

Quick Guide – Splitting Credit Card Payment

Contents

1.	Air	Booking Guide	3
1.	1.	SPLITTING CREDIT CARD PAYMENTS	4

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.

One Way Flight: Los Angeles to New York		Sam Smit
Sunday, August 14, 2022 - Sunday, August 14, 2022		Advisor: Anna Ku
ADX Ref. 6P5iXY		BOOKED N
1 Credit Card + Add Payment Method		
SERVICES READY TO BE PAID	COST	
24/7 Support Fee 24/7 Support Fee	USD \$60.00	
 One-way Los Angeles to New York Aug 14, 2022 - Aug 14, 2022	USD \$415.06	Split Payment

× =	Steps		Notes
1.	Press SPLIT PAYMENT button	•	On payment page ONLY when air has multiple tickets

One Way Flight: I	Los Angeles to N	ew York			Sam Sm
unday, August 14, 202	2 - Sunday, August 14	, 2022			Advisor: Anna H
DX Ref. 6P5iXY					BOOKED
1 Credit Card 🗙	2 Credit Card	× + Add Payme	ent Method		
Credit Card × SERVICES READY 1	2 Credit Card	× + Add Payme	ent Method	COST	
Credit Card × SERVICES READY T 24/7 Support Fee 24/7 Support Fee	2 Credit Card	× + Add Payme	ent Method	COST USD \$60.00	
Credit Card × SERVICES READY T 24/7 Support Fee 24/7 Support Fee One-way Los Ange	Credit Card O BE PAID eles to New York	× + Add Payme	ent Method Mr. Sam Smith	COST USD \$60.00 USD \$207.53	

2.

×× E	Steps		Notes
2.	Unselect traveler from Credit Card 1	•	ALL will default to selected Remove check to remove the amount from the first credit card



 >>>	Steps		Notes
3.	Press Credit Card 2 tab	•	
4.	Check box to associated ticket to card	•	All tickets must be associated with a card before payment can be processed Repeat process as needed

One Way Flight: Lo Junday, August 14, 2022	- Sonday, August 14, 2	w York 112		-	Sam Smith Amur. Amu Kulej	
ADA NOT SPEAK					BOOKD BOD	
Contract #	O Crest Card X	· And Payment Met				7.
SERVICES READY TO	DE PAID			COST		
Dattagenter Stitugenter				UID 146.08		
CONTRACTOR Angele	e to faiw York	Min Sai	n Smith aigh Smith	USD 8067.33 USD 8067.33		
Binds a service fact			Total to be paid:	USD SetS all		
 INSURANCE OFFERI	NG5					
As some juristicities re-	egune travel insurance	to be offered to all chert	s. ADV includes electropic encode ADV designments ad	on all chevit documents about	tary weurance	
Transmic Offered	and the second sec	and the last been acted to	CARL PROPERTY AND ADDRESS	and a second variant time (add		
Vie this uption when yo	in have serie a succe fi	er travel insufance to you	r client, and they have not	responded yet.		
insurance Parthased	tin ADE					
ADX or add an external	able when insurance h invoice for an insurance	as been said or involced or product suid codside s	via ADA, Peturn to the 110 f ADK and this splice will	Services Page to quine & self to automatically solveched.	revaries varia	
Orsanie Patheet						
Une this option if you by or police	ave sold insurance to y	our client and have not a	twelcod through ADI. Piece	or periods the name of the loss	and the second sec	
					and a property	
1.						
 Triumanue Offerei an	d Decired		The last chine of the			
 Transmit Offered an Choose this splane if you splane if your identifiant 	el Declaned to have offered your ch gostfreied an interact	ent baset insurance and us pullicy thermatives,	They fave chisen nit bi p	without a policy through you.	Abe use the	
 Privational Offered an Choice this splates if you splates if your Jensthas PAYMENT DETAILS	nd Declined to have offered your ch purchased an insuran	ent travel insurance and or policy theropolyes,	They have chearn not be p	vertrære a policy through proc	Aboute ffra	
 Presidence Offered an Choice this splane if yo optime if your desithan PAYMENT DETAILS	el Decline di schere offerred your ch purchased an insuran	ent based insurance and in pullip Terrisolves,	they take chilsen nit to p	eritere e policy through you.	Abo use the	
resumme Offend as Choros this spinor if yo spinor of pair deet has PAYMENT DETAILS PAYMENT DETAILS PAYMENT DETAILS	el Dectreui Intere cifered por di portinent en repren Depri Gegi	ent travel insurance and or policy themselves, UGD 12.197-20	They fause chases not to p execute	entran e policy through you.	Albo case dina	
Presidence Offered an Object this spinse if yo spinse if your Jeenhau PAYMENT DETAILS PAYMENT DETAILS PAYMENT DETAILS PAYMENT DETAILS	el Deciment un have offened your de purchased an insurant el cosen cavo lifett sume	and basel insurance and up policy thereasters, USD 12.557-28 Last fuerts	They have chasen not to p assess	entrane a policy through proc	Alter user ifter	8.
resumence Offered an Chorose this spirms if you spirms if your identifiant PAYMEENT DETAILS Paymaka AMOUNT CRESHOLUBE NAME	el Decimed unhane sifemet your si purchased an insuran e cosper GANA Pres Name	ent basel insurance and us policy themselves. USD 12.597-20 Last Name	They have chasen mit to p admitte	erchen a policy through pro-	Alto use iltre	8.
 resistance Officiel as Choice this splits if po- partice if your destroat PAYMENT DETAILS PAYMENT DETAILS PAYMENT DETAILS PAYMENT DETAILS Case number 	ni Decimed urbane sifemet pour st gurchward an resuran Dokum GAQU Yest Staffe	ent blavel maarprop and us policy Stempelves UCD 92.997-38 Last Name	They have chasen not to p epotess econess core	oritheae e policy through you O she burner i Optimul	Alto use firs	8.
 Presidence Offend an Choice this splane if yo parts of your deschars PAYMENT DETAILS PAYMENT	el Decimed un have sifemen your di gurchased an insurant el cesant civage fing tuame	ent blowf insurance and or palloy Thereselves UGD 52:557-20 Last Tuens	They faste chosen not to p agong to gan Counter	oritheur e policy through you Constant of Constant of	ADD CAR THE	8.
 Proving Offendian Characteria and the anti- characteria and the anti- payment octants PAYMENT OCTARLS 	el Decimed ur hane sifemet your di purchased an trauran el casant GAGE Parti Stane	ent blowel insurance and or public Stemesters. UKD 52:587-28 List Name	They fame chosen not to p assess 2017 CDUATER TEXTSPROVES	contraste a policity through you.	Albo can dhu Huu Mei Andrein W	8.
Processor Offend an Oppose this sphere day Depose this sphere day Depose the sphere day Depose the sphere Partners of the sphere Cases schemes Lower Cases	el Decimed ur hane siferen your di pur travel an texa an el cesari civita Pres trave Pres trave	end blavel insurance and or pullip Stemselves, USD 12.557-28 Last Name	They fame chases with the electronic classifier protections con- protections con- protections con-	contraste a policity through price.	ADo use itru:	8.
Processor Offend an Optime of parameters PAYMENT DETAILS PAYMENT DETAILS CASE NO.0000 CONTRACTOR CASE NO.0000 CONTRACTOR CONTRA	el Decimed ur hane siferier your di pur thanel an resurant el cosart conso Pres transe	ent blavet insurance and or pullip Stemselves, USD 12.557-28 Last Name	They have chosen not to p assess 2011 Classifier pranspacess 2019 Classifier pranspacess 2019 Classifier Demonths. COOR	Centrana e policy through proc		8.
 полнина Offend за орно е узна леницая РАНИЕНТ ОСТАЛА. РАНИЕНТ О	el Decineal un hane siferent pour da portificant an resurant el casars comp registrante	ent blavel insurance and us policy themselves. USD 12.597-20 List Name	They have chosen not to p assess con country protocology pressences con	entrane a policy through price		8.
 полнина Offend за Орнон Иза ули Ленккая РАНИЕЛТ ОСТАЛСЯ полника и полника полника и полника секонски по	el Decineal un hane affireit pour di purchanel an resurant registrante registrante	ent to aver insurance and us policy themselves.	They have chosen mit to p assess con constant products confidential and or chemic confidential and	erchane a policy through price		. 8.
 полнина Offend an Offend this spinn if po spinn if pour destinas PAMMENT DETAILS 	el Decineal un hane affirmat pour di purchased an resurant el cospor course rest stante el cospor course rest stante rest st	ent to aver insurance and us policy thereselves.	They have chasen not to p assess corr counter protocological and entry to the configuration or chereto configuration are booking the product or sp	entrane a policy through you of a speciaria differentiation, includes and the policy of a second special speci	Alto use ifty:	. 8.
Presentance Offered as Description of pro- spinse of processions PAMMEENT DETAILS PROMISED DETAILS PROMISED MADE IN PROMISED MA	el Decineal un hane affirmat your di purchased an resumant el cosport comp le cosport cosport comp le cosport comp le cosport comp le cosport	ent to aver insurance and us policy diversatives.	They have chasen not to p assess corr CoseSer PTCS:PEOVACS 2014/01/16.0004 ar cherts.com/dartistal area to object com/dartistal area to object com/dartistal area to object com/dartistal area	proteine a policy through you a	Allo use iftre	— 8.

××= ==	Steps		Notes
5.	Select insurance option	• 0	ONLY needs to be done on one credit card tab
6.	Enter credit card information	•	
7.	Click Credit Card 2 tab	•	
8.	Enter credit card information	• R	epeat steps 7 & 8 as needed
9.	Read and check box	• R • C	Pead the terms and conditions DNLY needs to be done on one credit card tab
10.	Pres PAY AND TICKET button	• C • V	Only needs to be done on one credit card tab Vill process ALL credit cards