



Quick Guide –
Splitting Credit Card Payment
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. 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.

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

One Way Flight: Los Angeles to New York Sam Smith
 Sunday, August 14, 2022 - Sunday, August 14, 2022 Advisor: Anna Kulej
 ADX Ref. 6P5IXY BOOKED N/S

1 Credit Card + Add Payment Method

SERVICES READY TO BE PAID	COST	
<input type="checkbox"/> 24/7 Support Fee <small>24/7 Support Fee</small>	USD \$60.00	
<input checked="" type="checkbox"/> One-way Los Angeles to New York <small>Aug 14, 2022 - Aug 14, 2022</small>	USD \$415.06	Split Payment
Total to be paid:		USD \$415.06

[+ Add a service fee](#)

1.

 Steps	 Notes
1. Press SPLIT PAYMENT button	<ul style="list-style-type: none"> On payment page ONLY when air has multiple tickets

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One Way Flight: Los Angeles to New York

Sunday, August 14, 2022 - Sunday, August 14, 2022

ADx Ref. 6P5iXY Sam Smith
Advisor: Anna Kulej

BOOKED N/S

1 Credit Card x 2 Credit Card x + Add Payment Method

SERVICES READY TO BE PAID	COST
<input type="checkbox"/> 24/7 Support Fee <small>24/7 Support Fee</small>	USD \$60.00
<input checked="" type="checkbox"/> One-way Los Angeles to New York <small>Aug 14, 2022 - Aug 14, 2022</small>	<input checked="" type="checkbox"/> Mr. Sam Smith <input type="checkbox"/> Mrs. Sarah Smith
<small>⚠ Please assign all travelers.</small>	
Total to be paid:	USD \$415.06

[+ Add a service fee](#)

2.

	Steps		Notes
2.	Unselect traveler from Credit Card 1		<ul style="list-style-type: none"> ALL will default to selected Remove check to remove the amount from the first credit card

One Way Flight: Los Angeles to New York

Sunday, August 14, 2022 - Sunday, August 14, 2022

Sam Smith

Advisor: Anna Kulej

ADX Ref. 6P5IXY

BOOKED N/A

3.

1 Credit Card
2 Credit Card
+ Add Payment Method

4.

SERVICES READY TO BE PAID		COST
<input type="checkbox"/>	24/7 Support Fee <small>24/7 Support Fee</small>	USD \$60.00
<input checked="" type="checkbox"/>	One-way Los Angeles to New York <small>Aug 14, 2022 - Aug 14, 2022</small>	<input type="checkbox"/> Mr. Sam Smith USD \$207.53 <input checked="" type="checkbox"/> Mrs. Sarah Smith USD \$207.53
+ Add a service fee		Total to be paid: USD \$415.06

	Steps	Notes
3.	Press Credit Card 2 tab	<ul style="list-style-type: none">
4.	Check box to associated ticket to card	<ul style="list-style-type: none"> All tickets must be associated with a card before payment can be processed Repeat process as needed

	Steps	 Notes
5.	Select insurance option	<ul style="list-style-type: none"> • <i>ONLY needs to be done on one credit card tab</i>
6.	Enter credit card information	<ul style="list-style-type: none"> •
7.	Click Credit Card 2 tab	<ul style="list-style-type: none"> •
8.	Enter credit card information	<ul style="list-style-type: none"> • <i>Repeat steps 7 & 8 as needed</i>
9.	Read and check box	<ul style="list-style-type: none"> • <i>Read the terms and conditions</i> • <i>ONLY needs to be done on one credit card tab</i>
10.	Pres PAY AND TICKET button	<ul style="list-style-type: none"> • <i>Only needs to be done on one credit card tab</i> • <i>Will process ALL credit cards</i>