

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.

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

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3.	Add client	•	IF client was added on the Trip page, you will not need to re-add the information Search for existing clients by using FIRST name or LAST name or PHONE NUMBER or EMAIL Use New Client form to create a new client
4.	Assign travelers	•	Pull in existing companion profiles OR add new traveler details
5.	Press BOOK ONLY	•	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

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6.	Verify the traveler information	• 7	Traveler names must match travel documents at time of booking to avoid fees
7.	Check the VERIFIED button	• / • 7	MUST be checked for all travelers Traveler information changes after booking may result In airline and air support team fees
8.	Press CONTINUE	((((Continue button will be available ONLY once all cravelers have verified button checked Continue button will process the booking Cancel will close the overlay box



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9.	Confirm BOOKED status on Trip Page	• V r • []	When booking is confirmed the trip services page will eflect BOOKED on the service level Details will show an airline confirmation number