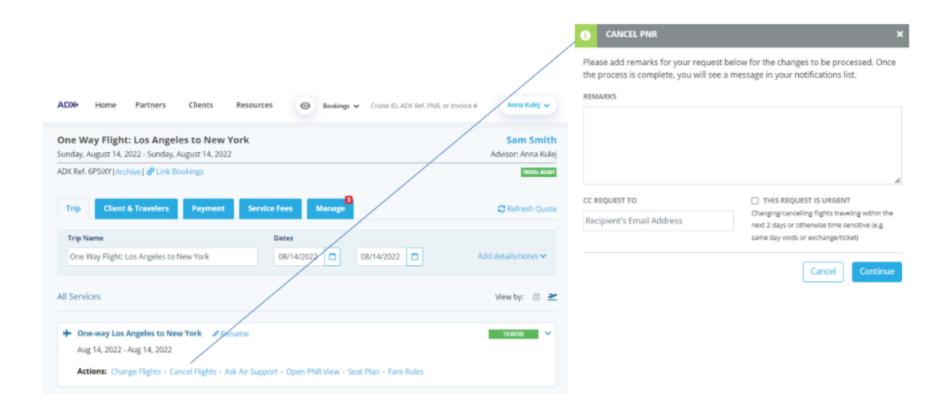
1.7.15.1. CHANGE FLIGHT

Air support will assist in change requests to booked or ticketed air itineraries and does not include change requests for quoted items. Request will be made by pressing the CHANGE FLIGHT button on the reference directly. Change requests include traveler updates, flight updates and changes to booking class. On ticketed itineraries, the air team will notify advisor of any price changes before confirming the change. All communication will be done via email.



1.7.15.2. CANCEL FLLIGHT

Cancel requests are made directly through ADX on any booked or ticketed air itinerary. Cancel requests on booked services will auto cancel without air team assistance. Cancel requests on ticketed itineraries will be submitted to the air team to review the request and process the cancellation. Once the cancellation request is submitted, the itinerary will show a PENDING CANCEL status until the request has been processed. Air team will communicate via email any airline fees due for cancellations.



1.7.15.3. ASK AIR SUPPORT

Have a question about a booked or ticketed air? Need to apply a credit to a booked itinerary? Pressing the ASK AIR SUPPORT button will allow you to submit a question on an air option that is BOOKED or TICKETED. Air support team will not be able to see any QUOTED air options in ADX and will not be able to assist in questions pertaining to anything quoted.

