

Quick Guide – Ticket 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. 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.

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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	• \$	hows in Terms and Condition of client itinerary
5.	Add credit card information	• A • E	NDX does NOT pull in or store credit card information Inter CC information including billing address
6.	Read T&C's and check box	• } k	<i>You cannot continue to ticketing without checking the pox</i>
7.	Press PAY AND TICKET button	<ul> <li>I.</li> <li>I.</li> <li>T</li> <li>f</li> <li>I.</li> <li>c</li> </ul>	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 Traud detected, ADX processing errors F ticketing fails, please reach out to ADX support for Issistance with next steps



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8.	Verify TICKETED status	• C • It	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	•	