



Quick Guide –  
Book Air  
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. 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.

The image displays two screenshots of the ADX booking interface. The left screenshot shows the 'City Pair' selection screen for Los Angeles (LAX) to New York (JFK) with flight details and an 'Alternate Fares' table. The right screenshot shows the 'Multiple Air Services' page with a list of flight options and a 'Book' button highlighted by a blue arrow.

**Left Screenshot: City Pair Selection**

City Pair: Los Angeles (LAX) to New York (JFK) USD 3256.53

**Los Angeles (LAX) to New York (JFK) - Sun Aug 14** Total Duration: 11h 15m

American Airlines  
Los Angeles (LAX) to Miami (MIA)  
AMERICAN AIRLINES 529 | Flight 529  
Aircraft: 332  
Cabin Type: Economy  
Class: Q  
Brand: MAIN CABIN  
Meal: Refreshment  
Baggage Allowance: 2 Pieces/Passenger

Depart: Sun Aug 14 at 08:25am  
Terminal: 6  
Arrive: Sun Aug 14 at 02:50pm  
Terminal: 8  
Duration: 5h 25m

**Miami (MIA) to New York (JFK)**

American Airlines  
Miami (MIA) to New York (JFK)  
AMERICAN AIRLINES 1247 | Flight 1247  
Aircraft: Boeing 777-300ER  
Cabin Type: Economy  
Class: Q  
Brand: MAIN CABIN  
Meal: Refreshment  
Baggage Allowance: 2 Pieces/Passenger

Depart: Sun Aug 14 at 05:42pm  
Terminal: 6  
Arrive: Sun Aug 14 at 08:40pm  
Terminal: 8  
Duration: 2h 58m

**Alternate Fares**

FARE	MAIN CABIN	MAIN CABIN FLEXIBLE	FIRST	FIRST FLEXIBLE
LAX - MIA	MAIN CABIN	MAIN CABIN FLEXIBLE	FIRST	FIRST FLEXIBLE
MIA - JFK	MAIN CABIN	MAIN CABIN FLEXIBLE	FIRST	FIRST FLEXIBLE
Per Adult	USD 8266.53	USD 8266.53	USD 9794.52	USD 9794.52
Commission	3% (Exclusive Tax)	3% (Exclusive Tax)	3% (Exclusive Tax)	3% (Exclusive Tax)

**Your Selected Fare**

TWILLIGRE CDTY FOR PASSENGER (INCLUDING TAXES & FEES)

1 Passenger Adult USD 3256.53

**Total cost for 1 passengers USD 3256.53**

Please be aware that prices are not guaranteed until ticketed. ADX is not responsible for any price changes that occur or any guarantees with regard to pricing, simplified or otherwise that you may make to your clients.

Cancel | Quote | Book

Fare Rules | Show price and baggage details

ESTIMATED COMMISSION 3% • USD 97.63

**Right Screenshot: Multiple Air Services**

Multiple Air Services  
Sunday August 14, 2022 - Sunday August 14, 2022  
ADIR Ref: 810495 | Refresh | Copy Quote | Link Bookings

Client & Travelers | Payment | Service Fees | Message

Trip Name: Multiple Air Services  
Dates: 08/14/2022 - 08/14/2022

All Services

- One-way Los Angeles to New York  
Aug 14, 2022 - Aug 14, 2022  
Actions: Select New Flights - Ask Air Support - Seat Plan - Fare Rules
- One-way Los Angeles to New York  
Aug 14, 2022 - Aug 14, 2022  
Actions: Select New Flights - Ask Air Support - Seat Plan - Fare Rules

Client's Preferences: Preference offered

Update

Add ADX Services | Add non-ADX Services | Compare Services | Send Itinerary

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

1. 

USD \$2597.2

City Pair Los Angeles (LAX) to New York (JFK)

**Los Angeles (LAX) to New York (JFK) - Sun Aug 14** Total Duration: 5h 40m [View seat plan](#)

 **Los Angeles (LAX) to New York (JFK)**  
 DELTA AIR LINES 1095 | Flight 1095  
 Aircraft: Boeing 767-300 (winglets)  
 Cabin Type: Business  
 Class: 1  
 Brand: DELTA ONE  
 Meal: Breakfast  
 Baggage Allowance: 2 Pieces/Passenger

Depart: Sun Aug 14 at 06:00am  
 Terminal: TERMINAL 3  
 Arrive: Sun Aug 14 at 02:40pm  
 Terminal: TERMINAL 4  
 Duration: 5h 40m

Your Selected Fare

TRAVELLERS	COST PER PASSENGER (INCLUDING TAXES & FEES)
1 passenger Adult	USD \$1,298.60
1 passenger Adult	USD \$1,298.60
<b>Total cost for 2 passengers</b>	<b>USD \$2,597.20</b>

Please be aware that prices are not guaranteed until ticketed. ADX is not responsible for any price changes that occur or any guarantees with regard to pricing, implied or otherwise that you may make to your clients

2.

Fare Rules: [Show price and luggage details](#)

ESTIMATED COMMISSION  
 20% = USD \$477.77

	Steps	Notes
1.	Confirm availability – if pressing BOOK from Quote	<ul style="list-style-type: none"> <li>• If pricing and availability are the same a <b>green</b> bar will appear</li> <li>• If pricing has changed an <b>orange</b> bar will appear</li> <li>• If availability has changed a <b>red</b> bar will appear</li> <li>• Pressing quote will return to the trip services page</li> </ul>
2.	Press book	<ul style="list-style-type: none"> <li>•</li> </ul>

**Multiple Air Services** [Edit Name](#) No Client  
 Sun Aug 14 2022 - Sun Aug 14 2022 Advisor: Anna Kulej

ADX Ref: 6NAPJ Quote

**ITINERARY SUMMARY**

**Tip:** Search for an existing client to easily fill in their traveler details.

Please enter passenger names exactly as they appear on government issued identification. The names should be written using English characters and may be up to 25 characters long. Airlines and TSA regulations do not allow variance in passenger names, so last names must be written out in full.

**CLIENT AND TRAVELER INFO**

**3.** CLIENT: Sarah Smith | Phone: 416-444-4343 is traveling

Contact information for this Trip:  
 EMAIL ADDRESS PHONE NUMBER  
 sarah@smith.com 416-444-4343 [Change](#)  
 These contact details will be sent to the airlines for all travelers. The details may be used by the airline to contact the travelers in case of last minute schedule changes or cancellations.  
[Or provide individual details per traveler.](#)

**4.** Assign Travelers

TITLE	FIRST NAME *	MIDDLE NAME	LAST NAME *	DATE OF BIRTH	GENDER *
ADULT 1	Miss	Sarah	Smith	4 May 1981	M   F
<input type="checkbox"/> SAVE AS CLIENT					NATIONALITY United States
<a href="#">Details and Preferences</a>					

TITLE	FIRST NAME *	MIDDLE NAME	LAST NAME *	DATE OF BIRTH	GENDER *
ADULT 2	Mr.	Jack	Jones	2 May 1988	M   F
<input type="checkbox"/> SAVE AS COMPANION					NATIONALITY United States
RELATIONSHIP Boyfriend					
<a href="#">Details and Preferences</a>					

**5.** Cancel Quote Only Book Only Ticket Only

	Steps		Notes
3.	Add client		<ul style="list-style-type: none"> <li>• <i>IF client was added on the Trip page, you will not need to re-add the information</i></li> <li>• <i>Search for existing clients by using</i> <ul style="list-style-type: none"> <li>○ <i>FIRST name or</i></li> <li>○ <i>LAST name or</i></li> <li>○ <i>PHONE NUMBER or</i></li> <li>○ <i>EMAIL</i></li> </ul> </li> <li>• <i>Use New Client form to create a new client</i></li> </ul>
4.	Assign travelers		<ul style="list-style-type: none"> <li>• <i>Pull in existing companion profiles OR add new traveler details</i></li> </ul>
5.	Press BOOK ONLY		<ul style="list-style-type: none"> <li>• <b>Quote Only</b> <i>will return to the trip services page</i></li> <li>• <b>Book Only</b> <i>will hold inventory and allow you to apply payment at a later time</i></li> <li>• <b>Ticket Flight</b> <i>will book inventory and proceed to payment and ticketing</i></li> </ul>

- 6.
- 7.
- 8.

**VERIFY TRAVELERS LEGAL NAMES**

Are the traveler name(s) exactly as they appear on government issued IDs? Check the boxes to verify the names and click Continue to proceed.

**Please note that if entered incorrectly, there are fees associated with making any name changes after the fact.**

The names of some travelers are not modifiable because their information is captured on other bookings. To modify traveler's name, close this overlay, unassign the traveler, and enter the correct traveler information in the form.

FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH	verified
Sarah		Smith	May 04 1981	<input checked="" type="checkbox"/>
Jack		Jones	May 02 1988	<input type="checkbox"/>

CLIENT: Sarah Smith | Phone: 416-444-4343  is traveling

Contact information for this Trip:

EMAIL ADDRESS: sarahsmith@co.com  PHONE NUMBER: 416-444-4342 [Change](#)

These contact details will be sent to the airlines for all travelers. The details may be used by the airline to contact the travelers in case of last minute schedule changes or cancellations.

OK provide individual details per traveler.

Assign Travelers

TITLE	FIRST NAME *	MIDDLE NAME	LAST NAME *	DATE OF BIRTH	SEX
ADDIT: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Miss	Sarah	Smith	4 May 1981	<input type="radio"/> M <input checked="" type="radio"/> F
NATIONALITY: United States					
<input type="checkbox"/> SAVE AS CLIENT? <a href="#">Details and Preferences</a>					
ADDIT: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mr.	Jack	Jones	2 May 1988	<input checked="" type="radio"/> M <input type="radio"/> F
RELATIONSHIP: Boyfriend NATIONALITY: United States					
<input type="checkbox"/> SAVE AS COMPANION? <a href="#">Details and Preferences</a>					

	Steps	 Notes
6.	Verify the traveler information	<ul style="list-style-type: none"> <li>• <i>Traveler names must match travel documents at time of booking to avoid fees</i></li> </ul>
7.	Check the VERIFIED button	<ul style="list-style-type: none"> <li>• <i>MUST be checked for all travelers</i></li> <li>• <i>Traveler information changes after booking may result in airline and air support team fees</i></li> </ul>
8.	Press CONTINUE	<ul style="list-style-type: none"> <li>• <i>Continue button will be available ONLY once all travelers have verified button checked</i></li> <li>• <i>Continue button will process the booking</i></li> <li>• <i>Cancel will close the overlay box</i></li> </ul>

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

### Multiple Air Services

Sarah Smith  
Advisor: Anna Kulej

Sunday, August 14, 2022 - Sunday, August 14, 2022  
ADX Ref: 6NAJE | Archive | Link Bookings

Trip Client & Travelers Payment Service Fees Manage Refresh Quote

Trip Name: Multiple Air Services  
Dates: 08/14/2022 - 08/14/2022  
Add details/notes

All Services View by:

9. **One-way Los Angeles to New York** [Rename](#) **BOOKED**  
Aug 14, 2022 - Aug 14, 2022 [Ticket Flight](#)

Actions: [Change Flights](#) - [Cancel Flights](#) - [Ask Air Support](#) - [Open PNR View](#) - [Seat Plan](#) - [Fare Rules](#)

Actions: [Reorder Services](#)

Estimated Quote: USD \$155.00  
Potential Commission: USD \$40.00  
[Add Insurance](#)

Client Documents: Insurance offered and declined.  
[Update](#)

[Add ADX Service](#) [Add non-ADX Service](#) [Send Itinerary](#)

	Steps		Notes
9.	Confirm BOOKED status on Trip Page		<ul style="list-style-type: none"> <li>When booking is confirmed the trip services page will reflect BOOKED on the service level</li> <li>Details will show an airline confirmation number</li> </ul>