

Hotel Booking Guide

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# 1. HOTEL BOOKING GUIDE

Search over 300,000 properties with a single tool that shows you exclusive offers and amenities. Book into partner properties and rates to unlock extra exclusives, pricing, as well as gain access into standard Sabre hotel rates without having to have Sabre access. Sell Hotel EDGE rates and increase your revenue by adding a markup amount to the rate. Build comparison options for your clients with up to four (4) different properties or different rates. Manage all your hotel bookings in one platform.



- Search over 300,000 properties with a single tool that shows your advisor exclusive offers and amenities to you and your client
- List and map views of search results
- Build a compare email to quote a client with up to 4 properties in a single click
- Easy to read, professional itineraries and invoices
- Add markup opportunities to EDGE rates
- Auto invoiced for finance commission tracking

### 1.1.SEARCH AND SELECT

ADX users will have access to Preferred, Sabre and EDGE hotels when searching for hotel. The search format is simple and quick and allows you to search based on property or destination. You will easily be able to distinguish preferred and EDGE properties and check availability of these rates.



### 1.1.Create search

The search allows you to search either by destination (address, airport, point of interest) or by specific property.



₩ E	Steps		Notes
1.	Press HOTEL box	• B • V	Button will turn green Vill open search widget below
2.	Click search by either Destination or Property	• D h • P	<b>Destination —</b> address, landmark, airport, city, otel chain <b>Property Name —</b> specific property only
3.	Enter hotel name, landmark, address, postal/zip	•	
4.	Indicate check in/check out dates or # of nights	• Ij vi s	<sup>f</sup> you enter check in/check out the nights field vill auto populate with the number of nights elected
5.	Indicate number of rooms and maturity type in each room	• ^	Aultiple rooms ONLY available with EDGE rates
6.	Click include/Exclude and hotel chain name to include or exclude - optional	• S • II	elect by brand or hotel name nclude/exclude up to three (3) properties
7.	Set Quote Owner	• [ b	Delegation must be set to be able to book on ehalf of another advisor
8.	Set Currency	<ul> <li>L</li> <li>C</li> <li>L</li> <li>C</li> <li>C</li> <li>C</li> <li>B</li> </ul>	ead in pricing ONLY Client charged in hotels home currency ISD advisor will see USD ONLY CAD advisor will see CAD and USD – setting urrency to CAD will remove all EDGE rates CMD advisors will see USD ONLY
9.	Press SEARCH button	•	

### 1.2.Select Property

Hotel property results can be viewed in a list or map view. Hotel results can be sorted/filtered by price, rate type, property name, distance and rating. Lead in pricing will always show in currency selected on search page<sup>1</sup>. Check the availability of the rate before selecting a property if you are looking to book a preferred or **E** EDGE rate.

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<sup>&</sup>lt;sup>1</sup> CAD advisors who selected CAD only will NOT see Hotel EDGE rates

¥≡	Steps		Notes
1.	Review search criteria – as required	•	
2.	Press MODIFY SEARCH – as required	• V a	Vill let you change the search criteria and re-run search
3.	Click LIST VIEW or MAP VIEW	• 1	/iew hotel results in a list OR on a map
4.	Press v on column to add filters	• S	ort and filter by price, property name, rating, listance from destination point, rate type
5.	Press v to review hotel details	• [	Details section will expand
6.	Press CHECK AVAILIBLITY button	• () a • V • L	Theck to see if Edge and Preferred hotel rates are available on the next page Vill check in real time Inavailable rates the icon will grey out
7.	Check box next to hotel to shortlist for purpose of a comparison – optional	• () • S	Treate a hotel comparison Thortlist available on property and on rate page
8.	Press SELECT	• 1	Vill continue to the rate selection page

### 1.3.Select rate

Rate selection page will display all available Preferred, EDGE and Sabre rates, and show details of which have access to special amenities. Advisors can use the shortlist functionality to offer a comparison of up to 4 different rates within one hotel. Make sure to press the DETAILS button to review the rate cancellation and modification policy before booking for your clients!



ĭ≦	Steps		Notes
1.	Press Back to search Results – as needed	• F c	Return to the hotel results page to select a lifferent property
2.	Review Hotel details	• ( • (	Click READ MORE to see full list of details Jse arrows to scroll through hotel images
3.	Apply key word search (if required)	• F	Filter by key word such as bedding type, rate name, etc.
4.	Click v under column to apply filters	• /	Apply a rate/night range, total range, specify a pecific rate type, commission range
5.	Press DETAILS to expand details of rate	• / s • F	ALWAYS review the details of a rate to make ure you know what type you are booking Review amenities, payment type, cancellation policy, refund policy, payment details
6.	Click SHORTLIST checkbox to apply to comparison – as needed	• ( • S	Create a hotel comparison Chortlist available on property and on rate page
7.	Press SELECT button	• 7	his will build the quote for you

## 1.2.QUOTE HOTEL

Itineraries are saved once an option is QUOTED you can email your client the quoted itinerary or comparison from the trip services page. If you navigate from this page, your work will be lost and you will need to run your search again. To save the option you MUST either press the QUOTE or BOOK button.



ĭ≦	Steps		Notes
1.	Review hotel details	•	Review amenities, booking type, cancellation policy, rate details, pricing
2.	Review payment details	• ,	Accepted credit cards, cancellation policy, other information related to taxes and fees
3.	Review pricing details	•	
4.	Press QUOTE	•	Pressing BOOK will take you through the booking flow and skips quoting completely Press BOOK if you are ready to apply payment right away and confirm

### **1.3.HOTEL COMPARISON**

You can build hotel comparisons of up to 3 different options by using the **shortlist** button. Comparisons can be built to compare different hotel properties OR different hotel rates. The shortlist column and checkbox on both the property and rate results pages will allow you to select which options you want to show on the comparison document. The shortlist checkbox will make it easy for you to go back and forth between the options when selecting the rates and adding any applicable markups.

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ters:					B Si	ave for Later	C Modify Search	RATE/NIGHT EUR €320.00 (USD \$354)	TOTAL EUR €1,992.00 (USD \$2,201)	RATE TYPE Sabre	COMMISSION 10%	Details GSHORTLIST S
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0 \$1,108	e a	Hotel Eden	0.57 mi	****	Check Availability		Select	RATE/NIGHT	TOTAL USD \$2 273 64	RATE TYPE	COMMISSION	Details SHORTLIST S
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\$544	e a	Rome Cavalieri Waldorf Astoria	2.84 mi	****	Check Availability		Select 🗸	1 KING BED: FRFF V	VIFI STANDARD RATE 1	KING PREMIUM		
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D \$309	Ea	Grand Hotel Palace Rome	0.43 mi	****	Check Availability		Select	EUR €350.00	EUR €2,172.00	Sabre	10%	Details SHORTLIST S

### Property Shortlist

Room Rate Shortlist

## 1.3.1. Property Shortlist

Create comparisons of multiple properties by checking the shortlist boxes next to the properties and pressing SELECT to go to the next step.

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3. —	USD \$1,108	e a	Hotes Eden	0.57 mi	*****	0585,7002010	0	Select	· ·
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	USD \$309	E a	Grand Hotel Palace Rome	0.43 mi	*****	Check Availability	0	Salact	~

Steps	Notes
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1.	Run your hotel search	•
2.	Check the shortlist checkbox next to the hotel properties	• You can compare up to 4 properties on one document
3.	Press SELECT button on last shortlisted option	•

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*** 	Steps		Notes
4.	Click hotel tab to view rates for 1 <sup>st</sup> hotel to compare	•	Shortlisted proper will appear at the top in their own tab
5.	Press SELECT on rate	•	

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6.	Click hotel tab to view rates for 2 <sup>st</sup> hotel to compare	•	Repeat step 5 and 6 for ALL compare tabs as needed Select the rate for ALL shortlisted properties before continuing on

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7.	Press QUOTE ALL	•	To save ALL tabs/properties press the QUOTE ALL button Will ONLY appear once all applicable EDGE rates have markup declared Will ONLY appear if there are more than one hotel tabs open

### 1.3.2. Rate Shortlist

Create comparisons of multiple rates at one property by selecting the property and checking the shortlist boxes next to the rates and pressing SELECT to go to the next step.

	New Quote							No C	lier
	Hotel Search Re	sults							
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₹	Steps	Notes
1.	Run your hotel search	•
2.	Press SELECT on the hotel property	•



¥≡	Steps		Notes
3.	Check the shortlist box next to the rates you want to compare	• <i>P</i>	A new tab will open at the top of the page for each rate shortlisted
4.	Press SELECT on the last rate you want to compare	• }	ou can compare up to 4 rates on one document

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₹	Steps		Notes
5.	Declare markup for ALL EDGE rates	• V p • V	Vill need to be done on each tab if EDGE rates are present Vill not be able to quote/quote all if not declared
6.	Press QUOTE ALL	• 7	o save ALL tabs/properties press QUOTE ALL

### 1.3.3. Access the Hotel Comparison

Once you have more than one hotel service on a single ADX reference, you will see a COMPARE button at the bottom of the reference page. This document will be a side-by-side comparison of the hotel options that you have captured. This document can be customized by adding client information, branding banners on the profile page, as well as adding extra notes. This document can be sent directly out of ADX or downloaded.

	ADX+ Home Partners Client	ts Resources	Ref. MdR, or Invoice # Anna Kulej •
	Multiple Hotel Services Sunday, September 11, 2022 - Saturday, Sep	xember 17, 2022	Advisor: Anna Kulej
ADX Reference	ADX Ref. 3C7YoU (Archive   Copy Quote   2	Link Bookings	00711
	Trip Client & Travelers Payr	ment Service Fees Manage	C Refresh Quote
	Trip Name	Dates	
	Multiple Hotel Services	09/11/2022	Add details/hotes ~
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	Im The Tribune Hotel, Rome Renam	110	
Multiple hotel	Actions: Modify		E Remove
	The St Regis Rome Planame Sep 11, 2022 - Sep 17, 2022		
	Actions: Modify		D Ferniove
	Actions: Reorder Services		
	Client Documents: Insurance offered		
	Update		
ett. I I.			
Compare Hotels		Compare Hotels	
1999-999 <b>*</b> DF-194210-1929519	Add ADX Service - Add non-ADX Ser	rvice + Compare Services +	Send Itinerary

## 1.3.4. Review the Hotel Comparison

The hotel comparison can be emailed directly out of ADX or downloaded. You can customize the document before sending or downloading.

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Side by side hotel option summary	Hotel Options		The St Regis Rom     ****	10 10	7
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Show/hide rows	Total EUR €2,354.00		Total EUR €10,64	4.00	File Rose
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Hotel rate details	Room & Rate Description		
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		Anna Virlei				
Advisor details from		Emait Anna Xulejētravel.com				
communication profile		Office: 555-444-5666 Fax: 714-979-6040				
		Anna's Travel				

10 Fun Street New York, New York, 20456, United States CST 1008676-11

### 1.4.BOOK HOTEL

Pressing the BOOK button will take you through the process of confirming traveler names and adding payment details to the reservation and confirming with the hotel.

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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Press be used in that produce and regional devices and regional dev	Present andres the human and human at the report at a failable property.  It put antimed wells for each of the report of the re	e information allocal amenities available at this shall be a many particulation with inspect to with the Constitution, well the Constitu- dor 6 inspects BUH (C.200.00 BUH (C.200.00 BUH (C.200.00 BUH (C.200.00 BUH (C.200.00 BUH (C.200.00 BUH (C.200.00 BUH (C.200.00)

¥ ₹	Steps		Notes
1.	Confirm availability – if pressing BOOK from Quote	<ul> <li>Ij</li> <li>Ij</li> <li>Ij</li> <li>F</li> </ul>	f pricing and availability are the same a green bar will appear f pricing has changed an orange bar will appear f availability has changed a red bar will appear Pressing quote will return to the trip services page
2.	Press book	•	

		ADX+	Partner	s C	lients	Resourc	es	0	Bookings ~	Cruis	se ID, ADX	Ref, PNR, o	or Invoice #	٩	Anna Ku	ulej 🗸
		Ø	Tip: Search	for an exi	sting client	to easily fil	l in their traveler	r details.								
		Please and ma full.	enter passe ay be up to 2	nger name 25 characte	e(s) exactly ers long. Ai	as they app irlines and T	ear on goverme SA regulations d	ent issued lo not all	l identification ow variance in	n. The n n passe	names sh nger nar	iould be v nes, so la	vritten us st names	ing Engli must be	sh chara written	out in
3			CLIENT AN	ID TRAVEL	ERS INFO ne: 416-44	4-4343								2 is trav	eling	=
		Assign	Travelers													
4.		ADU	LT1 😑	TITLE Miss 🛩	FIRST NAM Sarah	1E *	MIDDLE NAME o	ptional L	AST NAME * Smith		DATE OF	віятн Мау 🛩	1981 🗸	GE	NDER * M   🖲 F	
		SAV	VE AS CLIENT								Uni	ONALITY ted States	5	~		
																•
5.	-	Cano	el											Quot	Bo	xok

** E	Steps		Notes
3.	Add client	<ul> <li>II</li> <li>ta</li> <li>S</li> <li>U</li> </ul>	<ul> <li>F client was added on the Trip page, you will not need o re-add the information</li> <li>earch for existing clients by using <ul> <li>FIRST name or</li> <li>LAST name or</li> <li>PHONE NUMBER or</li> <li>EMAIL</li> </ul> </li> <li>Ise New Client form to create a new client</li> </ul>
4.	Assign primary traveler	• P d • H	ull in existing companion profiles OR add new traveler etails lotel only requires information for a primary traveler
5.	Press BOOK button	•	

O Tip:	Are the traveler r and click Continu	names(s) exactly as they ie to proceed.	appear on govenment	issued IDs? Check the b	ooxes to verify the names	
Please ente and may be full.	The names of so modify traveler's form.	me travelers are not mo name, close this overla	odifiable because their i iy, unassign the traveler	nformation is captured ; and enter the correct	on other bookings. To traveler information in the	sh chara written (
International Property lies:	FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH		
<b>1</b> a	Sarah		Smith	May 04 1981	VERIFIED	
CLIENT: S						eling
Ausgn Trans		_	_	_		
ADULT	TITLE FL	IST NAME* MI	DOLE NAME	T NAME * DATE	OF BIRTH	GENDER *
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TO SAVE AS C	LITT			N	ATIONALITY	
					oraceo ocaceo -	

₹ ₹	Steps	Notes
6.	Confirm primary travelers name	•
7.	Press VERIFIED checkbox	Cannot continue until done
8.	Press CONTINUE	Will land on the payment page

### 1.5. HOTEL PAYMENT

Depending on the hotel provider that you selected, the payment will process will either:

- Sabre Hotels Preferred rates, Sabre rates Pass the credit card to the vendor to process financials
- EDGE hotels EDGE pre-paid rates Charge the clients credit card under Travel Edge/ADX Travel

Please be sure to verify the credit card number before submitting payment. ADX does not validate or verify the credit card for non EDGE rates meaning it simply passes the information to the hotel to authorize and charge as applicable. If the credit card number is invalid or the credit card does not allow the transaction, the hotel will reach out to the advisor directly for next steps. If you are unsure if your hotel booking has been confirmed please reach out to the hotel directly.

	ADIe Monte Ractiners Clients R	Anteria Caracteria	Traine C. (Ch. Nol. 1996) in the state of the School of
	Hotel Torino - 5 nighta Sunlay, August 14, 2022 - Resay, August 19, 2022		Sam Sm Advast Area 8
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	use this control when you have perit a queta for tran	el murance to pour chent, and they fi	are had responded yet.
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	This syntex is only available when insurance has been	er söd at essend via 425, Report fo	the Trip Services Page to quote & sell insurance usi
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** 	Steps		Notes
1.	Select services to process payment	<ul> <li>C</li> <li>L</li> <li>R</li> <li>t</li> </ul>	Theck services to process payment Incheck services to remove from payment process Peview payable amounts vs guarantee passthrough to he vendor
2.	Add services fee – as required	• A • A	dd planning fees dd 24/7 VIP support
3.	Select insurance offering	• 5	hows in Terms and Condition of client itinerary
4.	Add credit card information	• A • E	DX does NOT pull in or store credit card information Inter CC information including billing address
5.	Read T&C's and check box	• Y b	ou cannot continue to booking without checking the ox
6.	Press PROCES TRANSACTION button	<ul> <li>H</li> <li>S</li> <li>h</li> <li>H</li> </ul>	lotel EDGE rates charge credit card right away abre/Preferred rates credit card info passed to the otel to verify/charge at their discretion lotel EDGE rate merchant will be Travel EDGE



ž.	Steps		Notes
7.	Verify BOOKED status on service level	• ( • 1	Dn Trip Services page TRIP tab tinerary status will reflect ALL services
8.	Press V to expand details	•	
9.	Hotel terms and other information	•	
10.	Verify confirmation number	•	

### 1.6.HOTEL MANAGEMENT

Quoting and booking hotel is not the end of the process. Maximize your ADX hotel tool to get the most in the most efficient way.

- Saved Hotel Search
- o Multiple Rooms
- o Hotel Results View
- Filtering Search Results
- o Hotel Rate Options
- Advisor Hotel Loyalty Program
- o Modify Hotel
- $\circ \quad \text{Cancel Hotel} \quad$
- o Adding Special Instructions
- o Editing Hotel Content for Itinerary

### 1.6.1. Saved Hotel Search

Commonly used hotel searches can be saved and accessed at any time. Enter the hotel search criteria and press the SAVE FOR LATER button. To access the saved and previously run searches, press the VIEW SAVED searches button, and select from the saved list. The search fields will populate with the data previously entered and saved.

ITINER4 BUILDI Saved Searches Previous Search	nes	VOICE TOO
LEXINGTON COLLECTION		~
New York, NY, USA 1 Room (2 Adults)	18 Sep 2022 - 24 Sep 2022	<b>≺</b> Search 🗐
New Yorl		Cancel
CHECK IN DATE CHECK OUT DATE	NIGHTS	ROOMS
09/18/2022	6	<ul> <li>1 ROOM, 2 ADULTS</li> </ul>
HOTEL CHAINS (OPTIONAL / MAX 3)	Include O Exclude	
Enter hotel chain name or code		
LP - LEXINGTON COLLECTION	×	
QUOTE OWNER CURRENCY		
Anna Kulej v \$USD	~	🖺 Save for Later 🛛 🛏 Search
		View Saved and Previous Searches $\sim$
SAVED SEARCHES	PREVIOUS SEARCHE	s
New York, Ny, Usa   1 Room (2 Adults)	New York, Ny, Usa	a   1 Room (2 Adults)
	New York, Ny, Usa	a   1 Room (2 Adults)

### 1.6.1.1. CREATING SAVED SEARCHES

AD≫	Partners Clients Resources		Resources	•	Bookir	ngs 🗸 Cruise	ilse ID, ADX Ref, PNR, or Invoice # Q Anna K		
ITI B	NINERARY UUILDER	AIR V	HOTEL	ACTI	) VITY	Ĵ INSURAN ♥	ICE	CRUISE	
С.	NEW HOTEL SEARC	н	SEARCH	BY: 🖲 Des	tination O Pr	operty Name			
Ne	w York, NY, USA								
CHE	CK IN DATE		CHECK OUT DATE		NIGHTS		ROOMS		
CHE 09/	CK IN DATE /18/2022	Ö	CHECK OUT DATE 09/24/2022	Ö	NIGHTS 6	~	ROOMS	2 ADULTS	
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Ξ	Steps	Notes
1.	Enter hotel search criteria	•
2.	Press SAVE FOR LATER button	•

CS ITINERARY BUILDER	NAME Eaton	Hotels Search				
12 NEW HOTEL SEA						
HOTEL SEARCH		SEARC	CH BY: B De	anution O Prop		
New York, NY, USA						
CHECK IN DATE		CHECK OUT DATE		NIGHTS		ROOMS
09/18/2022	1	09/24/2022	0	6	×.	1 ROOM, 2 ADULTS
HOTEL CHAINS (OPDONA	L/ MAX II	· aucture	C Ludade			
Enter hotel chain can						
EQ EATON HOTELS			. ж.			
QUOTE OWNER		CURRENCY				

¥≡	Steps		Notes
3.	Enter name for search	• V	Vill appear in list of existing saved searches
4.	Press SAVE	•	

CS INNERARY BUILDER	<b>X</b>				CRUISE	INVOICE TOO			
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× = =	Steps		Notes
5.	Review saved search in list	•	

#### ADX+ Partners Clients Resources Bookings 🗸 Cruise ID, ADX Ref. PNR. or Invoice # 📿 Anna Kulej 🗸 ് Â 2 × $\mathbf{0}$ $\mathbf{T}$ 1. BUILDER AIR INSURANCE CRUISE INVOICE TOOL ACTIVITY v ¥ ~ ~ ¥ ~ HOTEL SEARCH SEARCH BY: O Destination O Property Name Search for hotel, landmark, address, city, postal code or airport CHECK IN DATE CHECK OUT DATE NIGHTS ROOMS 8 4 07/05/2022 07/06/2022 1 1 ROOM, 2 ADULTS HOTEL CHAINS (OPTIONAL / MAX 3) Include O Exclude Enter hotel chain name or code QUOTE OWNER CURRENCY Save for Later Anna Kulej $\sim$ \$USD ¥ View Saved and Previous Searches 🗸 2. SAVED SEARCHES PREVIOUS SEARCHES New York, Ny, Usa | 1 Room (2 Adults) Rome, Metropolitan City Of Rome, It... | 1 Room (2 Adults) Rome, Metropolitan City Of Rome, It... | 1 Room (2 Adults) Rome, Metropolitan City Of Rome, It... | 1 Room (2 Adults) All Saved & Previous Searches 3.

***	Steps	Notes
1.	Press HOTEL button	
2.	Press VIEW SAVED AND PREVIOUS SEARCHES	•
3.	Click search in list OR press ALL SAVED AND PREVIOUS SEARCHES	•

#### 1.6.1.2. ACCESSING SAVED SEARCHES

EATON HOTELS	Previous Search SEARCH A	18 Sep 2022 -	24 5ep 2022		
				Cance	
HOTEL BEARCH		BRARCH BY: 🗮 Cars			
Search For Instal, Unidenatily, a					
CHECK IN DATE	CHECK OUT DATE		NIGHTS	ROOMS	
07/05/2022	07/06/2022	8	1 -	TROOM, 2 ADULTS	
HOTEL CHAINS (DPTICINAL / MAX IN					
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SAVED SEARCHES			PREVIOUS SEARCHES		
New York, Ny, Osa j 1 Room				City Of Rome, It.,   1. Room ( City Of Rome, It.,   1. Room (	

ξ	Steps		Notes
4.	Click tab	• 9	Select Saved or Previous search tab
5.	Press SEARCH	• /	All search info will populate

### 1.6.2. Multiple Rooms

The request for multiple hotel rooms is done at the time of filling out your hotel search. Multiple room bookings is ONLY allowed on EDGE rates. Sabre and Preferred Partner rates do not allow multiple room bookings at once. You would need to book these rooms separately.

1. —	ADX+ Partners	Clients X AIR	Resources	ACTI	Bookir	ngs 🤍 Cruis T INSURAN		kinna Kulej 🥪
	NEW HOTEL SI	EARCH	SEARCH	BY: • Des	tination O Pr	operty Name		
	New York, NY, USA							
	CHECK IN DATE		CHECK OUT DATE		NIGHTS		ROOMS	
2	09/18/2022	1	09/21/2022	0	3	~	1 ROOM, 2 ADULTS	4
	HOTEL CHAINS (OPTION	AL / MAX 3)	Include C	Exclude			Room 1 2 Adults / 0 Children	i.
	Enter hotel chain na	ame or code					Room 1	
	QUOTE OWNER		CURRENCY				ADULT CHILDREN	
	Anna Kulej	Ŷ	susd 🗸				(12+ YRS) (2-12 YRS)	
							2 ~ 0 ~	
3. —							+ Add Room	Done
							USING ADX AS: Multiple Agents	~

××+	Steps	Notes
1.	Press HOTEL button	•
2.	Press icon on ROOMS	Opens rooms and travelers section
3.	Press ADD ROOM	•

ADX+	Partners	Clients	Resources	~	Bookings	<ul> <li>Cruise</li> </ul>	ID, ADX Ref, P	NR, or Invoice #	Q Anna Kulej
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C.	NEW HOTEL SEAF	RCH							
нот	EL SEARCH		SEARCH	BY: 🖲 Destina	tion O Proper	ty Name			
Nev	w York, NY, USA								
CHE	CK IN DATE	0	HECK OUT DATE	N	IGHTS		ROOMS		
09/	18/2022	0	9/21/2022	-	3	~	2 ROOMS,	4 ADULTS	4
нот	EL CHAINS (OPTIONAL	/ MAX 3)	🙂 Include 🤇	) Exclude			> Room 1	2 Adults / 0	Children 🗙 Remov
Ent	er hotel chain nam	e or code					✓ Room 2	2 Adults / (	0 Children × Remov
QUO	TE OWNER		CURRENCY				Room 2		
An	na Kulej	~	\$USD ¥				ADULT	CHILDREN	
							(12+ YRS)	(2-12 YRS)	
						U	i Sa	bre & Preferr tes do not all	ed Partners ow multiple
•	MY QUOTES & BO	OKINGS					ro	om bookings	at once, you
STA	TUS ~ ADVISOR ~	CLIENT ~	QUOTE NAME ~			DEPAR	se	parately.	ok each room
	UOTE DC		Fairmont Hotel Mag	donald - 1 n	ghts	08.20.	+ Add Re		Done

¥≡	Steps	N	otes
4.	Indicate maturity and travelers	•	
5.	Press Add Room – as needed	•	
6.	Press DONE	• Searc	ch will run with number indicated

### 1.6.3. Hotel Results Views

The hotel results page can be viewed either in a LIST view or a MAP view. You can toggle between the two views before continuing to the rate selection page.

	New Quot	e						No Clie
	Hotel Sea	irch Resul	lts					
	in Progress							
	DESTINATION		FEDMITO	80	NONES			
	New York, M	r, usa	Sep 18 2022 - Sep 31 2022	1.0	toom (2 Adulto)			
						8.9	we for Later	O Modify Search
	Filters:							
	No filters appli	ied. Click on co	lumn headings to narrow down your search	results.				
view Toggle	List View	O Map View			Results: 1 - 2	5 of 310	ala aluis	
	EST. PROCESS	RATE	PROPERTY NAME -	DISTANCE Y			SHORTLIST	
ulte lieted	and a state of the							
uits iisted	USD \$1,572	Ea	Four Seasons New York Downtown	0.19 mi	*****	Classic Availability		Select
ans instea	USD \$1,572 USD \$1,300	E A	Four Seasons New York Downtown The Langham New York Fifth Ave	0.19 mi 2.83 mi	*****	Check Availability Check Availability	0	Select Select
nts iistea	USD \$1,572 USD \$1,300 USD \$1,367	E A E A E A	Four Seasons New York Downtown The Langham New York Fifth Ave The Chatwal New York City	0.19 mi 2.83 mi 3.24 mi	*****	Check Availability Check Availability Check Availability	0	Select Select
nts iisted	USD \$1,572 USD \$1,300 USD \$1,367 USD \$695	E A E A E A A	Four Seasons New York Downtown The Langham New York Fifth Ave The Chatwal New York Gity Smyth Tribeca	0.19 mi 2.83 mi 3.24 mi 0.24 mi	*****	Check Availability Check Availability Check Availability Check Availability		Select Select Select Select Select
	USD \$1,572 USD \$1,300 USD \$1,367 USD \$695 USD \$869	E A E A E A A A	Four Seasons New York Downtown The Langham New York Fifth Ave The Chatwal New York Gity Smyth Tribeca The Wall Street Hotel	0.19 mi 2.83 mi 3.24 mi 0.24 mi 0.52 mi	*****	Check Availability Check Availability Check Availability Check Availability Check Availability Check Availability		Select Select Select Select Select
nts iisted	USD \$1,572 USD \$1,300 USD \$1,367 USD \$695 USD \$869 USD \$651	E 8 E 8 E 8 8 8 8 8 8 8 8 8 8	Four Seasons New York Downtown The Langham New York Fifth Ave The Chatwal New York Gity Smyth Tribeca The Wall Street Hotel New York Marriott Downtown	0.19 mi 2.83 mi 3.24 mi 0.24 mi 0.52 mi	*****	Check Availability		Select Se
nts iisted	USD \$1,572 USD \$1,300 USD \$1,367 USD \$695 USD \$869 USD \$869 USD \$651 USD \$1,031	E 8 E 8 E 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Four Seasons New York Downtown The Langham New York Fifth Ave The Chatwal New York Gity Smyth Tribeca The Wall Street Hotel New York Marriott Downtown The Greenwich Hotel	0.19 mi 2.83 mi 3.24 mi 0.24 mi 0.52 mi 0.52 mi 0.54 mi	***** ***** ***** ***** *****	Check Availability		Select Se
nts insted	USD \$1,572 USD \$1,300 USD \$1,367 USD \$695 USD \$695 USD \$651 USD \$1,031 USD \$515	E 8 E 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Four Seasons New York Downtown The Langham New York Fifth Ave The Chatwal New York Gty Smyth Tribeca The Wall Street Hotel New York Marriott Downtown The Greenwich Hotel Hotel 50 Bowery	0.19 mi 2.83 mi 3.24 mi 0.24 mi 0.52 mi 0.52 mi 0.54 mi	***** ***** ***** ***** ***** *****	Check Availability Check Availab		Select Se
nts insted	USD \$1,572 USD \$1,300 USD \$1,367 USD \$695 USD \$695 USD \$651 USD \$1,031 USD \$515 USD \$661	E 8 E 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Four Seasons New York Downtown The Langham New York Fifth Ave The Chatwal New York City Smyth Tribeca The Wall Street Hotel New York Marriott Downtown The Greenwich Hotel Hotel S0 Bowery Conrad New York	0.19 mi 2.83 mi 3.24 mi 0.24 mi 0.52 mi 0.52 mi 0.54 mi 0.54 mi	***** ***** ***** ***** ***** *****	Check Availability		Select Se
nts instea	USD \$1,572 USD \$1,300 USD \$1,367 USD \$695 USD \$665 USD \$651 USD \$1,031 USD \$515 USD \$661 USD \$743	E 8 E 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Four Seasons New York Downtown The Langham New York Fifth Ave The Chatwal New York Gty Smyth Tribeca The Wall Street Hotel New York Marriott Downtown The Greenwich Hotel Hotel S0 Bowery Conrad New York Modernhaus Soho	0.19 mi 2.83 mi 3.24 mi 0.52 mi 0.52 mi 0.54 mi 0.55 mi 0.69 mi	***** ***** ***** ***** ***** ***** ****	Check Availability		Select Se



### 1.6.4. Filtering Search Results

Get the most out of the search results by applying filters to narrow down the options. Filters are available on the hotel results page as well as on the rate selection page. Any filters applied will be added to the filters section and the results will be reflected. To remove the added filter, press the x button next to the filter name and the results will update accordingly.

	ADX+ P	artners Clients	Resources	0	Bookings ~ Cruise	E ID, ADX Ref. PNR. or line	pice # Q An	na Kulej 🐱
	New Quote							No Client
	Hotel Search	Results						
	In Progress	•						
	DESTINATION	10	ом/то	R	00M5			
	New York, NY, USA	Se	p 18 2022 - Sep 21 2022	1	Room (2 Adults)			
						5	Save for Later	O Modify Search
Filters applied	Filters:							
1911 (22)	Rating: 3★ - 5★ ×							Clear Filters
Clear filters	List View O Ma	o View			Paculte: 1 - 25 of	296		
Heading filters	EST. PRICEY RATE	PROPERTY NJ	AME 🗢	DISTANCE ~	RATING		SHORTLIST	
	USD \$1,572 E	a Four Season	s New York Downtown	0.19 mi	SORT BY RATING O	lability	0	Select ¥
	USD \$1,300 E	a The Langhan	n New York Fifth Ave	2.83 mi	3*-5*	lability		Select 🗸
	USD \$1,367 E	a The Chatwal	New York City	3.24 mi	*****	Check Availability		Select 👻
	USD \$695	a Smyth Triber	ca	0.24 mi	****	Check Availability		Select 🛩
	USD \$869	a The Wall Stre	eet Hotel	0.52 mi	*****	Check Availability	D	Select 👻
	USD \$651 E	a New York M	arriott Downtown	0.52 mi	*****	Check Availability		Select 👻
	USD \$1,031	a The Greenwi	ich Hotel	0.54 mi	****	Check Availability		Select 🛩

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word filter	King		<b>Q</b>	
isions and refundability	Show me: With break	ekfast included 🗌 Refunda	ble room rates	Results: 1 - 25 of 68 < < 1 2 3 > > 25 Y
ling filters —	Rate/Night 🛩	Total	Lafe Type	
	MANHATTAN ACCE RATE/NIGHT USD \$1,370.00	SSIBLE ROOM KING-8-20- TOTAL USD \$4,716.24	CIT Select All CIT 2 PREFERRED PARTNER CIT 2 PREFERRED PARTNER	A-LUXURY BED-PREMIUM WIFI PP-ADV OFFER UP TO 20PCT OFF Details SHORTLIST Select
	MANHATTAN ROOM	M KING-FLOOR 8-20-CITY		OOM-PREMIUM WIFI PP-ADV OFFER UP TO 20PCT OFF
	INTERNANT USD \$1,370.00	TOTAL USD \$4,716.24	RATE TYPE 2 Preferred Partner	Details SHORTUST Select
	MANHATTAN ROOF	M KING-FLOOR 8-20-CITY	VIEW 425SQFT-FULL MARBLE BAT	THROOM-PREMIUM WIFI ADV PURCHASE UP TO 20PCT OFF

### 1.6.5. Hotel Rate Options

ADX hotel will offer you 3 kinds of rates: Sabre, Preferred Partner, and Hotel EDGE. It's important to understand the difference between the three rates in order to select the best option for you and your client. For questions around the different rate types offered please reach out to the Advisor Services.

### • Sabre Rates S

- Non-preferred rates
- o Standard non negotiated hotel rates available through the Sabre GDS
- o Amenities and cancellation policies vary
- o Commission varies
- o Possible eligibility for upgrades and loyalty point accrual
- Paid in currency of the hotel
- o Merchant on the credit card is the hotel vendor

#### Preferred Partner Hotels and Rates 2

- o Individual preferred partner hotel programs such as the Four Seasons, Hilton Impresario, Mandarin Oriental Fan Club
- o Negotiated contracts for commissions and amenities
- No markup opportunity
- o Eligible for upgrades and loyalty point accrual
- Paid in currency of the hotel
- $\circ$   $\;$  Merchant on the credit card is the hotel vendor  $\;$

### • Hotel EDGE Rates 🗄

- Rates supplied by HotelBeds and Travco
- Pre-Paid rates
- Guaranteed commission of 10%
- Markup opportunity on top of commission
- o Cancellation and modification policies vary
- o Not eligible for upgrades or loyalty point accrual
- o Not eligible for amenities not included in the rate
- o USD currency only
- o Client will see Travel Edge/ADX Travel on their credit card statement

### 1.6.5.1. EDGE MARKUP POTENTIAL

Markup is ONLY available on EDGE options and would be added into the total cost of the room, clients would not see the markup breakout on their credit card statement. You MUST either add a markup \$ of % OR opt out to quote or book these rates. A selection must be made at the time of quoting.

	ADR Farmers	Chevis Baselortes G Baselo	N. S. CONST. AND MILLION STREET, MILLION AND AND ADDRESS.	Of mersioned a	
	um ta set m				
	- SAGE TH HETEL PERFERTY DETAIL	6			
	1000	The Langham New York FISD. Ave			
		Check to Data C Sep 18.2022 To	heath-Out Davia 10 21 2023		
	100	Rearies 1 August 12 Adults2			
		Rate Name: Orline Sale			
		Rate Description: Superat Dity Vew Rect: - RODALON,	y		
	C Proses for another party	es out gas artest with backed size a set regardelie. I	e any point discognic that many or any po	arantees with lagged in	
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	Colonialization in bandle pro-				
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	and the second se				
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Enter amount of markup	pirt of the last to the last	** 0	N0.00	Phillippine Property and	i si seche s
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	101.000 9999.38		Little angel Carrier	1000 (100) D10 (477.0)	
			Altrea -	had required by the second holes.	
	Great			Owner Street	

ting No, thank you

button to save

### 1.6.6. Advisor Hotel Loyalty Program

Add your Advisor Hotel Loyalty number for Hyatt, Four Seasons and Fairmont hotels to your profile and have the number saved on each booking every time you book an applicable hotel and rate. The loyalty number can be accessed through the advisor profile page on the communication tab. You can store, edit, and delete numbers as needed through this page.

The loyalty number MUST be entered on the profile before the booking has been confirmed. Adding a number after booking will not automatically pass the number to the hotel. You will need to call the hotel and manually add the number.

Set Advisor Loyalty Number for Hotels		^
SELECT HOTEL CHAIN	ENTER ADVISOR LOYALTY NUMBER	
Hyatt 🗸		Add
EXISTING ADVISOR LOYALTY NUMBERS		
HOTEL	ADVISOR LOYALTY NUMBER	
Hyatt	1222B1	Edit   Delete
Four Seasons	7777B12	Edit   Delete
Fairmont	555555	Edit   Delete

ADX+	Partners	Clients	Resources	O Book	ings 🧹 Cruise ID, ADX	Ref, PNR, or Invoice #	A My Profile Reports
	ട്	র	itan (	Ŵ	<b>.</b>	<b>£</b>	Office Mgmt. Log out
ITIN	NERARY JILDER	AIR	HOTEL	ΑCTIVITY	INSURANCE	CRUISE	INVOICE TOOL
	<b>*</b>	~	~	~	~		~

¥≡	Steps		Notes
1.	Press the V button nest to name	• E	xpands down
2.	Press MY PROFILE	•	

	ADDP Partners Clients Resources	
3.	Image: Communication Profile     Image: Communication Profile     Image: Communication Profile     Image: Communication Profile       Communication Profile     Sharing     Set     Change       Sharing     Sharing     Customize default     Change prosvered       Control the appearance and contents of emails and documents.     Share access to your bookings with other ADM.     Customize default	
	Communication Profile Update Public Public Public Update Public Publ	
	Please click on the headings below to update the various communication profile items.	
	Specify Your Address and Upload Your Portrait	
	Brand Settings 🗸	
	Upload Your Logos 🗸	
	Define Standard Notes for Inclusion in Client Itineraries	
	Define Standard Service Descriptions for Planning Fee Agreements 🗸 🗸	
	Customize Body Text of Itinerary Emails	
	Define Your Email Signature Block	
	Customize Body Text of Bon Voyage and Welcome Home Emails 🗸 🗸	
4.	Set Advisor Loyalty Number for Hotels	-
5.	SRLECT HOTEL CHAIN ENTER ADVISOR LOYALTY NJMBER	ь. 7.
	Existing Advisor LovaLty NumBERS HoteL Advisor LovaLty NumBER Hyatt 122281 Edit   Delete Four Seasons 7777812 Edit   Delete Fairmont 55555 Edit   Delete	

×Ξ	Steps		Notes
3.	Press COMMUNICATION PROFILE button	•	Defaulted to this section
4.	Press v button on SET ADVISOR LOYALTY NUMBER FOR HOTELS	•	Located at the bottom of the list
5.	Select hotel chain	•	Select from Hyatt or Four Seasons or Fairmont
6.	Enter loyalty number	•	
7.	Press ADD	•	Loyalty number will appear in a list below

### 1.6.7. Modify Hotel

Bookings can be modified through ADX after booking **provided the rate permits modifications**. Modifications will include duration, rooms and rates. The modify button under the action section of the trip tab will open up the modify options.



	ADX Partners Clients Resources   Bookings   Cruise ID, ADX Ref, P	NR, or Invoice # Anna Kulej ~
	New York Marriott Downtown - 6 nights Sunday, September 11, 2022 - Saturday, September 17, 2022	Sam Smith Advisor: Anna Kulej
1. —	ADX Ref. 6P5iZL   Archive   🥜 Link Bookings	TRAVEL-REALTY
2. —	Trip Client & Travelers Payment Service Fees Manage	C Refresh Quote
	Trip Name Dates	
	New York Marriott Downtown - 6 nights 09/11/2022	Add details/notes 🗸
	All Services	View by: 🗐 👱
	🛤 New York Marriott Downtown 🥒 Rename	acosto 🔀
3. —	Actions: Modify - Cancel - Add/Modify Special Instructions	

¥ ₹	Steps		Notes
1.	Enter request information	•	
2.	Enter comments – as needed	•	
3.	Press MODIFY	•	



 >>>	Steps		Notes
4.	Enter request information	•	
5.	Enter comments – as needed	•	
6.	Press MODIFY	•	

### 1.6.8. Cancel Hotel

Itineraries can be cancelled through ADX after booking provided the rate allows cancellations. Once cancellation has been requested a confirmation for the cancellation will be provided and the service will reflect the CANCELLED status.



	New York Marriott Downtown - 6 nights Sunday, September 11, 2022 - Saturday, September 17, 2022	Sam Smith Advisor: Anna Kulej
1. —	ADX Ref. 6P5iZL   Archive   🧬 Link Bookings	TRAVEL-READY
2. —	Trip Client & Travelers Payment Service Fees Manage	C Refresh Quote
	Trip Name Dates	
	New York Marriott Downtown - 6 nights         09/11/2022         1         09/17/2022	Add details/notes 🗸
	All Services	View by: 🗎 👱
	Sep 11, 2022 - Sep 17, 2022	BOOKED
3. —		

××==	Steps		Notes
1.	Open ADX reference	•	
2.	Press TRIP tab	• [	efaulted tab
3.	Press CANCEL	•	



¥. ≓	Steps		Notes
4.	Enter remarks	•	
5.	Press SEND CANCELLATION REQUEST	•	

### 1.6.9. Adding Special Instructions

Special instructions or requests can be added to any Sabre and Travel Edge preferred rate through the Trip Services Page. Currently you will not be able to add special instructions to any booked EDGE rates. Please note when adding special instructions, it is up to the advisor to ensure the hotel will honor the requests. ADX does not guarantee the hotel will review or honor any requests sent.



	ADX Partners Clients Resources   Bookings   Cruise ID, ADX Ref, I	PNR, or Invoice # Anna Kulej ~
	New York Marriott Downtown - 6 nights Sunday, September 11, 2022 - Saturday, September 17, 2022	Sam Smith Advisor: Anna Kulej
1	ADX Ref. 6P5iZL   Archive   & Link Bookings	TRAVUL-READY
2.	Trip Client & Travelers Payment Service Fees Manage	C Refresh Quote
	Trip Name     Dates       New York Marriott Downtown - 6 nights     09/11/2022     09/17/2022	Add details/notes 💙
	All Services	View by: 📋 🞽
	Sep 11, 2022 - Sep 17, 2022	BOOKED
3.	Actions: Modify - Cancel - Add/Modify Special Instructions	

ξ	Steps		Notes
1.	Open ADX reference	•	
2.	Click TRIP tab	• [	efaulted tab
3.	Press ADD/MODIFY SPECIAL INSTRCUTIONS button	• L	ocated in Action section of Trip tab



¥. ≓	Steps		Notes
4.	Enter request information	•	
5.	Enter comments – as needed	•	
6.	Press SAVE SPECIAL INSTRUCTIONS	•	

### 1.6.10. Editing Hotel Content for Itinerary

Sometimes the hotel itinerary can become lengthy based on the descriptions that the hotel provides. You can edit descriptions for the hotel overview, the hotel benefits and rate description on the trip services page. You can locate the EDIT buttons on the trip tab under the service details section for any hotel. Changes made will then reflect on the Itinerary document and the trip services page details section will show an "edited version" flag on the section that was revised. Once changes are made the option of reviewing and reverting back to the original text is also possible for each section.

SERVICE DETAILS	
Rate Name: MARRIOT	SENIOR DISC.
Rooms: 1 Room (2 Adu	lts)
Reference #: TQWHKD	
Confirmation #: 88586	367
Hotel Overview: Edited	Version
DESCRIPTION TEST	
- Hotel	
Year Built - 1990 Year R	emodeled - 2008
Additional Property De: Make v	scription -
Read more	
📽 Edit Hotel Overview	
Hotel Benefits: (Edited V	Tersion
BENEFITS TEST	
📽 Edit Hotel Benefits	
Rate Description: Edite	d Version
DESCRIPTION TEST	
MARRIOTT SENIOR DIS	COUNT, INCLUDES 62 YEARS AND OLDER VALID ID REQUIRED, DELUXE GUEST ROOM, 2 DOUBLES A DAILY
DESTINATION FEE OF U	SD 25 PLUS TAX WILL BE ADDED TO THE ROOM RATE AND INCLUDES A FOOD AND BEVERAGE CREDIT OF
USD 25 AND MORE M	AX OCCUPANCY- 4 GUESTS DELUXE ROOM, 2 DOUBLES, MINI FRIDGE, 324SQF1/29SQM, WIRELESS "DEEEF/TEA MAKER, TV MARRIOTT SENIOR DISCOUNT - AVAILABLE TO GUESTS 62 YEARS OF AGE OR OLDER I
- PROOF OF AGE ELIGIB	ILITY REQUIRED AT CHECK-IN   - LIMIT OF TWO ROOMS PER NIGHT
Read less	- <b>F F</b>
C Edit Rate Description	1





Sunday, September 11, 2022

#### New York Marriott Downtown

5 WEST ST AT ALEANY ST	Guests
lanhattan - Wall Street / Finanical District	Mr. Gam Smith
ew York, New York, 10006,	
nited States	
hone: 1-212-3854900	

#### // Description Test

Oheok-in	Stay	Confirmation Number: 88586367-
Sep 11, 2022	6 Nighta	Record Locator: TOWHKD
Amenities		
Parking	Concierge	Recreation facilities
High Speed Internet	Rollaway Bed Available	Convention Center
Dry cleaning	Dining Room	Meeting Room Available
Fitness Center	Family Room	
Crib Available	Business Center	

DESCRIPTION TEST

Year Built - 1990 Year Remodeled - 2008 Additional Property Description -Make your escape to New York Marriott Downtown, a brilliant hotel located in the heart of lower Manhattan, Situated in NYC\*s Financial District, we offer travelers a perfect vantage point from which to discover this ever-changing part of the city. Nearby attractions include Battery Park, Wall Street, the 9/11 Memorial and the shops and restaurants of Brookfield Place. After a busy day exploring downtown Manhattan, relax in our modern guest rooms and suites, some of which boast scenic views of the Hudson River. When hunger strikes, make your way to Bill's Bar and Burger, one of NVC\*s most beloved burgers joints if you\*re in the mood for a workout, don't miss visiting our revamped fitness center. For those traveling to Manhattan on business, take advantage of our modern business facilities and 12,000 square feet of flexible meeting room space. Whether it's for a romantic weekend getaway or an extended corporate stay, New York Marriott Downtown is the perfect destination for your NYC adventure.

#### HTO BOHERCARE.

Rate Description DESCRIPTION TEST

GUEST ROOM, 2 DOUBLES & DAILY DESTINATION FEE OF USD 25 PLUS TAX WILL BE ADDED TO THE ROOM RATE AND INCLUDES & FOOD AND BEVERAGE CREDIT OF USD 25 AND MOREI MAX OVER INAMEN, A CLESS TO DELIVE DOOM IT DOUBLES, MAKEDINGS, STAROFT PROCESS



žΞ	Steps		Notes
1.	Open ADX reference	•	
2.	Press v on service	• H • L	lotel details will expand ocated on TRIP tab



ĭ ₹	Steps		Notes
3.	Scroll down to SERVICE DETAILS section	• /	After rate information
4.	Press EDIT button of section to update	• E	Edit available for Hotel Overview, Hotel Benefits and Rate Description sections
5.	Format the details as needed by entering own text	•	
6.	Press SAVE	• 1	/iew Original will let you go back to what was originally there Cancel will close the section without saving edits
7.	Confirm the EDITED VERSION flag	• 6	dit to revert back to original text