



Quick Guide –
Direct Sell
June 2022

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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. 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.

The screenshot displays the ADX 'NEW AIR SEARCH' interface. At the top, there are navigation tabs: 'ADX', 'Partners', 'Clients', and 'Resources'. A search bar contains 'Bookings' and a user profile 'Anna Kulej'. Below this is a menu with icons for 'ITINERARY BUILDER', 'AIR', 'HOTEL', 'ACTIVITY', 'INSURANCE', 'CRUISE', and 'INVOICE TOOL'. The 'AIR' tab is selected. The main search area is titled 'NEW AIR SEARCH' and includes a 'TRAVELERS' section with '1 Adult' and a 'SEARCH TYPE' section with 'Direct Sell' selected. The search criteria are as follows:

DEPART	FROM	TO	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLASS
09/11/2022	LAX	LHR	AA	136	M
+ Add Segment					
RETURN	FROM	TO	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLASS
09/17/2022	LHR	CLT	AA	731	H
+ Add Segment					
DEPART	FROM	TO	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLASS
09/17/2022	CLT	LAX	AA	453	H
+ Add Segment					

Additional fields include 'INVENTORY SOURCE (GDS)' set to 'Sabre Only', 'QUOTE OWNER' set to 'Anna Kulej', and 'CURRENCY' set to '\$USD'. There are buttons for 'Save for Later', 'Search', and 'View Saved and Previous Searches'.

Annotations in the image:

- 1. Points to the 'AIR' tab in the top navigation menu.
- 2. Points to the 'Direct Sell' search type selection.
- 3. Points to the 'Round-trip' search type selection.
- 4. Points to the 'DEPART' date field of the first flight segment.

	Steps		Notes
1.	Press AIR box	•	
2.	Select DIRECT SELL service type	•	<i>Default will be SEARCH</i>
3.	Select type of itinerary	•	<i>Round trip, one way, multi city (open jaw with up to 6 segments)</i>
4.	Indicate number of travelers by maturity type	•	<ul style="list-style-type: none"> <i>Add up to 9 passengers on 1 record</i> <i>Correct maturity types must be selected at quoting</i>

ITINERARY BUILDER

AIR

HOTEL

ACTIVITY

INSURANCE

CRUISE

INVOICE TOOL

NEW AIR SEARCH

TRAVELERS: 1 Adult
 SEARCH TYPE: Search Direct Sell

DEPART	FROM	TO	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLASS
09/11/2022	LAX	LHR	AA	136	M

[Check Availability](#)

+ Add Segment

RETURN	FROM	TO	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLASS
09/17/2022	LHR	CLT	AA	731	H

[Check Availability](#)

DEPART	FROM	TO	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLASS
09/17/2022	CLT	LAX	AA	453	H

[Check Availability](#)

Remove Segment

+ Add Segment

INVENTORY SOURCE (GDS): Sabre Only

QUOTE OWNER: Anna Kulej
 CURRENCY: \$USD

[View Saved and Previous Searches](#)

- 5. [Line pointing to DEPART field]
- 6. [Line pointing to BOOKING CLASS field]
- 7. [Line pointing to FLIGHT NUMBER field]
- 8. [Line pointing to CHECK AVAILABILITY link]
- 9. [Line pointing to CHECK AVAILABILITY link]
- 10. [Line pointing to ADD SEGMENT button]
- 11. [Line pointing to RETURN field]
- 12. [Line pointing to INVENTORY SOURCE (GDS) dropdown]
- 13. [Line pointing to QUOTE OWNER dropdown]
- 14. [Line pointing to QUOTE OWNER dropdown]
- 15. [Line pointing to SEARCH button]

	Steps		Notes
5.	Indicate departure date and FROM/TO airports for 1 st flight		<ul style="list-style-type: none"> • <i>Select date from calendar</i> • <i>Enter airport code or airport name</i>
6.	Indicate marketing carrier		<ul style="list-style-type: none"> •
7.	Indicate flight number		<ul style="list-style-type: none"> •
8.	Indicate booking class		<ul style="list-style-type: none"> • <i>This needs to be the specific booking fare class (ex. Class L, M, etc.)</i> • <i>You cannot enter the name of the booking class – ie. ECONOMY – it MUST be the letter code</i>
9.	Press Check availability button (as needed)		<ul style="list-style-type: none"> • <i>Check availability of seats in specific classes</i> • <i>Will show the class letter code with number of seats available in each one</i> • <i>Select a new class as needed</i>
10.	Add segments as needed		<ul style="list-style-type: none"> • <i>Build the itinerary flight by flight meaning segment by segment</i> • <i>If there is a layover flight, add a segment to add it before building the return option</i>
11.	Enter details for each segment added		<ul style="list-style-type: none"> • <i>Same as above</i> • <i>Do this for each segment as required</i>
12.	Select GDS Source: Amadeus or Sabre		<ul style="list-style-type: none"> • <i>All segments must be on one GDS option</i> • <i>Select Sabre or Amadeus</i> • <i>Sabre Emulator ONLY available for Sabre itineraries</i>
13.	Indicate quote owner		<ul style="list-style-type: none"> • <i>Used if booking on behalf of other advisors</i>

		<ul style="list-style-type: none"> • <i>Delegate needs to be set at the time of quoting</i>
14.	Select currency	<ul style="list-style-type: none"> • <i>CAD advisors will see both USD and CAD option</i> • <i>USD advisors will see USD only option</i> • <i>BMD advisors will see BMD + USD option</i>
15.	Press SEARCH	<ul style="list-style-type: none"> • <i>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</i>

1.1.1. Checking Class Availability

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).

The screenshot shows the 'NEW AIR SEARCH' interface in the Dires Sell system. At the top, there are navigation links for 'ADX', 'Partners', 'Clients', and 'Resources'. A search bar contains 'Cruise ID, ADX Ref, PNR, or Invoice #' and a user profile 'Anna Kulej'. Below this is a menu with icons for 'ITINERARY BUILDER', 'AIR', 'HOTEL', 'ACTIVITY', 'INSURANCE', 'CRUISE', and 'INVOICE TOOL'. The 'AIR' menu item is highlighted in green. A callout '1.' points to this menu.

The main search area is titled 'NEW AIR SEARCH'. It includes a 'TRAVELERS' section with '1 Adult' and a 'SEARCH TYPE' section with 'Direct Sell' selected. A callout '2.' points to the 'Direct Sell' option. Below this are tabs for 'Round trip', 'One-way', and 'Multi-city'. A callout '3.' points to the 'Round trip' tab, and a callout '4.' points to the 'One-way' tab.

The search criteria are displayed in a table-like format:

DEPART	FROM	TO	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLASS
09/11/2022	LAX	LHR	AA	136	M

A callout '5.' points to the 'DEPART' field, and a callout '6.' points to the 'BOOKING CLASS' field. A 'Check Availability' link is visible below the first row.

Below the first segment, there is an 'Add Segment' button and a return segment:

RETURN	FROM	TO	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLASS
09/17/2022	LHR	CLT	AA	731	H

A 'Check Availability' link is visible below the return segment.

Below the return segment, there is another 'Add Segment' button and a departure segment:

DEPART	FROM	TO	MARKETING CARRIER	FLIGHT NUMBER	BOOKING CLASS
09/17/2022	CLT	LAX	AA	453	H

A 'Check Availability' link is visible below the departure segment, and a 'Remove Segment' link is also present.

At the bottom, there is an 'INVENTORY SOURCE (GDS)' dropdown set to 'Sabre Only', a 'QUOTE OWNER' dropdown set to 'Anna Kulej', and a 'CURRENCY' dropdown set to '\$USD'. There are 'Save for Later' and 'Search' buttons, and a link to 'View Saved and Previous Searches'.

	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	•	<i>Required to check availability for a specific flight</i>
6.	Press CHECK AVAILIBITLY	•	<ul style="list-style-type: none"> • <i>Will check on the flight specified</i> • <i>This can be done for each flight/segment on the itinerary</i>

- 7.
- 8.
- 9.

ADx Partners Clients Resources Bookings ... Anna Kulej

ITINERARY BUILDER

SELECT BOOKING CLASS

Flight AA136, September 11, 2022

Booking Class	F	A	Z	C	J	R	D	I	U	W	P	X	Y
Availability	6	4	0	7	7	5	7	0	0	7	0	0	7
	Add												

Booking Class	B	H	K	M	L	G	V	S	N	Q	O	T
Availability	7	7	7	7	7	7	7	7	7	7	7	2
	Add											

Cancel

NEW AIR SEARCH

Round-trip One-way

DEPART 09/11/2022 LAX LHR AA 136

RETURN 09/17/2022 FROM To MARKETING CARRIER Marketing Carrier FLIGHT NUMBER Flight Number BOOKING CLASS Booking Class

INVENTORY SOURCE (GDS) Sabre Only

QUOTE OWNER Anna Kulej CURRENCY \$USD

Save for Later Search

View Saved and Previous Searches

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