



Hotel Booking Guide

July 2022

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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.

The screenshot displays the ADX user interface. At the top, there are navigation links for 'Partners', 'Clients', and 'Resources'. A search bar contains the text 'Cruise ID, ADX Ref, PNR, or Invoice #' and a user profile 'Anna Kulej'. Below this is a row of seven main menu buttons: 'ITINERARY BUILDER', 'AIR', 'HOTEL' (highlighted in green), 'ACTIVITY', 'INSURANCE', 'CRUISE', and 'INVOICE TOOL'. The 'HOTEL' button is selected, leading to a 'NEW HOTEL SEARCH' form. The form includes a search type selector (Destination selected, Property Name unselected), a search input field with 'Rome, Metropolitan City of Rome, Italy', date pickers for 'CHECK IN DATE' (09/11/2022) and 'CHECK OUT DATE' (09/17/2022), a 'NIGHTS' dropdown (6), and a 'ROOMS' field (1 ROOM, 2 ADULTS). There is also a section for 'HOTEL CHAINS' with an 'Include' radio button selected and a text input field. At the bottom, there are dropdowns for 'QUOTE OWNER' (Anna Kulej) and 'CURRENCY' (\$USD), along with 'Save for Later' and 'Search' buttons, and a link to 'View Saved and Previous Searches'.

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

ITINERARY BUILDER AIR HOTEL ACTIVITY INSURANCE CRUISE INVOICE TOOL

NEW HOTEL SEARCH

HOTEL SEARCH SEARCH BY: Destination Property Name

Rome, Metropolitan City of Rome, Italy

CHECK IN DATE 09/11/2022 CHECK OUT DATE 09/17/2022 NIGHTS 6 ROOMS 1 ROOM, 2 ADULTS

HOTEL CHAINS (OPTIONAL / MAX 3) Include Exclude

Enter hotel chain name or code

QUOTE OWNER Anna Kulej CURRENCY \$USD

Save for Later Search

View Saved and Previous Searches v

1.1. Create search

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

The screenshot displays the ADX software interface with a navigation bar at the top containing 'ADX', 'Partners', 'Clients', and 'Resources'. A search bar on the right contains the text 'Anna Kulej'. Below the navigation bar is a row of seven menu items: 'ITINERARY BUILDER', 'AIR', 'HOTEL', 'ACTIVITY', 'INSURANCE', 'CRUISE', and 'INVOICE TOOL'. The 'HOTEL' menu item is highlighted in green. Below this is the 'NEW HOTEL SEARCH' form, which includes the following fields and controls:

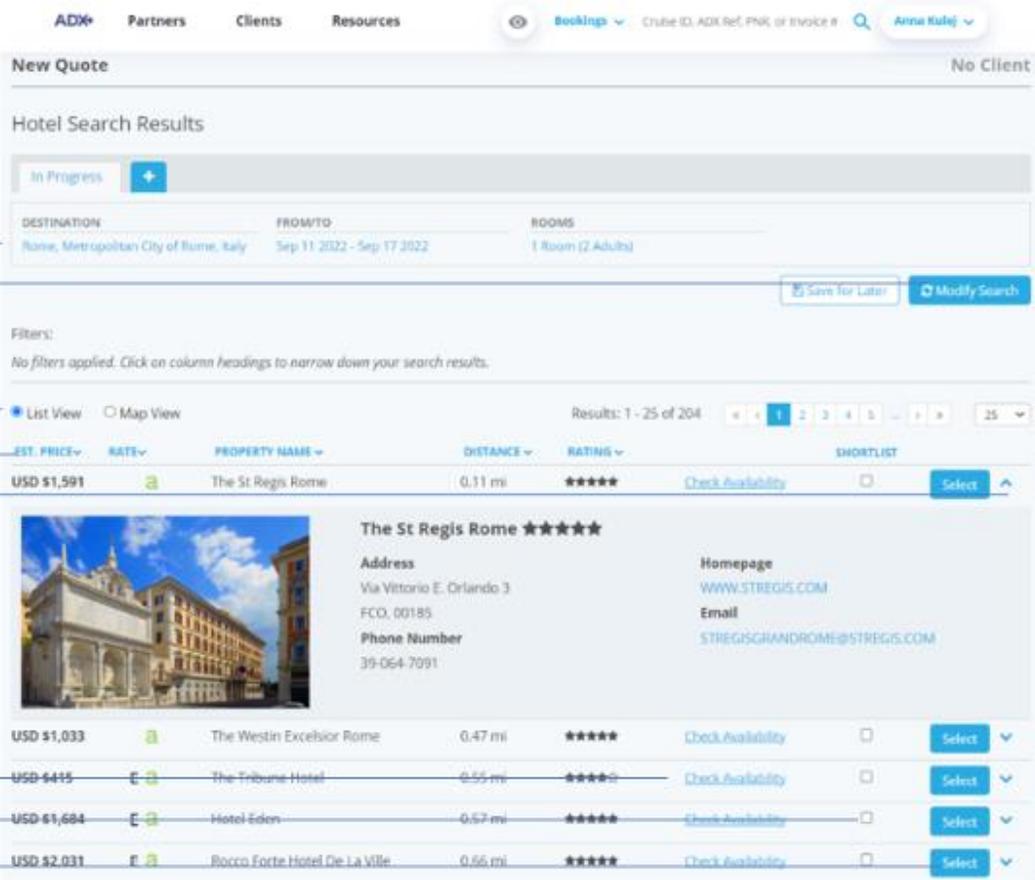
- 1.** Points to the 'HOTEL' menu item.
- 2.** Points to the 'NEW HOTEL SEARCH' header.
- 3.** Points to the 'HOTEL SEARCH' section, which includes a 'SEARCH BY:' dropdown with 'Destination' selected and 'Property Name' as an option.
- 4.** Points to the search input field containing 'Rome, Metropolitan City of Rome, Italy'.
- 4.** Points to the 'CHECK IN DATE' field (09/11/2022), 'CHECK OUT DATE' field (09/17/2022), and 'NIGHTS' dropdown (6).
- 5.** Points to the 'ROOMS' field containing '1 ROOM, 2 ADULTS'.
- 6.** Points to the 'HOTEL CHAINS (OPTIONAL / MAX 3)' section, which includes an 'Include' radio button (selected) and an 'Exclude' radio button, and an input field for 'Enter hotel chain name or code'.
- 7.** Points to the 'QUOTE OWNER' dropdown menu, which is set to 'Anna Kulej'.
- 8.** Points to the 'CURRENCY' dropdown menu, which is set to '\$USD'.
- 9.** Points to the 'Search' button.

Additional controls include a 'Save for Later' button and a 'View Saved and Previous Searches' link at the bottom right of the form.

	Steps		Notes
1.	Press HOTEL box		<ul style="list-style-type: none"> • Button will turn green • Will open search widget below
2.	Click search by either Destination or Property		<ul style="list-style-type: none"> • Destination – address, landmark, airport, city, hotel chain • Property Name – specific property only
3.	Enter hotel name, landmark, address, postal/zip		<ul style="list-style-type: none"> •
4.	Indicate check in/check out dates or # of nights		<ul style="list-style-type: none"> • If you enter check in/check out the nights field will auto populate with the number of nights selected
5.	Indicate number of rooms and maturity type in each room		<ul style="list-style-type: none"> • Multiple rooms ONLY available with EDGE rates
6.	Click include/Exclude and hotel chain name to include or exclude - optional		<ul style="list-style-type: none"> • Select by brand or hotel name • Include/exclude up to three (3) properties
7.	Set Quote Owner		<ul style="list-style-type: none"> • Delegation must be set to be able to book on behalf of another advisor
8.	Set Currency		<ul style="list-style-type: none"> • Lead in pricing ONLY • Client charged in hotels home currency • USD advisor will see USD ONLY • CAD advisor will see CAD and USD – setting currency to CAD will remove all EDGE rates • BMD advisors will see USD ONLY
9.	Press SEARCH button		<ul style="list-style-type: none"> •

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 page¹. Check the availability of the rate before selecting a property if you are looking to book a  preferred or  EDGE rate.



The screenshot shows a hotel search interface. At the top, there are navigation links: ADX, Partners, Clients, Resources, Bookings, and a search bar with the name 'Anna Kulej'. Below this is a 'New Quote' section with 'No Client' on the right. The main section is 'Hotel Search Results', which includes a search progress indicator 'In Progress' with a plus sign. A search summary table shows: DESTINATION: Rome, Metropolitan City of Rome, Italy; FROM/TO: Sep 11 2022 - Sep 17 2022; ROOMS: 1 Room (2 Adults). Below the summary are buttons for 'Save for Later' and 'Modify Search'. A 'Filters:' section indicates 'No filters applied. Click on column headings to narrow down your search results.' There are view options for 'List View' (selected) and 'Map View'. The results are displayed in a table with columns: EST. PRICE, RATE, PROPERTY NAME, DISTANCE, RATING, and SHORTLIST. The first result is 'The St Regis Rome' with a price of USD \$1,591, a 5-star rating, and a distance of 0.11 mi. A detailed view for 'The St Regis Rome' is shown below the table, including an image of the hotel, its address (Via Vittorio E. Orlando 3, FCO, 00185), phone number (39-064-7091), homepage (WWW.STREGIS.COM), and email (STREGISGRANDROME@STREGIS.COM). Below this, a list of other hotels is shown, including 'The Westin Excelsior Rome', 'The Tribuna Hotel', 'Hotel Eden', and 'Rocco Forte Hotel De La Ville', each with its price, rating, and distance.

EST. PRICE	RATE	PROPERTY NAME	DISTANCE	RATING	SHORTLIST
USD \$1,591		The St Regis Rome	0.11 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$1,033		The Westin Excelsior Rome	0.47 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$415		The Tribuna Hotel	0.55 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$1,684		Hotel Eden	0.57 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$2,031		Rocco Forte Hotel De La Ville	0.56 mi	★★★★★	Check Availability <input type="checkbox"/> Select

¹ 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	•	<i>Will let you change the search criteria and re-run a search</i>
3.	Click LIST VIEW or MAP VIEW	•	<i>View hotel results in a list OR on a map</i>
4.	Press v on column to add filters	•	<i>Sort and filter by price, property name, rating, distance from destination point, rate type</i>
5.	Press v to review hotel details	•	<i>Details section will expand</i>
6.	Press CHECK AVAILIBLITY button	•	<ul style="list-style-type: none"> • <i>Check to see if Edge and Preferred hotel rates are available on the next page</i> • <i>Will check in real time</i> • <i>Unavailable rates the icon will grey out</i>
7.	Check box next to hotel to shortlist for purpose of a comparison – optional	•	<ul style="list-style-type: none"> • <i>Create a hotel comparison</i> • <i>Shortlist available on property and on rate page</i>
8.	Press SELECT	•	<i>Will continue to the rate selection page</i>

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!

1. [Book to see all results](#)

2. Hotel Eden
Via Ludovico 46
Rome, IT, 001
[See Directions](#)
+39 06 478121 | [Hotel's Website](#)

A quiet haven centrally located in the heart of Rome in a residential area - Hotel Eden is just a short stroll away from Via Veneto - Villa Borghese... [Read more](#)

Facilities:

- Bar
- Business Center
- Car rental shuttle / courier
- Concierge
- Diving Room
- Dry cleaning
- Family Room
- Fitness Center
- High Speed Internet
- Laundry Facilities
- Meal Plan
- Meeting Room Available
- Parking
- Pets Allowed
- Recreation facilities
- Restaurant
- Room Service
- Spa
- Wheelchair Accessible

3.

4. Show me: All available rates Refundable room rates Results 1 - 25 of 30

Rate Name	Room	Rate Type	Commission %
5. CLASSIC ROOM 1Queen Bed Comp W/ Lifestyle City or Courtyard View 28.35SQM 381.3775QRT DAILY RATE			
Rate Code: EUR €1,442.00 USD \$1,281	TOTAL: EUR €3,388.00 USD \$2,931	Rate Type: SABRE	Commission: 10%
			Details Shortlist Select
6. CLASSIC ROOM 1Queen Bed Comp W/ Lifestyle City or Courtyard View 28.35SQM 381.3775QRT DIAMOND CLUB DAILY ROOM RATE			
Rate Code: EUR €1,442.00 USD \$1,281	TOTAL: EUR €3,388.00 USD \$2,931	Rate Type: Preferred Partner	Commission: 10%
			Details Shortlist Select

7. [Details](#)

	Steps	 Notes
1.	Press Back to search Results – as needed	<ul style="list-style-type: none"> • <i>Return to the hotel results page to select a different property</i>
2.	Review Hotel details	<ul style="list-style-type: none"> • <i>Click READ MORE to see full list of details</i> • <i>Use arrows to scroll through hotel images</i>
3.	Apply key word search (if required)	<ul style="list-style-type: none"> • <i>Filter by key word such as bedding type, rate name, etc.</i>
4.	Click v under column to apply filters	<ul style="list-style-type: none"> • <i>Apply a rate/night range, total range, specify a specific rate type, commission range</i>
5.	Press DETAILS to expand details of rate	<ul style="list-style-type: none"> • <i>ALWAYS review the details of a rate to make sure you know what type you are booking</i> • <i>Review amenities, payment type, cancellation policy, refund policy, payment details</i>
6.	Click SHORTLIST checkbox to apply to comparison – as needed	<ul style="list-style-type: none"> • <i>Create a hotel comparison</i> • <i>Shortlist available on property and on rate page</i>
7.	Press SELECT button	<ul style="list-style-type: none"> • <i>This will build the quote for you</i>

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.

Selected Hotels

EUR 43,540.00

[+ BACK TO HOTEL PROPERTY DETAILS](#)

Room Edit

Check-in Date
Sep 11, 2022

Check-Out Date
Sep 17, 2022

Room: 1 Room (2 Adults)

Room Name: DIAMOND CLUB
(DAILY ROOM RATE)

Room Description:
CLASSIC ROOM 1 QUEEN BED COMP WITH LOSTY CITY OR COURTYARD VIEW 26-35SQM 211-275CFT STREET OR COURTYARD VIEWS - BRIGHT AND AIRY HIGH CEILING - BANG AND OLUFSEN LED HD TV (PAD FOR GUEST USE) - MESPRESSO - PC SIZE SAFE W/VA BAR - FINE FABRICS AND ARTWORK - AMM OCC 2 INC BREAKFAST - EUR150 CREDIT - STE 1 TUB UP/L AT TIME OF BKG (EXCEPT JUNIOR SUITES GUARANTEED ONE CATEGORY UP/GRADE AT TIME OF BOOKING EXCEPT JUNIOR SUITES - UPGRADE FROM JUNIOR SUITE IS SUBJECT TO AVAILABILITY AT TIME OF ARRIVAL ONLY FULL BREAKFAST AVAILABLE IN AMM OUTLET (INCLUDED IN ROOM DINING) - DAILY UNLIMITED INTERNET ACCESS FOR UNLIMITED NUMBER OF DEVICES

Disclaimer:
Please be aware that prices do not include government and tourist taxes. AOR is not responsible for any price changes that occur in any government with regards to pricing, input or otherwise that you may make to your itinerary.

Suggested Credit Cards:
AMEX, FNC, MASTERCARD EXPRESS, DIAMOND CLUB CARD, VISA, AMERICAN EXPRESS GLOBE FINDER CARD, SWIRE CARD, JPN, SWIRE CARD

Cancellation Policy: Not available before 9/10/2022 12:00:00 AM
OK, 1480 HRS TIME FOR NOTICE

Other Information:
Please be aware that prices do not include government and tourist taxes. AOR is not responsible for any price changes that occur in any government with regards to pricing, input or otherwise that you may make to your itinerary.

RECORDS, FEES AND SURCHARGES:
CASH TIPS - UP TO \$10.00 PER DAY
DAILY BRANDED 2022 FRODO BAGGINS

Pricing per Room

From:	Sun, Sep 11, 2022	Rate per Night:	EUR 41,940.00	(for 6 nights):	EUR 251,940.00
To:	Sat, Sep 17, 2022				
Subtotal					EUR 43,640.00
Taxes and Fees					EUR 190.00
Total per Room					EUR 43,830.00
Grand Total (for 1 room)					EUR 43,830.00
Estimated Commission: 10%					

* Taxes and fees are included, subject to change prior to arrival, and might not include additional fees imposed by the selected hotel.

[Quote](#) [Book](#)

	Steps		Notes
1.	Review hotel details		<ul style="list-style-type: none"> • <i>Review amenities, booking type, cancellation policy, rate details, pricing</i>
2.	Review payment details		<ul style="list-style-type: none"> • <i>Accepted credit cards, cancellation policy, other information related to taxes and fees</i>
3.	Review pricing details		<ul style="list-style-type: none"> •
4.	Press QUOTE		<ul style="list-style-type: none"> • <i>Pressing BOOK will take you through the booking flow and skips quoting completely</i> • <i>Press BOOK if you are ready to apply payment right away and confirm</i>

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.

Property Shortlist

Room Rate Shortlist

New Quote No Client

Hotel Property Details

In Progress The St Regis Rome The Tribune Hotel +

DESTINATION: Rome, Metropolitan City of Rome, Italy | FROM/TO: Aug 14 2022 - Aug 20 2022 | ROOMS: 1 Room (2 Adults)

Filters: No filters applied. Click on column headings to narrow down your search results.

List View Map View Results: 1 - 25 of 185

EST. PRICE	RATE	PROPERTY NAME	DISTANCE	RATING	SHORTLIST
USD \$1,251		The St Regis Rome	0.11 mi	*****	<input checked="" type="checkbox"/>
USD \$707		The Westin Excelsior Rome	0.47 mi	*****	<input type="checkbox"/>
USD \$351		The Tribune Hotel	0.55 mi	*****	<input checked="" type="checkbox"/>
USD \$1,108		Hotel Eden	0.57 mi	*****	<input type="checkbox"/>
USD \$2,381		Rocco Forte House Roma	0.83 mi	*****	<input type="checkbox"/>
USD \$544		Rome Cavalieri Waldorf Astoria	2.84 mi	*****	<input type="checkbox"/>
USD \$441		Aleph Rome Hotel Curio	0.37 mi	*****	<input type="checkbox"/>
USD \$309		Grand Hotel Palace Rome	0.43 mi	*****	<input type="checkbox"/>

e.g., type "suite" or "king"

Show me: With breakfast included Refundable room rates Results: 1 - 21 of 21

Rate/Night	Total	Rate Type	Commission	SHORTLIST
1 KING BED: CITY VIEWS: BALCONY FREE WIFI STANDARD RATE 1 KING DELUXE				
RATE/NIGHT EUR €320.00 (USD \$354)	TOTAL EUR €1,992.00 (USD \$2,201)	RATE TYPE Sabre	COMMISSION 10%	<input type="checkbox"/>
1 KING BED: CITY VIEWS: BALCONY FREE WIFI HYATT PRIVE 1 KING DELUXE				
RATE/NIGHT EUR €320.00 (USD \$354)	TOTAL EUR €1,992.00 (USD \$2,201)	RATE TYPE Preferred Partner	COMMISSION 15%	<input type="checkbox"/>
1 KING BED DELUXE - ROOM ONLY ONLINE RATE				
RATE/NIGHT USD \$378.94	TOTAL USD \$2,273.64	RATE TYPE Hotel Edge	COMMISSION 10%	<input type="checkbox"/>
1 KING BED: FREE WIFI STANDARD RATE 1 KING PREMIUM				
RATE/NIGHT EUR €350.00 (USD \$387)	TOTAL EUR €2,172.00 (USD \$2,400)	RATE TYPE Sabre	COMMISSION 10%	<input type="checkbox"/>

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.

New Quote No Client

Hotel Property Details

In Progress × The St Regis Rome × The Tribune Hotel × +

DESTINATION: Rome, Metropolitan City of Rome, Italy | FROM/TO: Aug 14 2022 - Aug 20 2022 | ROOMS: 1 Room (2 Adults)

[Save for Later](#) [Modify Search](#)

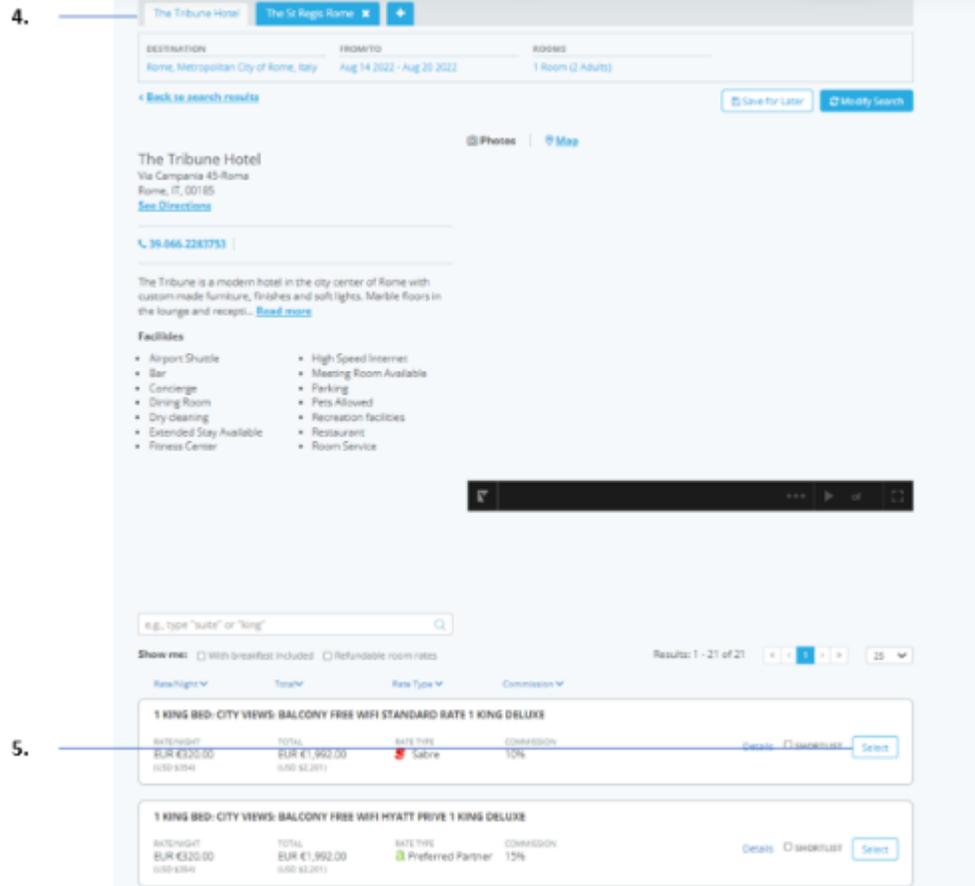
Filters: No filters applied. Click on column headings to narrow down your search results.

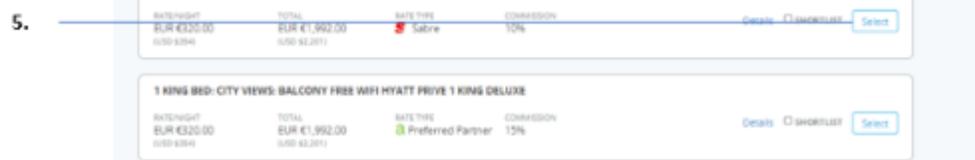
List View Map View Results: 1 - 25 of 185

EST. PRICE	RATE	PROPERTY NAME	DISTANCE	RATING		SHORTLIST	
USD \$1,251		The St Regis Rome	0.11 mi	*****	Check Availability	<input checked="" type="checkbox"/>	Select
USD \$707		The Westin Excelsior Rome	0.47 mi	*****	Check Availability	<input type="checkbox"/>	Select
USD \$351		The Tribune Hotel	0.55 mi	*****	Check Availability	<input checked="" type="checkbox"/>	Select
USD \$1,108		Hotelden	0.57 mi	*****	Check Availability	<input type="checkbox"/>	Select
USD \$2,381		Rocco Forte House Roma	0.83 mi	*****	Check Availability	<input type="checkbox"/>	Select
USD \$544		Rome Cavalieri Waldorf Astoria	2.84 mi	*****	Check Availability	<input type="checkbox"/>	Select
USD \$441		Aleph Rome Hotel Curio	0.37 mi	*****	Check Availability	<input type="checkbox"/>	Select
USD \$309		Grand Hotel Palace Rome	0.43 mi	*****	Check Availability	<input type="checkbox"/>	Select

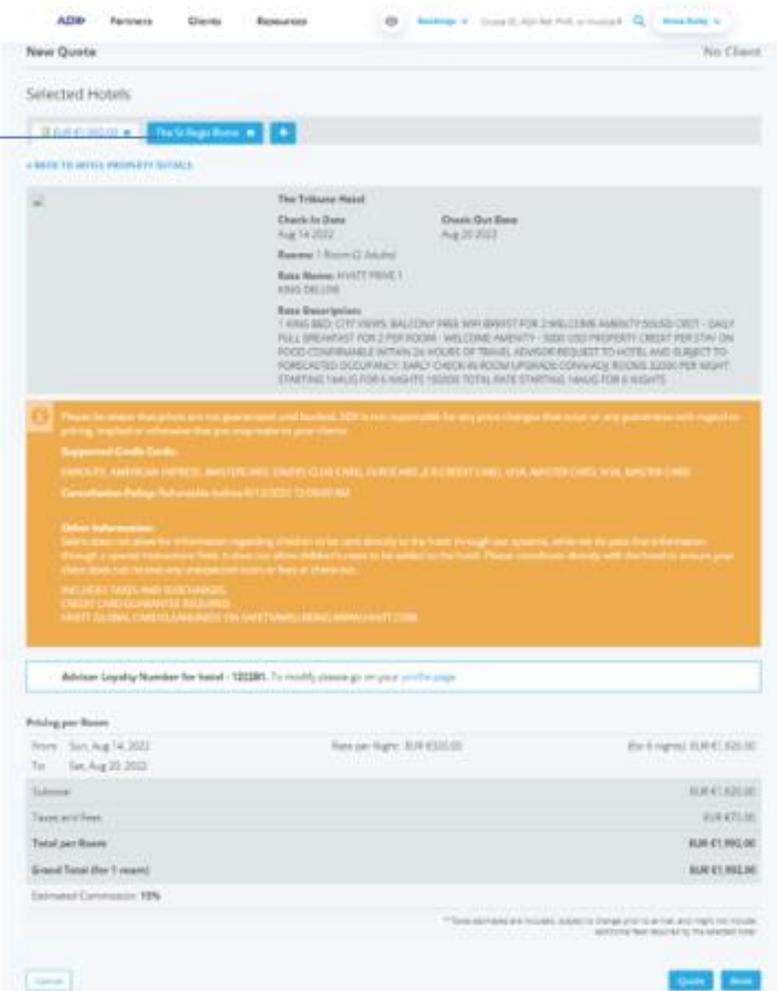
	Steps		Notes
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1.	Run your hotel search	<ul style="list-style-type: none">•
2.	Check the shortlist checkbox next to the hotel properties	<ul style="list-style-type: none">• <i>You can compare up to 4 properties on one document</i>
3.	Press SELECT button on last shortlisted option	<ul style="list-style-type: none">•

4. 

5. 

	Steps	 Notes
4.	Click hotel tab to view rates for 1 st hotel to compare	<ul style="list-style-type: none"> • <i>Shortlisted proper will appear at the top in their own tab</i>
5.	Press SELECT on rate	<ul style="list-style-type: none"> •

6. 

	Steps	 Notes
6.	Click hotel tab to view rates for 2 st hotel to compare	<ul style="list-style-type: none"> Repeat step 5 and 6 for ALL compare tabs as needed Select the rate for ALL shortlisted properties before continuing on

ADD Filters Dates Resources Settings Guests: 2, 2024-08-14 - 2024-08-20 Quote All

Selected Hotels

EUR 4,302.00 EUR 4,302.00

[BACK TO HOTEL PROPERTY LISTING](#)

The Tribeca Hotel

Check In Date: Aug 14, 2022 **Check Out Date:** Aug 20, 2022

Rooms: 1 Room (2 Adults)

Room Name: WATT FIVE 1 KING DELUXE

Rate Description:
 1 KING BED, CITY VIEW, BALCONY FREE WIFI, BREAKFAST FOR 2, WELCOME AMENITY, HOUSE CREDIT, DAILY FULL BREAKFAST FOR 2 PER ROOM - WELCOME AMENITY - \$500 USD PROPERTY CREDIT PER STAY ON FOOD CONSUMABLE WITHIN 24 HOURS OF TRAVEL, ADVISOR REQUEST TO HOTEL AND SUBJECT TO FORECASTED OCCUPANCY. EARLY CHECK-IN ROOM UPGRADE/CONTIGUOUS ROOMS, \$200 PER NIGHT (STARTING THURSDAY FOR 8 NIGHTS) \$2000 TOTAL RATE STARTING THURSDAY FOR 8 NIGHTS

Important Credit Cards:
 AMERICAN EXPRESS, MASTERCARD, DISCOVER CARD, CREDIT CARD, DISCOVER CARD, VISA, MASTERCARD, VISA, MASTERCARD

Accepted Credit Cards:
 AMERICAN EXPRESS, MASTERCARD, DISCOVER CARD, CREDIT CARD, DISCOVER CARD, VISA, MASTERCARD, VISA, MASTERCARD

Other Information:
 This reservation is subject to the hotel's standard terms and conditions, which are available on the hotel's website. Please contact the hotel directly for more information. We are not responsible for any price changes that occur in any guarantee with regard to pricing, availability, or other details that may occur in your travel.

Includes: TAXES AND SURCHARGES, TRAVEL VOUCHER GUARANTEE PROGRAM, WATT GLOBAL CARE (SEE WEBSITE) WWW.WATT.COM

Advisor Loyalty Number for hotel: 12222. To modify please go on your profile page.

Pricing per Room

From: Sat, Aug 14, 2022 **Rate per Night: EUR 432.00** **Per 8 nights: EUR 41,302.00**

To: Sat, Aug 20, 2022

Summary	EUR 41,302.00
Taxes and Fees	EUR 472.00
Total per Room	EUR 41,774.00
Grand Total (for 1 room)	EUR 41,774.00
Estimated Commission: 55%	

*Tax estimates are provided, subject to change prior to arrival, and might not include additional fees imposed by the applicable hotel.

QUOTE ALL QUOTE ALL QUOTE ALL

7.

	Steps	 Notes
7.	Press QUOTE ALL	<ul style="list-style-type: none"> 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.

1. ———

2. ———

	Steps	 Notes
1.	Run your hotel search	•
2.	Press SELECT on the hotel property	•

Hotel Eden
VA L000Y51 85
Rome, IT, 187
See Directions

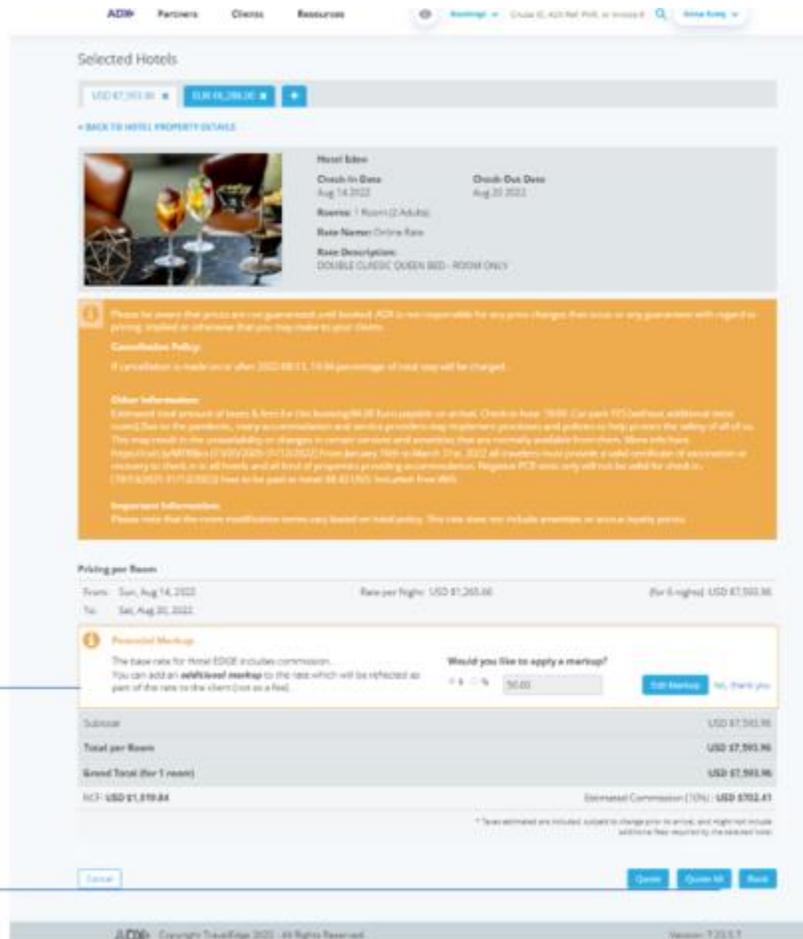
Facilities

- Bar
- Business Center
- Car rental shuttle / counter
- Concierge
- Dining Room
- Dry cleaning
- Family Room
- Fitness Center
- High Speed Internet
- Laundry Facilities
- Meal Plan
- Meeting Room Available
- Parking
- Pets Allowed
- Recreation facilities
- Restaurant
- Room Service
- Spa
- Wheelchair Accessible

Results 1 - 25 of 44

Room Type	Total	Rate Type	Commission
CLASSIC ROOM-QUEEN BED-COMP WIFI-LEDTV CITY OR COURTYARD VIEW-28-355QM 361-3773QFT DAILY RATE	EUR 6240.00	361-3773QFT	15%
CLASSIC ROOM-QUEEN BED-COMP WIFI-LEDTV CITY OR COURTYARD VIEW-28-355QM 361-3773QFT DIAMOND CLUB DAILY ROOM RATE	EUR 6240.00	361-3773QFT	15%

	Steps	 Notes
3.	Check the shortlist box next to the rates you want to compare	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • You can compare up to 4 rates on one document



5.

6.

	Steps	 Notes
5.	Declare markup for ALL EDGE rates	<ul style="list-style-type: none"> Will need to be done on each tab if EDGE rates are present Will not be able to quote/quote all if not declared
6.	Press QUOTE ALL	<ul style="list-style-type: none"> To 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.

The screenshot displays the ADX interface for a trip titled "Multiple Hotel Services" from Sunday, September 11, 2022, to Saturday, September 17, 2022. The interface includes a top navigation bar with "ADX" and various menu items. The main content area shows the trip details, including the ADX reference number and a "QUOTE" button. Below this, there are tabs for "Trip", "Client & Travelers", "Payment", "Service Fees", and "Manage". The trip name is "Multiple Hotel Services" and the dates are "09/11/2022" to "09/17/2022". A "Refresh Quote" button is also present. The "All Services" section lists two hotels: "The Tribune Hotel, Rome" and "The St Regis Rome", both for the same dates. Each hotel entry has a "Book" button and a "Remove" button. At the bottom, there is a "Client Documents" section with an "Update" button. The bottom navigation bar contains buttons for "Add ADX Service", "Add non-ADX Service", "Compare Services", and "Send Itinerary".

ADX Reference — points to the top header area of the trip details.

Multiple hotel services — points to the list of hotel services.

Click v to access Compare Hotels — points to the "Compare Services" button in the bottom navigation bar.

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.

Define the email content

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

[← BACK TO ITINERARY](#)

Specify Email Contents

FROM:

TO:

SUBJECT: Multiple Hotel Services

BODY:

B **I** **U** Normal **+** Default **+**

Hello,
Please find attached details for your itinerary
If you have any questions please give me a call
Best Regards,
Anna Kaley

Edits here apply to this message only - please see your advisor profile to edit your default signature and email text.

ATTACHMENTS: Hotel Comparison Table (See Below)

Customize Comparison Table

Included Services

- THE TRIBUNE HOTEL, ROME
- THE ST REGIS ROME

Financial Information

HIDE FINANCIAL INFORMATION

Itinerary Notes

Use this section to include notes and comments for your clients within the PDF travel document you are sending.

NOTE TEXT:

B **I** **U** Normal **+** Default **+**

PREDEFINED NOTES

- Quote
- Ticketed
- Air Compare
- Hotel Compare

[Save/View Comparison Table Changes](#)

Customize the document to include/exclude services

Hide financial information

Add notes or pre-defined notes

Save and preview changes

Trip name editable on the Trip Services page

Multiple Hotel Services

Logo uploaded in profile



Traveler and advisor information

IMPORTANT INFORMATION
The hotel itinerary has been sent as a quote for information purposes only. Pricing and availability are not guaranteed until booked and paid. We cannot guarantee that these hotel trips or these prices will be available for booking at a later time.

TRIP REFERENCE	3C7Y6U Generated on June 30, 2021	YOUR ADVISOR	Anna Kulig
TRAVELERS	No travelers assigned to this itinerary.	EMAIL	Anna.Kulig@travel.com
		OFFICE	555-444-5555
		FAX	714-979-6040
		COMPANY	Anna's Travel
		ADDRESS	10 Fun Street New York, New York, 20456 United States

Side by side hotel option summary

Hotel Options

1 The Tribuase Hotel, Rome	2 The St Regis Rome
September 11 - September 17 6 nights	September 11 - September 17 6 nights
Average rate per night EUR €382.00	Average rate per night EUR €1,600.00
1 Room (2 Adults) requested	1 Room (2 Adults) requested
Total EUR €2,364.00	Total EUR €10,644.00
247 Support USD 890.00	247 Support USD 890.00
Grand Total EUR €2,364.00	Grand Total EUR €10,644.00
Includes agent exclusive upgrades (See Below)	Includes agent exclusive upgrades (See Below)

Show/hide rows

Hide Row
Hide Row
Show Row
Hide Row

Hotel rate details

Room & Rate Description	
<p>1 KING BED: CITY VIEWS; BALCONY FREE WIFI BRKFST FOR 2;WELCOME AMENITY-50 USD CROT - DAILY FULL BREAKFAST FOR 2 PER ROOM - WELCOME AMENITY - 50 00 USD PROPERTY CREDIT PER STAY ON FOOD CONFIRMABLE WITHIN 24 HOURS OF TRAVEL ADVISOR REQUEST TO HOTEL AND SUBJECT TO FORECASTED OCCUPANCY; EARLY CHECK-IN/ROOM UPGRADE;CONNIAD; ROOMS 382 00 PER NIGHT STARTING 11SEP FOR 6 NIGHTS 2292 00 TOTAL RATE STARTING 11SEP FOR 6 NIGHTS</p>	<p>STARS EXCLUSIVE RATE -AUTHORIZED TRAVEL ADVISORS ONLY-, INCLUDES WIFI, SUPERIOR, GUEST ROOM, 1 KING MAX OCCUPANCY- 2 GUESTS SUPERIOR DOUBLE KING, 1 KING, MINI FRIDGE, 255QM/2695QFT, WIRELESS INTERNET, COMPLIMENTARY, WIRED INTERNET, COMPLIMENTARY, TV RATE INCLUDES COMPLIMENTARY BREAKFAST FOR 2 DAILY, EARLY CHECK IN AND LATE CHECK OUT -IF AVAILABLE-, WELCOME AMENITY AND GM NOTE WELCOMING GUEST UPGRADE OF ROOM TYPE -IF AVAILABLE- -GUARDIAN ANGEL SERVICE - 4 HOURS RESPONSE -100 USD MONETARY AMENITY CREDIT - THE CREDIT CAN ONLY BE USED ON INCIDENTAL SPEND THAT HAS INCURRED DURING THE STAY, UP TO 100 USD THIS INCLUDES DINING, SPA SERVICES AND HOTEL RECREATIONAL ACTIVITIES THAT ARE NOT MANAGED BY A THIRD PARTY - CREDIT MUST BE USED DURING THE ORIGINAL RESERVATION AND IS NOT VALID ON CONSECUTIVE RESERVATIONS IN THE SAME HOTEL - THE CREDIT CANNOT BE APPLIED TOWARD THE ROOM RATE AND IS NOT VALID ON ROOM AND TAX, GRATUITIES, SERVICE CHARGES, OR SERVICES PROVIDED BY A THIRD PARTY EXCLUDES ALCOHOL WHERE PROHIBITED BY LOCAL ORDINANCES - THERE WILL BE NO REFUND ISSUED ON ANY UNUSED PORTION OF THE CREDIT - THE CREDIT IS NONTRANSFERABLE AND CANNOT BE COMBINED WITH ANY OTHER OFFER OR PROMOTION</p>

Hide Row

Cancellation Terms	
Refundable before 9/9/2022 12:00:00 AM	Refundable before 9/10/2022 12:00:00 AM

Hide Row

Hotel Facilities (see hotel details for full listing)	
<ul style="list-style-type: none"> ✓ Parking ✓ High Speed Internet ✗ Breakfast included ✓ Fitness Center ✓ Airport Shuttle 	<ul style="list-style-type: none"> ✓ Parking ✓ High Speed Internet ✗ Breakfast included ✓ Fitness Center ✗ Airport Shuttle

Hide Row

Property information

Hotel information	
<p>☎ 39-066-2282753</p> <p>📍 Via Campania 45-Roma, Roma, Italy, 00185 [Show Map]</p>	<p>☎ 39-064-7001</p> <p>📍 Via Vittorio E. Orlando 3, Rome, Italy, 00185 [Show Map]</p>

Hide Row

Add notes

Add Note	Add Note
1 The Tribune Hotel, Rome	
Please select the hotel and look at the room/rate details for information about amenities available at this property.	
2 The St Regis Rome	
Please select the hotel and look at the room/rate details for information about amenities available at this property.	

Travel Edge Terms and Conditions

Legal

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PASSPORTS MUST BE VALID AT LEAST SIX MONTHS BEFORE THE DATE OF TRAVEL. ENSURE THAT YOU HAVE ALL DOCUMENTATION REQUIRED FOR TRAVEL OUTSIDE OF NORTH AMERICA. ENTRY INTO A COUNTRY MAY BE REFUSED EVEN IF THE REQUIRED INFORMATION AND TRAVEL DOCUMENTS ARE COMPLETE.

USUAL STANDARDS AND PRACTICES AT THE DESTINATION AND THE STANDARDS AND CONDITIONS THERE WITH RESPECT TO THE PROVISION AND UTILITIES, SERVICE AND ACCOMMODATION MAY DIFFER FROM THOSE FOUND IN NORTH AMERICA.

NO PRICE INCREASES ARE PERMITTED AFTER THE CUSTOMER HAS PAID IN FULL. IF A PRICE INCREASE IS MORE THAN 1% (EXCEPT INCREASES RESULTING FROM AN INCREASE IN AIRFARES), THE CUSTOMER HAS THE RIGHT TO CANCEL THE CONTRACT AND OBTAIN A FULL REFUND.

SUPPLIERS MAY CHARGE A FEE FOR ANY CANCELLATION OR MODIFICATION TO YOUR BOOKED TRAVEL OFFERING. MOST TRAVEL BOOKINGS ARE NON-REFUNDABLE AND CANCELLED BOOKINGS WILL INCUR CHARGES. THESE CHARGES CAN BE UP TO 100% OF THE COST OF THE BOOKING, WHETHER OR NOT YOUR TRAVEL HAS COMMENCED. PLEASE REFER TO THE SUPPLIER'S TERMS AND CONDITIONS FOR MORE INFORMATION.

THIS TRAVEL RECORD IS SUBJECT TO TERMS & CONDITIONS. [CLICK HERE TO REVIEW THE TERMS & CONDITIONS \(HTTP://WWW.ADCRTRAVEL.COM/LEGAL\)](http://www.adctravel.com/legal). PLEASE READ AND ENSURE YOU UNDERSTAND THESE TERMS & CONDITIONS WHEN CONSIDERING THE TRAVEL OFFERING. BY COMPLETING THIS BOOKING FOR THE TRAVEL OFFERING, YOU AGREE TO THE TERMS & CONDITIONS.

EACH TRAVEL OFFERING IS SUBJECT TO ADDITIONAL TERMS AND CONDITIONS IMPOSED BY THE APPLICABLE SUPPLIER OF SUCH TRAVEL OFFERING, WHICH MAY VARY FROM THE TERMS & CONDITIONS.

IT IS YOUR RESPONSIBILITY TO READ AND UNDERSTAND THE SUPPLIER'S TERMS AND CONDITIONS RESPECTING ANY TRAVEL OFFERING. BY COMPLETING THIS BOOKING FOR THE TRAVEL OFFERING, YOU ALSO AGREE TO THE SUPPLIER'S TERMS AND CONDITIONS.

IN THE CASE OF CALIFORNIA, REGISTRATION AS A SELLER OF TRAVEL DOES NOT CONSTITUTE APPROVAL BY THE STATE OF CALIFORNIA.

Advisor details from communication profile

Anna Kulej
 Email: Anna.Kulej@travel.com
 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.

New Quote

Selected Hotels

EUR 43,682.00

BACK TO HOTEL PROPERTY DETAILS

Regency Hotel Regine

Check-In Date: Sep 11, 2022
Check-Out Date: Sep 17, 2022

Rooms: 1 Room (2 Adults)

Rate Name: UPFRONT SAVING
P&I-PAID

Rate Description: DELUXE ROOM DBL/TWIN BED 30SQM 323SQF CITY OR INTERNAL VIEW - FREE WIFI-REFINED STYLE WITH ANTIQUE DECOR-PRECIOUS TAPESTRY AND MURANO CHANDELIERS-MARBLE BATH CITY OR INTERNAL VIEW-FREE WIFI-COMPLIMENTARY WATER AT TUB/SHOWER-BOOK IN ADVANCE GET UP TO 20PCT OFF BAR-BREAKFAST INCLUDED - FREE WIFI-NOT REFUNDABLE - PREPAID AT TIME OF BOOKING 15PCT VAT AND EURO 7 PPN(CITY TAX EXCL)

Guarantee Requirements:
PREPAY TYPES: UP, SU, W, M, B, DC, AV - 300.00 EUR ONE MONTH
NON-REFUNDABLE
Please be aware that prices are not guaranteed until booked. ADX is not responsible for any price changes that occur or any guarantees with regard to pricing, in-flight or otherwise that you may make to your clients.
Supported Credit Cards:
EUROCARD, AMERICAN EXPRESS, DINERS CLUB CARD, MASTERCARD, JCB CREDIT CARD, VISA, VISA, MASTERCARD, MASTERCARD
Cancellation Policy: Non-Refundable
CANCELS ALWAYS CHARGED-0%

Other Information:
Sales does not allow for information regarding children to be sent directly to the hotel through our systems, while we do pass that information through a special instructions field. It does not allow children's rates to be added to the hotel. Please coordinate directly with the hotel to ensure your client does not receive any unexpected costs or fees at check-out.

INCLUDES TAXES AND SURCHARGES
HEALTHY STAYS LAW.COM/CUSTOMER-CARE

Pricing per Room		
From: Sun, Sep 11, 2022	Rate per Night: EUR 4349.00	(for 5 nights) EUR 42,745.00
To: Fri, Sep 16, 2022		
From: Fri, Sep 16, 2022	Rate per Night: EUR 4375.00	(for 1 night) EUR 4375.00
To: Sat, Sep 17, 2022		
Subtotal:		EUR 43,320.00
Taxes and Fees:		EUR 4332.00
Total per Room:		EUR 43,682.00
Grand Total (for 1 room):		EUR 43,682.00
Estimated Commission: 10%		

Cancel Quote Book

Multiple Hotel Services

Advisor: Anna Kulej

Sunday, September 11, 2022 - Saturday, September 17, 2022

ADX Ref. 3CYoUJ Archive Copy Quote Link Bookings

QUOTE

Refresh Quote

Trip Client & Travelers Payment Service Fees Manage

Trip Name: Multiple Hotel Services
Dates: 09/11/2022 09/17/2022
Add details/notes

All Services View by:

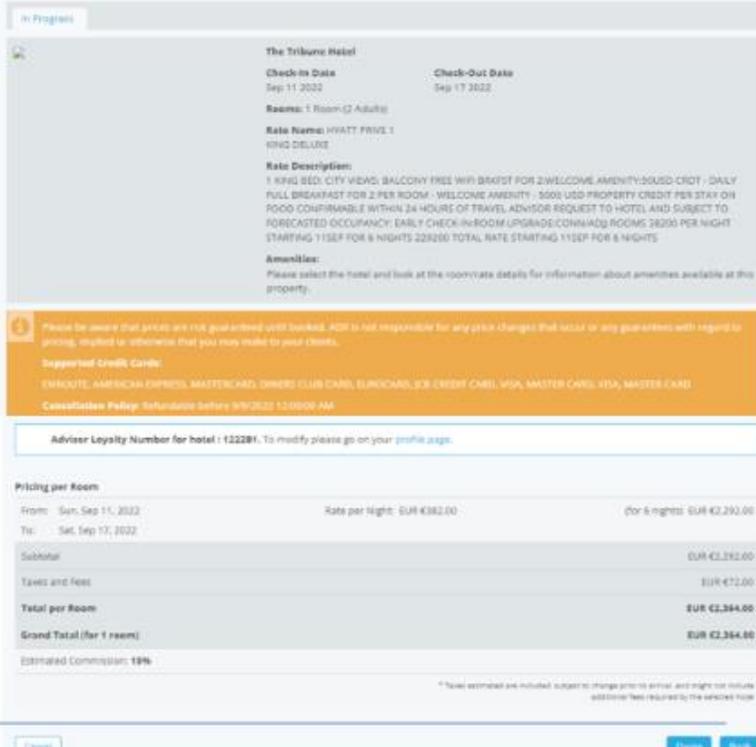
The Tribune Hotel, Rome Rename OFFERED
Sep 11, 2022 - Sep 17, 2022
Actions: Modify Remove

Actions: Reorder Services

Client Documents: Insurance offered
Update

Add ADX Service Add non-ADX Service Send Itinerary

1. 

2. 

	Steps		Notes
1.	Confirm availability – if pressing BOOK from Quote		<ul style="list-style-type: none"> • If 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		<ul style="list-style-type: none"> •



Tip: Search for an existing client to easily fill in their traveler details.

Please enter passenger name(s) exactly as they appear on government issued identification. The names should be written using English characters and may be up to 25 characters long. Airlines and TSA regulations do not allow variance in passenger names, so last names must be written out in full.

CLIENT AND TRAVELERS INFO

3.

CLIENT: Sarah Smith | Phone: 416-444-4343 is traveling

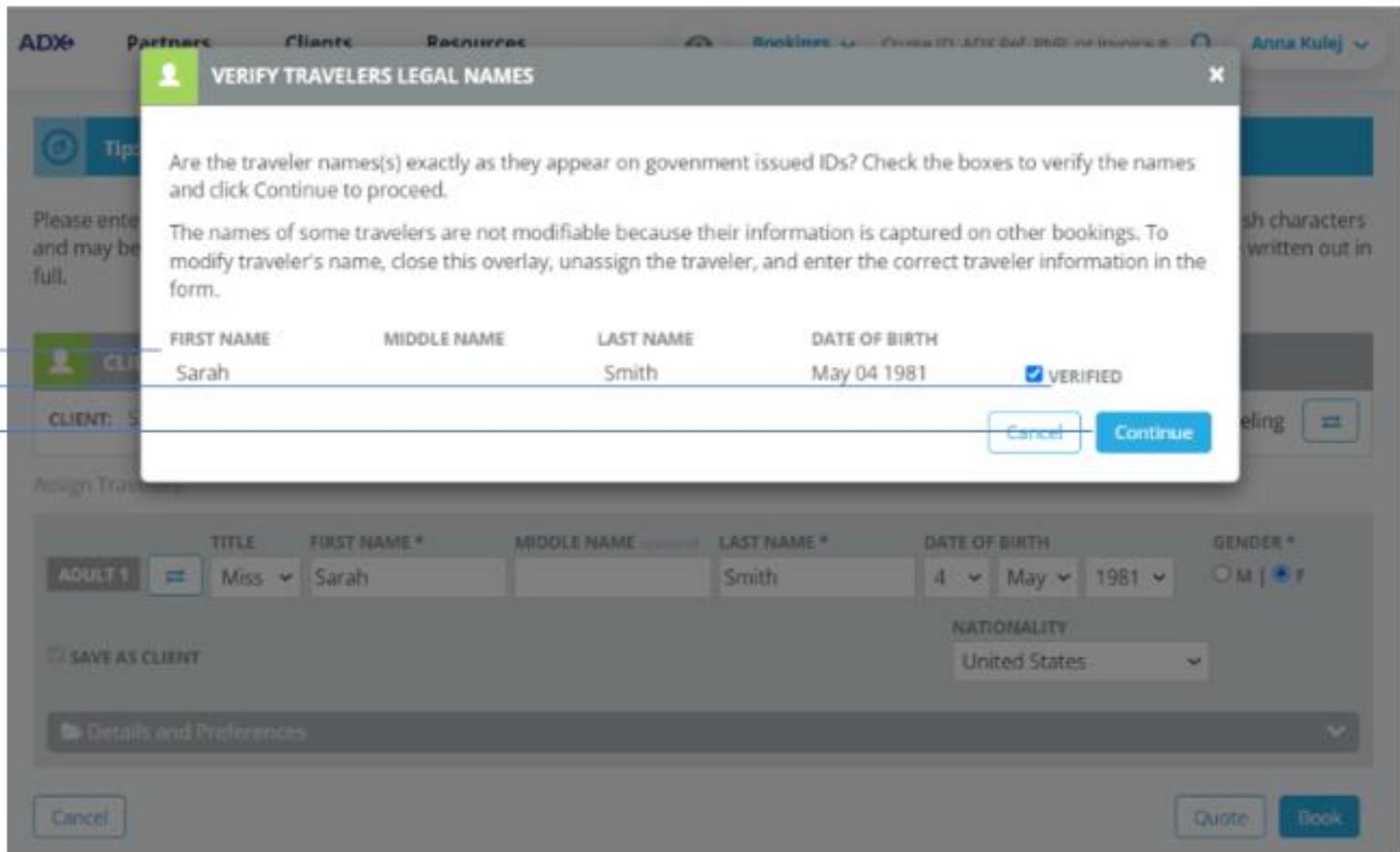
Assign Travelers

4.

TITLE	FIRST NAME *	MIDDLE NAME <small>optional</small>	LAST NAME *	DATE OF BIRTH	GENDER *
ADULT 1	Miss	Sarah	Smith	4 May 1981	<input type="radio"/> M <input checked="" type="radio"/> F
<input checked="" type="checkbox"/> SAVE AS CLIENT				NATIONALITY United States	
Details and Preferences					

5.

	Steps		Notes
3.	Add client		<ul style="list-style-type: none"> • <i>IF client was added on the Trip page, you will not need to re-add the information</i> • <i>Search for existing clients by using</i> <ul style="list-style-type: none"> ○ <i>FIRST name or</i> ○ <i>LAST name or</i> ○ <i>PHONE NUMBER or</i> ○ <i>EMAIL</i> • <i>Use New Client form to create a new client</i>
4.	Assign primary traveler		<ul style="list-style-type: none"> • <i>Pull in existing companion profiles OR add new traveler details</i> • <i>Hotel only requires information for a primary traveler</i>
5.	Press BOOK button		<ul style="list-style-type: none"> •



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

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.

The screenshot displays the ADX Hotel Payment interface for a booking titled "Hotel Torino - 5 nights" from Sunday, August 14, 2022, to Friday, August 19, 2022. The interface is divided into several sections:

- 1. Credit Card:** A section for adding a payment method, currently showing "Credit Card" as the selected method.
- 2. SERVICES READY TO BE PAID:** A table listing services and their costs. The table has two columns: "SERVICES READY TO BE PAID" and "COST".

SERVICES READY TO BE PAID	COST
<input checked="" type="checkbox"/> Hotel Torino, ROOM (Aug 14, 2022 - Aug 19, 2022) (Room reserved in full)	USD 846.28
<input type="checkbox"/> PAY Support Fee (PAY Support fee)	USD 99.00
Total to be paid:	USD 945.28
- 3. INSURANCE OFFERINGS:** A section for selecting insurance options. It includes radio buttons for "Insurance Offered", "Insurance Purchased in ADX", "Insurance Purchased", and "Insurance Offered and Declined".
- 4. PAYMENT DETAILS:** A section for entering client and payment information. It includes fields for "PAYABLE ACCOUNT" (USD 945.28), "ADDRESS", "CREDIT CARD NUMBER", "CARD EXPIRES", "CARDHOLDER NAME", "CITY", "COUNTRY", "STATE/PROVINCE", and "ZIP/POSTAL CODE".
- 5. PAYMENT DETAILS (bottom):** A section for a disclaimer and terms of service, stating that the user agrees to collect and enter the information for the sole purpose of booking the product or service.
- 6. PAYMENT DETAILS (bottom right):** A section for a disclaimer and terms of service, stating that the user agrees to collect and enter the information for the sole purpose of booking the product or service.

	Steps		Notes
1.	Select services to process payment		<ul style="list-style-type: none"> • <i>Check services to process payment</i> • <i>Uncheck services to remove from payment process</i> • <i>Review payable amounts vs guarantee passthrough to the vendor</i>
2.	Add services fee – as required		<ul style="list-style-type: none"> • <i>Add planning fees</i> • <i>Add 24/7 VIP support</i>
3.	Select insurance offering		<ul style="list-style-type: none"> • <i>Shows in Terms and Condition of client itinerary</i>
4.	Add credit card information		<ul style="list-style-type: none"> • <i>ADX does NOT pull in or store credit card information</i> • <i>Enter CC information including billing address</i>
5.	Read T&C's and check box		<ul style="list-style-type: none"> • <i>You cannot continue to booking without checking the box</i>
6.	Press PROCES TRANSACTION button		<ul style="list-style-type: none"> • <i>Hotel EDGE rates charge credit card right away</i> • <i>Sabre/Preferred rates credit card info passed to the hotel to verify/charge at their discretion</i> • <i>Hotel EDGE rate merchant will be Travel EDGE</i>

7.

8.

9.

10.

ADP Home Partners Clients Resources **Bookings** Group ID: HDX for PHL, or Invoice # [View Booking](#)

Trip: **Client & Travelers** **Payments** **Service Fees** **Manage** [Refresh Quote](#)

Trip Name: Dates: [Add details/notes](#)

All Services View by:

It Rags NYC Affinia Gardens, New York [View](#)

Sun 06/30/2023 - Sat 07/05/2023

Rate Type: S Sabre
Check In: Jun 30, 2023
Check Out: Jul 5, 2023
Phone: 1-212-255-1230
Website: www.affinia.com

Address:
 215 EAST 64TH STREET
 between 2nd and 3rd Avenues New York, New York United States, 10065
[View Property Details](#)

1 Sabre will only allow for a single passenger name per hotel service to be included and will only collect the number of adults traveling by default. Please see the Other Information or the warning field below for how this may impact people traveling with children. The traveler name sent through Sabre to the hotel can be changed by going to the travelers box below and switching to the correct person.

1 **Guarantee Requirements:**
 GUAR TYPES: W MC AX

Cancellation Policy:
 Refundable 2 Days before arrival

14-21 DAYS PRIOR TO ARRIVAL: FEE 1 NIGHT-EXCL TAX-FEE2 MUST CANCEL 2 DAYS PRIOR TO ARRIVAL

Other information:
 Sabre does not allow for information regarding children to be sent directly to the hotel through our systems, while we do pass that information through the special instructions field, it does not allow children's rates to be added to the hotel. Please coordinate directly with the hotel to ensure your client does not receive any unexpected costs or fees at check-out.

INCLUDES TAXES AND SURCHARGES
 GUAR TYPES: W MC AX
 TEST SEAMLESS RESPONSE MESSAGE

BOOKING DETAILS

Rate Name: BEST AVAILABLE RATE
Rooms: 1 Room (2 Adults)
Reference #: HDGP
Confirmation #: 548739C00072
Hotel Overview:
 Gardens NYC, a haven of serenity and style is located in the heart of Manhattan's upper East Side neighborhood. A tranquil retreat, the modern, 5-story

[Add ADX Service](#) [Add non-ADX Service](#) [Send Itinerary](#)

	Steps		Notes
7.	Verify BOOKED status on service level		<ul style="list-style-type: none"> • <i>On Trip Services page TRIP tab</i> • <i>Itinerary status will reflect ALL services</i>
8.	Press V to expand details		<ul style="list-style-type: none"> •
9.	Hotel terms and other information		<ul style="list-style-type: none"> •
10.	Verify confirmation number		<ul style="list-style-type: none"> •

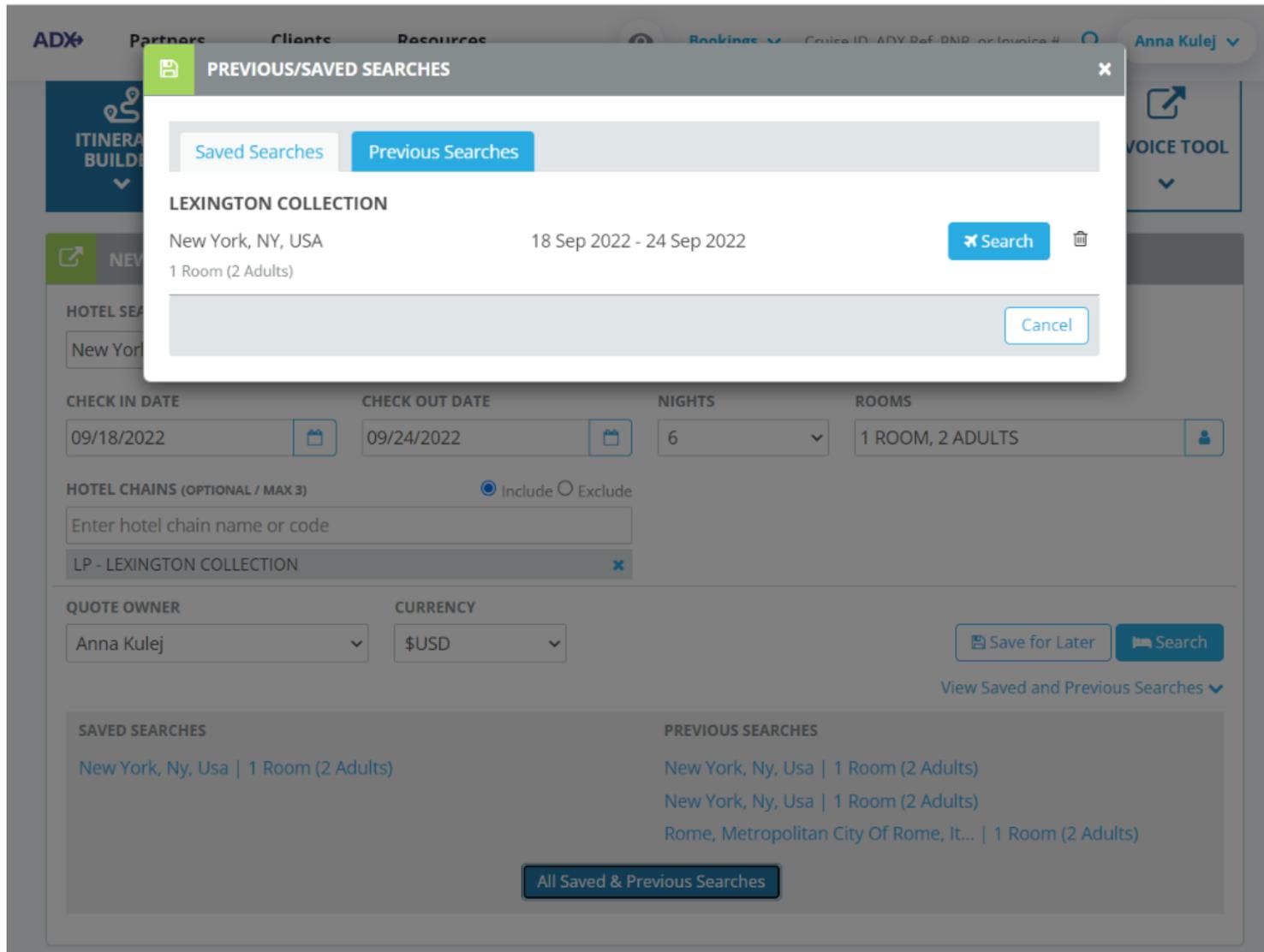
1.6.HOTEL MANAGEMENT

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
- Multiple Rooms
- Hotel Results View
- Filtering Search Results
- Hotel Rate Options
- Advisor Hotel Loyalty Program
- Modify Hotel
- Cancel Hotel
- Adding Special Instructions
- 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.



1.6.1.1. CREATING SAVED SEARCHES

The screenshot shows the ADX interface with a navigation bar at the top containing 'ADX', 'Partners', 'Clients', 'Resources', 'Bookings', and a search bar with the user name 'Anna Kulej'. Below the navigation bar are several tool buttons: 'ITINERARY BUILDER', 'AIR', 'HOTEL' (highlighted in green), 'ACTIVITY', 'INSURANCE', 'CRUISE', and 'INVOICE TOOL'. The 'HOTEL' button is selected, leading to the 'NEW HOTEL SEARCH' form.

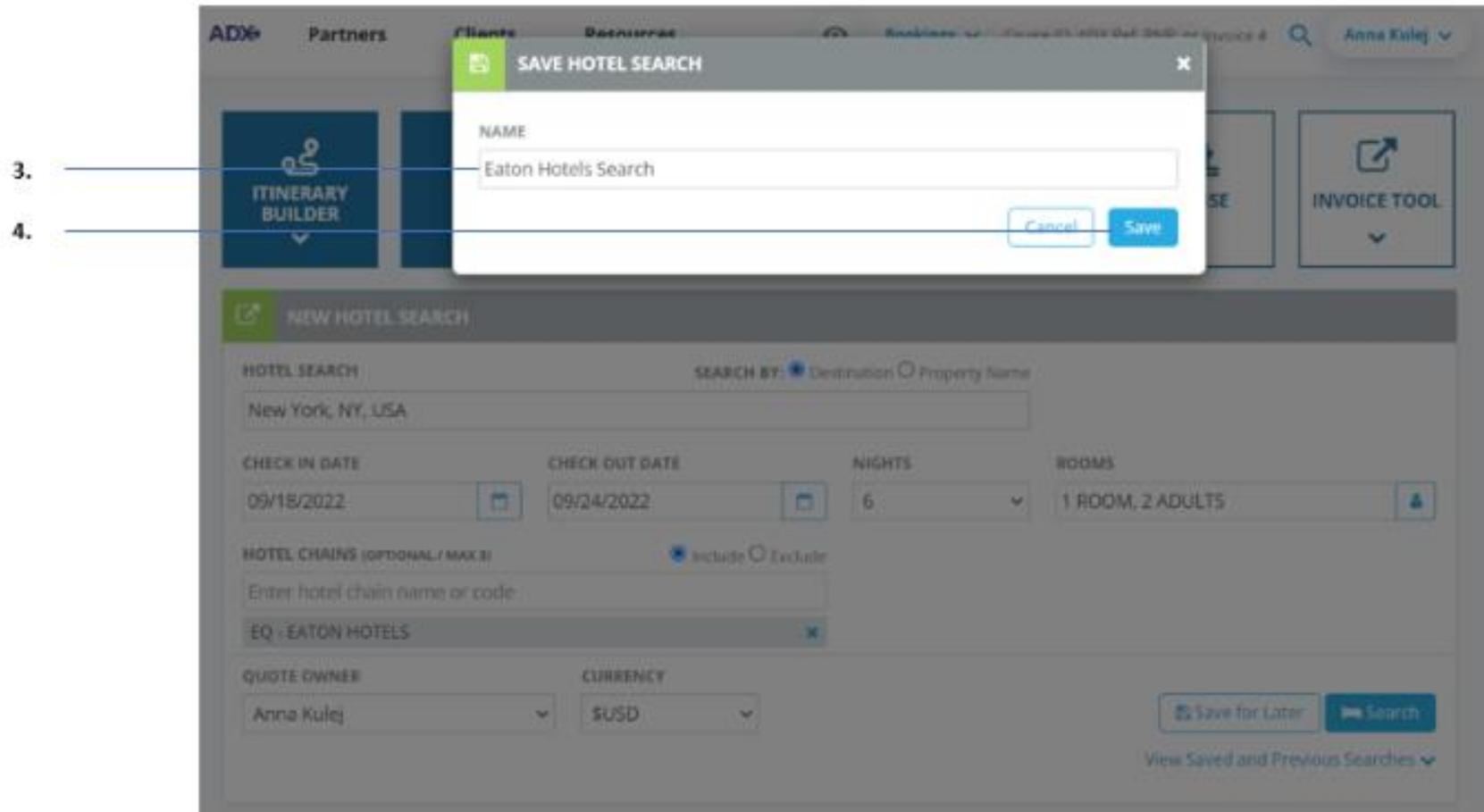
1. points to the search criteria section, which includes:

- HOTEL SEARCH:** A search bar containing 'New York, NY, USA'. The search criteria are: SEARCH BY: Destination Property Name.
- CHECK IN DATE:** 09/18/2022
- CHECK OUT DATE:** 09/24/2022
- NIGHTS:** 6
- ROOMS:** 1 ROOM, 2 ADULTS
- HOTEL CHAINS (OPTIONAL / MAX 3):** Include Exclude. A dropdown menu shows 'EQ - EATON HOTELS'.

2. points to the bottom of the form, which includes:

- QUOTE OWNER:** Anna Kulej
- CURRENCY:** \$USD
- Buttons:** 'Save for Later' and 'Search'.
- Link:** 'View Saved and Previous Searches'.

	Steps		Notes
1.	Enter hotel search criteria	•	
2.	Press SAVE FOR LATER button	•	



	Steps		Notes
3.	Enter name for search		<ul style="list-style-type: none"> • Will appear in list of existing saved searches
4.	Press SAVE		<ul style="list-style-type: none"> •

ADP Partners Clients Resources Bookings Cruise ID: ADP, INC, PHA, or Invoice # [Aria Kung](#)

ITINERARY BUILDER AIR HOTEL ACTIVITY INSURANCE CRUISE INVOICE TOOL

NEW AIR SEARCH

Round-trip One-way Multi-city TRAVELLERS 4 ADULT, 1 CHILD, 1 INFANT SEARCH TYPE Search Direct fare

FROM LAX All Airports, Pembroke United States TO LHR London Heathrow Airport, London, England United Kingdom

DEPART 10/09/2022 13h - 9h CABIN Premium Economy

RETURN 10/15/2022 1pm - 12pm CABIN Business

AWLINES AND ALLIANCES (Optional / Max 3) AA - AMERICAN AIRLINES

CLASS OF SERVICE Any FILTER # Hide Basic Economy INVENTORY SOURCE # All

CURRENCY USD

Save for Later Search

SAVED SEARCHES: LAX to LHR | 4 Adults, 1 Child, 1 Infant | AA

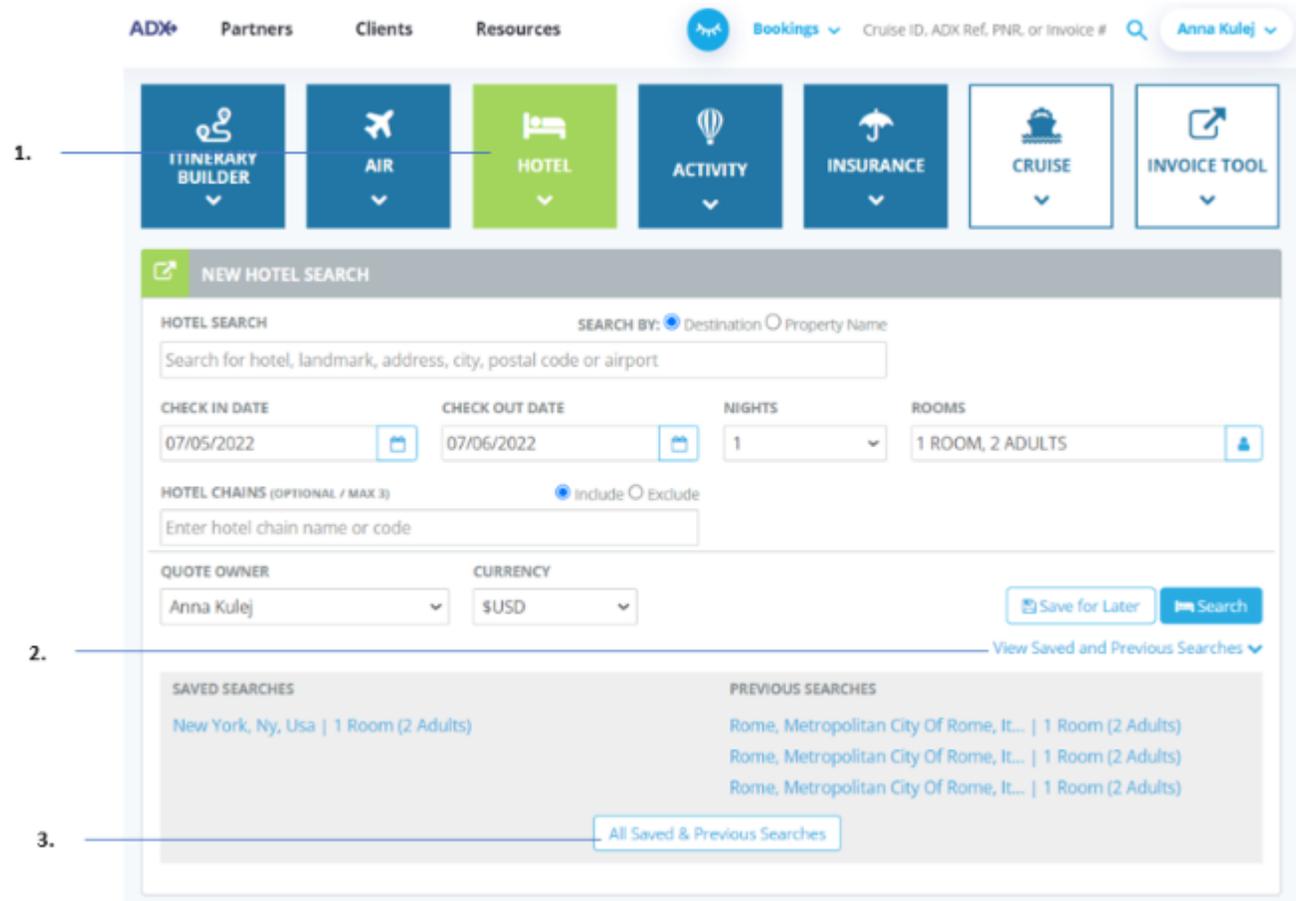
PREVIOUS SEARCHES: LAX to JFK | Economy | 2 Adults, LAX to JFK | Economy | 1 Adult, LAX to CDG | Economy | 1 Adult

All Saved & Previous Searches

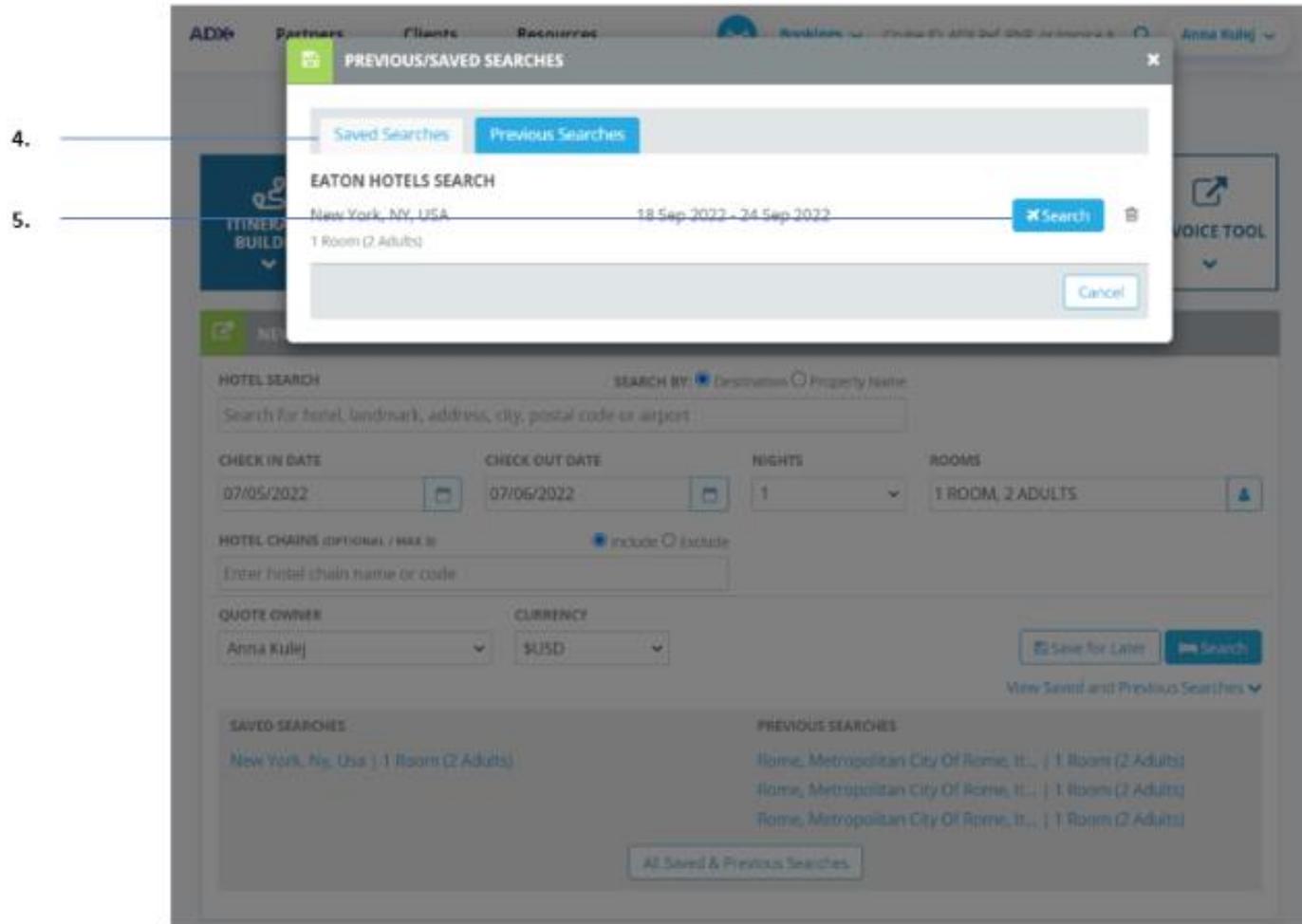
5.

☰	Steps	✍️	Notes
5.	Review saved search in list	•	

1.6.1.2. ACCESSING SAVED SEARCHES



	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	•



	Steps	 Notes
4.	Click tab	<ul style="list-style-type: none"> • <i>Select Saved or Previous search tab</i>
5.	Press SEARCH	<ul style="list-style-type: none"> • <i>All search info will populate</i>

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.

The screenshot displays the ADX* interface with the 'HOTEL' tab selected. The search parameters are as follows:

- SEARCH BY:** Destination (selected), Property Name
- HOTEL SEARCH:** New York, NY, USA
- CHECK IN DATE:** 09/18/2022
- CHECK OUT DATE:** 09/21/2022
- NIGHTS:** 3
- ROOMS:** 1 ROOM, 2 ADULTS
- HOTEL CHAINS (OPTIONAL / MAX 3):** Include (selected), Exclude
- QUOTE OWNER:** Anna Kulej
- CURRENCY:** \$USD
- Room 1:** 2 Adults / 0 Children
- ADULT (12+ YRS):** 2
- CHILDREN (2-12 YRS):** 0
- Buttons:** + Add Room, Done
- USING ADX AS:** Multiple Agents

Numbered callouts in the image point to the following elements:

1. Points to the 'HOTEL' tab in the top navigation bar.
2. Points to the search parameters section, including the destination, dates, and room configuration.
3. Points to the '+ Add Room' button at the bottom of the search form.

	Steps		Notes
1.	Press HOTEL button	•	
2.	Press  icon on ROOMS	•	<i>Opens rooms and travelers section</i>
3.	Press ADD ROOM	•	

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

ITINERARY BUILDER AIR HOTEL ACTIVITY INSURANCE CRUISE INVOICE TOOL

NEW HOTEL SEARCH

HOTEL SEARCH SEARCH BY: Destination Property Name
New York, NY, USA

CHECK IN DATE: 09/18/2022 CHECK OUT DATE: 09/21/2022 NIGHTS: 3 ROOMS: 2 ROOMS, 4 ADULTS

HOTEL CHAINS (OPTIONAL / MAX 3) Include Exclude
Enter hotel chain name or code

QUOTE OWNER: Anna Kulej CURRENCY: \$USD

Room 1: 2 Adults / 0 Children
Room 2: 2 Adults / 0 Children

Room 2: ADULT (12+ YRS): 2 CHILDREN (2-12 YRS): 0

4. [Line pointing to the quote owner and currency fields]

5. [Line pointing to the 'Add Room' button]

6. [Line pointing to the 'Done' button]

MY QUOTES & BOOKINGS

STATUS	ADVISOR	CLIENT	QUOTE NAME	DEPART
QUOTE	DC		Fairmont Hotel Macdonald - 1 nights	08.20.

Sabre & Preferred Partners rates do not allow multiple room bookings at once, you may wish to book each room separately.

+ Add Room Done

Steps	Notes
4. Indicate maturity and travelers	•
5. Press Add Room – as needed	•
6. Press DONE	• Search 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.

List view Toggle

Results listed

New Quote No Client

Hotel Search Results

In Progress +

DESTINATION: New York, NY, USA | FROM/TO: Sep 18 2022 - Sep 21 2022 | ROOMS: 1 Room (2 Adults)

Save for Later | Modify Search

Filters: No filters applied. Click on column headings to narrow down your search results.

List View (selected) | Map View

Results: 1 - 25 of 310

EST. PRICE	RATE	PROPERTY NAME	DISTANCE	RATING	SHORTLIST
USD \$1,572	E	Four Seasons New York Downtown	0.19 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$1,300	E	The Langham New York Fifth Ave	2.83 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$1,367	E	The Chatwal New York City	3.24 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$695		Smyth Tribeca	0.24 mi	★★★★☆	Check Availability <input type="checkbox"/> Select
USD \$869		The Wall Street Hotel	0.52 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$651	E	New York Marriott Downtown	0.52 mi	★★★★☆	Check Availability <input type="checkbox"/> Select
USD \$1,031		The Greenwich Hotel	0.54 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$515	E	Hotel 50 Bowery	0.54 mi	★★★★☆	Check Availability <input type="checkbox"/> Select
USD \$661	E	Conrad New York	0.55 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$743		Modernhaus Soho	0.69 mi	★★★★☆	Check Availability <input type="checkbox"/> Select
USD \$1,584		Casa Cipriani New York	0.85 mi	★★★★★	Check Availability <input type="checkbox"/> Select



Save for Later

Modify Search

Filters:

No filters applied. Click on column headings to narrow down your search results.

List View Map View



Map view Toggle

Results Mapped

Click on Hotel icon to open info

Use map navigation to zoom in and out

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.

The screenshot displays the ADX hotel search interface. At the top, there are navigation links for ADX, Partners, Clients, and Resources, along with a search bar containing the user's name 'Anna Kulej'. The main section is titled 'New Quote' and 'Hotel Search Results'. Below this, there is a search summary box with the following details: DESTINATION: New York, NY, USA; FROM/TO: Sep 18 2022 - Sep 21 2022; ROOMS: 1 Room (2 Adults). There are buttons for 'Save for Later' and 'Modify Search'. Below the search summary, there is a 'Filters' section with a 'Rating: 3★ - 5★' filter applied, and a 'Clear Filters' button. The results are displayed in a table with columns: EST. PRICE, RATE, PROPERTY NAME, DISTANCE, RATING, and SHORTLIST. The table shows 7 hotel listings. A 'Sort by Rating' dropdown menu is open over the 'RATING' column, showing a star rating filter set to 3★ - 5★. The table data is as follows:

EST. PRICE	RATE	PROPERTY NAME	DISTANCE	RATING	SHORTLIST
USD \$1,572	E a	Four Seasons New York Downtown	0.19 mi	★★★★★	ability <input type="checkbox"/> Select
USD \$1,300	E a	The Langham New York Fifth Ave	2.83 mi	★★★★★	ability <input type="checkbox"/> Select
USD \$1,367	E a	The Chatwal New York City	3.24 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$695	a	Smyth Tribeca	0.24 mi	★★★★☆	Check Availability <input type="checkbox"/> Select
USD \$869	a	The Wall Street Hotel	0.52 mi	★★★★★	Check Availability <input type="checkbox"/> Select
USD \$651	E a	New York Marriott Downtown	0.52 mi	★★★★☆	Check Availability <input type="checkbox"/> Select
USD \$1,031	a	The Greenwich Hotel	0.54 mi	★★★★★	Check Availability <input type="checkbox"/> Select



Keyword filter

King

Inclusions and refundability

Show me: With breakfast included Refundable room rates

Results: 1 - 25 of 68

1 2 3 25

Heading filters

Rate/Night Total

MANHATTAN ACCESSIBLE ROOM KING-8-20-CITY VIEW	MANHATTAN ROOM KING-FLOOR 8-20-CITY VIEW	MANHATTAN ROOM KING-FLOOR 8-20-CITY VIEW 425SQFT-FULL MARBLE BATHROOM-PREMIUM WIFI ADV PURCHASE UP TO 20PCT OFF
RATE/NIGHT USD \$1,370.00 TOTAL USD \$4,716.24	RATE/NIGHT USD \$1,370.00 TOTAL USD \$4,716.24 RATE TYPE Preferred Partner	RATE/NIGHT USD \$1,370.00 TOTAL USD \$4,716.24 RATE TYPE Sabre
Details <input type="checkbox"/> SHORTLIST Select	Details <input type="checkbox"/> SHORTLIST Select	Details <input type="checkbox"/> SHORTLIST Select

SORT BY RATE TYPE

Select All

- PREFERRED PARTNER
- HOTEL EDGE
- SABRE

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** 

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

- **Preferred Partner Hotels and Rates** 

- Individual preferred partner hotel programs such as the Four Seasons, Hilton Impresario, Mandarin Oriental Fan Club
- Negotiated contracts for commissions and amenities
- No markup opportunity
- Eligible for upgrades and loyalty point accrual
- Paid in currency of the hotel
- 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
- Cancellation and modification policies vary
- Not eligible for upgrades or loyalty point accrual
- Not eligible for amenities not included in the rate
- USD currency only
- 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.

The screenshot shows a hotel booking interface for 'The Langham New York'. The room selected is 'Superior City View Room - ROOM ONLY'. The booking dates are from Sunday, September 18, 2022, to Wednesday, September 21, 2022, for 3 nights. The current rate is USD 91,403.84 per night, totaling USD 94,997.52 for 3 nights. A 'Possible Markup' section is highlighted, asking 'Would you like to apply a markup?' with a toggle set to '\$' and a value of 50.00. An 'Apply Markup' button is visible. The pricing summary table shows a subtotal of USD 94,997.52, a total per room of USD 94,997.52, and a grand total of USD 94,997.52 for 1 room. A tax of USD 888.38 and an estimated commission of USD 9477.81 are also shown.

Item	Amount
Subtotal	USD 94,997.52
Total per Room	USD 94,997.52
Grand Total (for 1 room)	USD 94,997.52
Tax	USD 888.38
Estimated Commission (1.0%)	USD 9477.81

Select \$ or % toggle
Enter amount of markup

Opt Out by clicking No, thank you
Apply Markup button to save
your selection

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.

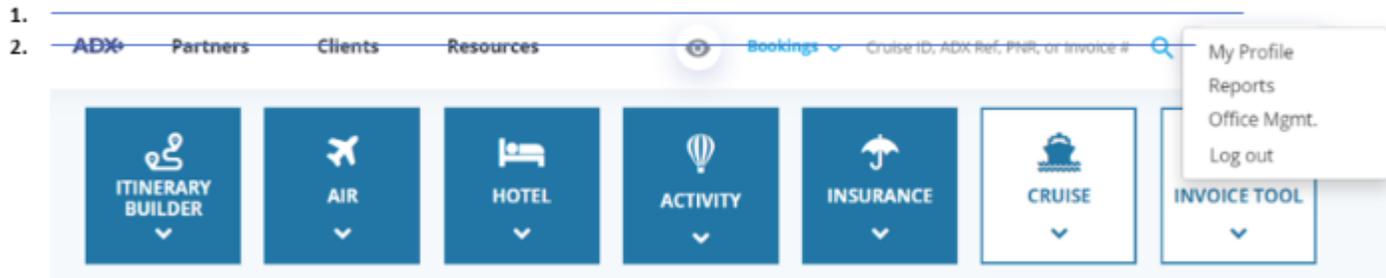
Set Advisor Loyalty Number for Hotels

SELECT HOTEL CHAIN **ENTER ADVISOR LOYALTY NUMBER**

Hyatt 

EXISTING ADVISOR LOYALTY NUMBERS

HOTEL	ADVISOR LOYALTY NUMBER	
Hyatt	1222B1	Edit Delete
Four Seasons	7777B12	Edit Delete
Fairmont	555555	Edit Delete



	Steps	 Notes
1.	Press the V button next to name	<ul style="list-style-type: none"> • <i>Expands down</i>
2.	Press MY PROFILE	<ul style="list-style-type: none"> •



Communication Profile
Control the appearance and contents of emails and documents.



Access Sharing
Share access to your bookings with other ADIX users.



Set Preferences
Customize default values for certain fields within ADIX.



Change Password
Change your password at anytime to ensure your account is secure.

3.

Communication Profile

[Update Public Profile](#)

Welcome to your communications profile. On this tab you can control the appearance and contents of emails and documents that your clients will receive from you via ADIX.

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.

SELECT HOTEL CHAIN: ENTER ADVISOR LOYALTY NUMBER:

6.
7.

EXISTING ADVISOR LOYALTY NUMBERS

HOTEL	ADVISOR LOYALTY NUMBER	
Hyatt	122281	Edit Delete
Four Seasons	7777812	Edit Delete
Fairmont	555555	Edit Delete

	Steps		Notes
3.	Press COMMUNICATION PROFILE button		<ul style="list-style-type: none"> • <i>Defaulted to this section</i>
4.	Press v button on SET ADVISOR LOYALTY NUMBER FOR HOTELS		<ul style="list-style-type: none"> • <i>Located at the bottom of the list</i>
5.	Select hotel chain		<ul style="list-style-type: none"> • <i>Select from Hyatt or Four Seasons or Fairmont</i>
6.	Enter loyalty number		<ul style="list-style-type: none"> •
7.	Press ADD		<ul style="list-style-type: none"> • <i>Loyalty number will appear in a list below</i>

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.

The screenshot displays the ADX interface with a 'MODIFY BOOKING' modal window open. The modal contains the following elements:

- Header:** 'MODIFY BOOKING' with a close button (X).
- Text:** 'Please select from the list below the service modification you would like to perform. **You may only perform one modification at a time.**'
- Buttons:** Three buttons for modification options: 'MODIFY STAY DURATION' (highlighted in blue), 'MODIFY ROOMS', and 'MODIFY ROOM RATE'.
- Form Fields:** Two date pickers labeled 'CHECK IN' and 'CHECK OUT'. The 'CHECK IN' field shows '09/11/2022' and the 'CHECK OUT' field shows '09/17/2022'. Both fields have a calendar icon to the right.
- Action:** A blue 'Save Changes' button at the bottom right of the modal.

The background interface shows a booking for 'New York Marriott Downtown' with a 'TRAVEL-READY' status. The 'All Services' section lists the booking with a 'BOOKED' status and a dropdown arrow. The 'Actions' section includes 'Modify', 'Cancel', and 'Add/Modify Special Instructions'.

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

New York Marriott Downtown - 6 nights

Sunday, September 11, 2022 - Saturday, September 17, 2022

ADx Ref. 6P5IZL | Archive | Link Bookings Sam Smith
Advisor: Anna Kulej

1. ——— ADX Ref. 6P5IZL | Archive | Link Bookings TRAVEL READY

2. ——— Trip Client & Travelers Payment Service Fees Manage Refresh Quote

Trip Name Dates

New York Marriott Downtown - 6 nights 09/11/2022 09/17/2022 Add details/notes

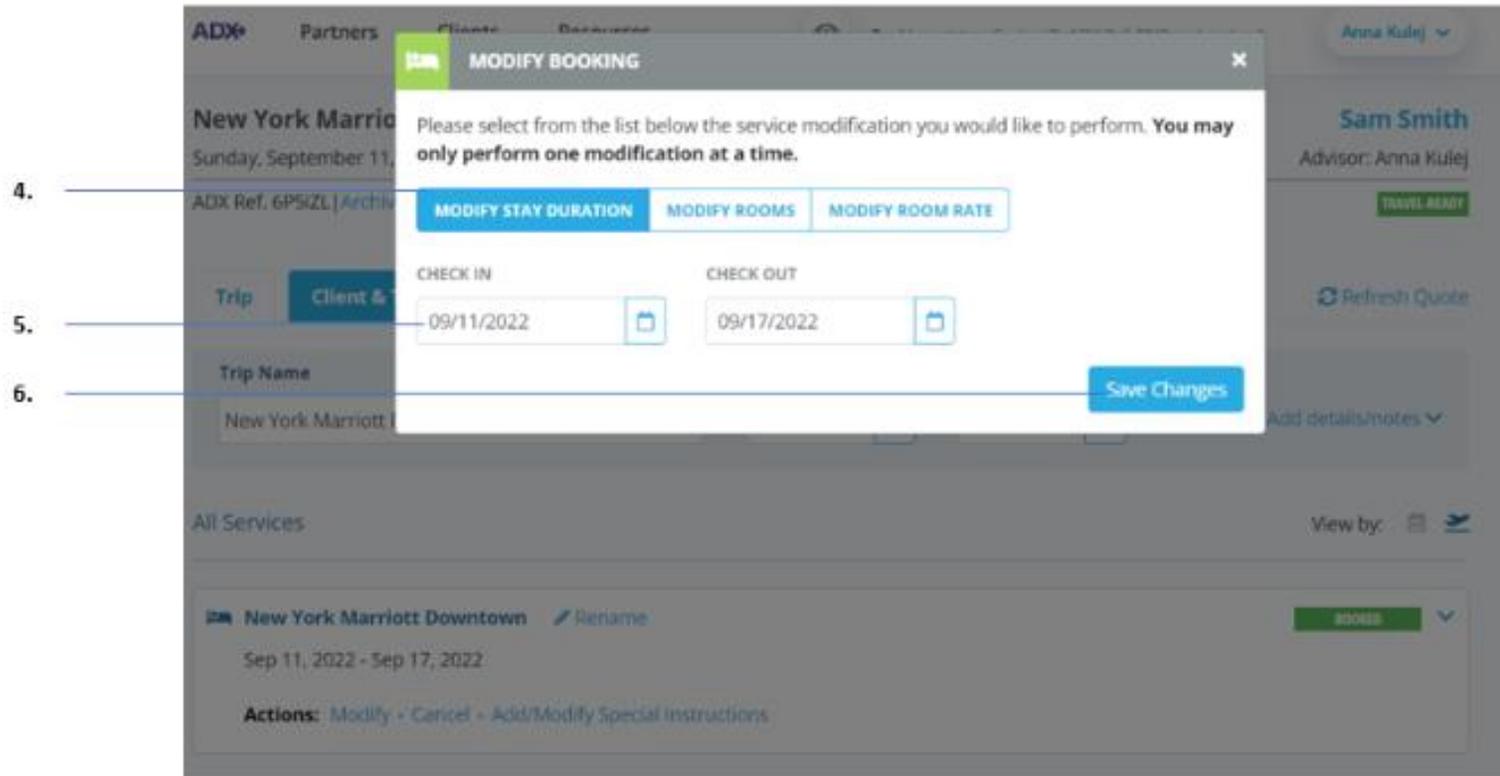
All Services View by:

3. ——— **New York Marriott Downtown** Rename BOOKED

Sep 11, 2022 - Sep 17, 2022

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.

The screenshot displays the ADX (Amadeus eXchange) interface. A modal dialog box titled "CANCEL PNR" is centered on the screen. The dialog contains the following elements:

- Header:** "CANCEL PNR" with an information icon on the left and a close icon on the right.
- Text:** "Please add remarks for your request below for the changes to be processed. Once the process is complete, you will see a message in your notifications list."
- REMARKS:** A text input field containing the text "Please cancel the booking".
- CC REQUEST TO:** An empty text input field.
- THIS REQUEST IS URGENT:** A checkbox that is currently unchecked. Below it, a description reads: "Changing/cancelling flights traveling within the next 2 days or otherwise time sensitive (e.g. same day voids or exchange/ticket)".
- Buttons:** "Cancel" and "Send cancellation request".

The background interface shows a booking for "New York Marriott Downtown" on "Sunday, September 11, 2022". The ADX reference is "6P5iZL". The user is identified as "Sam Smith" with advisor "Anna Kulej". The status is "TRAVEL-READY" and "BOOKED". The "Actions" menu includes "Modify", "Cancel", and "Add/Modify Special Instructions".

New York Marriott Downtown - 6 nights Sam Smith
 Sunday, September 11, 2022 - Saturday, September 17, 2022 Advisor: Anna Kulej

1. — ADX Ref. 6P5IZL | Archive | Link Bookings TRAVEL-READY

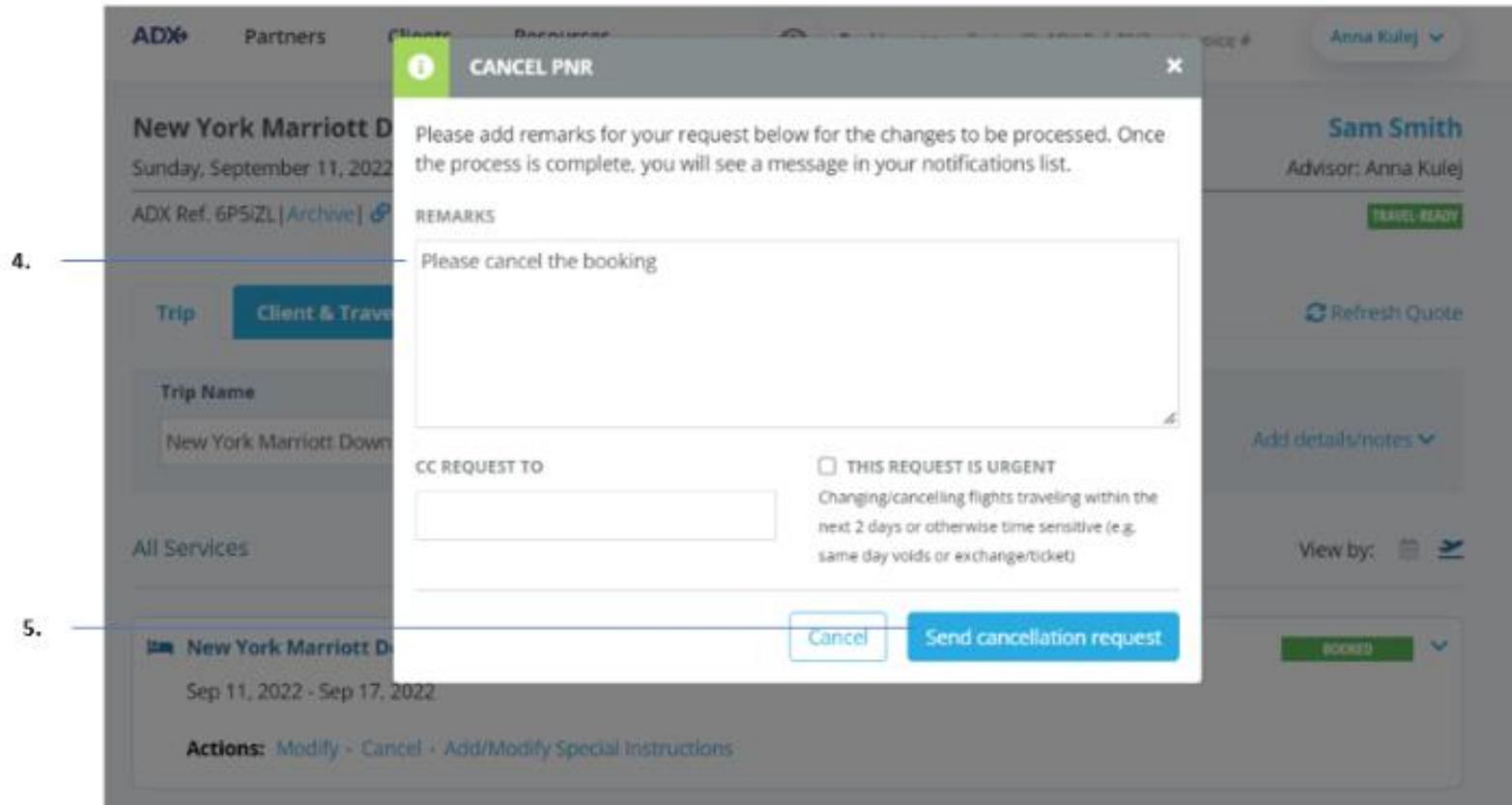
2. — Trip **Client & Travelers** Payment Service Fees Manage Refresh Quote

Trip Name: New York Marriott Downtown - 6 nights
 Dates: 09/11/2022 09/17/2022 Add details/notes

All Services View by:

3. — **New York Marriott Downtown** Rename BOOKED
 Sep 11, 2022 - Sep 17, 2022
 Actions: Modify · Cancel · Add/Modify Special Instructions

	Steps		Notes
1.	Open ADX reference	•	
2.	Press TRIP tab	•	<i>Defaulted tab</i>
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.

ADD/MODIFY SPECIAL INSTRUCTIONS

EXPECTED ARRIVAL TIME: 01:00 PM

EXPECTED DEPARTURE TIME: 02:00 PM

CRIBS: 0

ROLLAWAYS: 0

EXTRA GUESTS: 0

FURTHER COMMENTS/REQUESTS (FREEFORM)

Please provide extra pillows.

No guarantees are made that the hotel will comply with or provide the requested item or action. Contact the hotel directly to verify local policies and availability. Adding extra guests or rollaways may incur additional charges.

Cancel Save Special Instructions

New York Marriott Downtown - 6 nights

Sunday, September 11, 2022 - Saturday, September 17, 2022

Sam Smith

Advisor: Anna Kulej

1. ADX Ref. 6PSIZL | [Archive](#) | [Link Bookings](#)

TRAVEL-READY

2. **Trip** | Client & Travelers | Payment | Service Fees | Manage

[Refresh Quote](#)

Trip Name

Dates

New York Marriott Downtown - 6 nights

09/11/2022

09/17/2022

[Add details/notes](#)

All Services

View by:

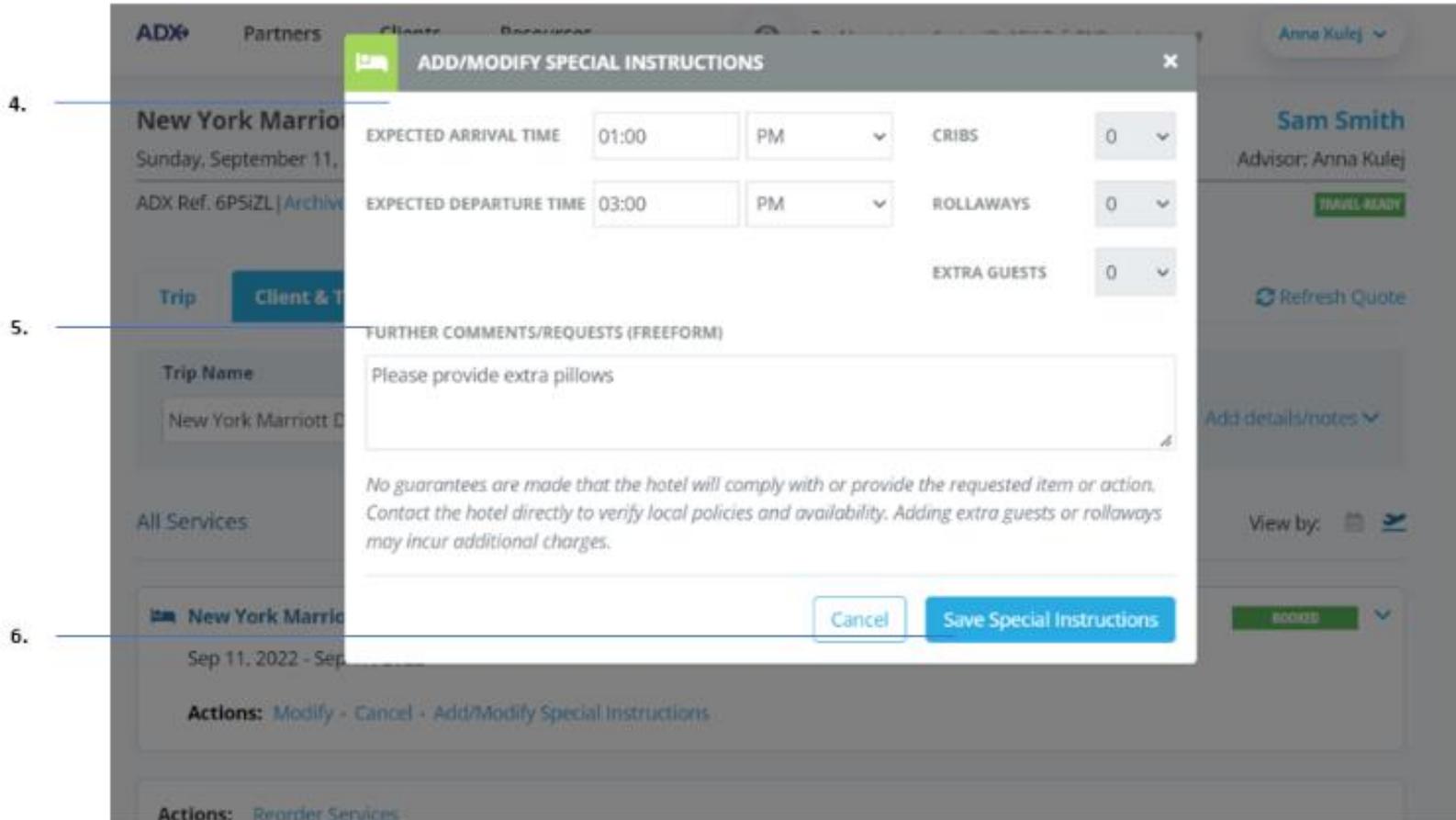
New York Marriott Downtown | [Rename](#)

BOOKED

Sep 11, 2022 - Sep 17, 2022

3. **Actions:** [Modify](#) - [Cancel](#) - [Add/Modify Special Instructions](#)

	Steps		Notes
1.	Open ADX reference	•	
2.	Click TRIP tab	•	<i>Defaulted tab</i>
3.	Press ADD/MODIFY SPECIAL INSTRCUTIONS button	•	<i>Located in Action section of Trip tab</i>



	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: MARRIOTT SENIOR DISC.
Rooms: 1 Room (2 Adults)
Reference #: TQWHKD
Confirmation #: 88586367
Hotel Overview: Edited Version
DESCRIPTION TEST
- Hotel
Year Built - 1990 Year Remodeled - 2008
Additional Property Description -
Make y...
[Read more](#)
[Edit Hotel Overview](#)

Hotel Benefits: Edited Version
BENEFITS TEST
[Edit Hotel Benefits](#)

Rate Description: Edited Version
DESCRIPTION TEST
MARRIOTT SENIOR DISCOUNT. INCLUDES 62 YEARS AND OLDER VALID ID REQUIRED, DELUXE GUEST ROOM, 2 DOUBLES A DAILY DESTINATION FEE OF USD 25 PLUS TAX WILL BE ADDED TO THE ROOM RATE AND INCLUDES A FOOD AND BEVERAGE CREDIT OF USD 25 AND MORE| MAX OCCUPANCY- 4 GUESTS DELUXE ROOM, 2 DOUBLES, MINI FRIDGE, 324SQFT/29SQM, WIRELESS INTERNET, FOR A FEE, COFFEE/TEA MAKER, TV MARRIOTT SENIOR DISCOUNT - AVAILABLE TO GUESTS 62 YEARS OF AGE OR OLDER| - PROOF OF AGE ELIGIBILITY REQUIRED AT CHECK-IN| - LIMIT OF TWO ROOMS PER NIGHT|
[Read less](#)
[Edit Rate Description](#)



Sunday,
September 11,
2022

New York Marriott Downtown

85 WEST ST AT ALBANY ST
Manhattan - Wall Street / Financial District
New York, New York, 10006,
United States
Phone: 1-212-3654900

Guests
Mr. Sam Smith

Description Test

Check-in: Sep 11, 2022
Stay: 6 Nights
Confirmation Number: 88686367
Record Location: TQWHKD

Amenities

- Parking
- High Speed Internet
- Dry cleaning
- Fitness Center
- Crib Available
- Concierge
- Rollaway Bed Available
- Dining Room
- Family Room
- Business Center
- Recreation facilities
- Convention Center
- Meeting Room Available

Overview

DESCRIPTION TEST

Year Built - 1960 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 NYC'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.

Rate Description

DESCRIPTION TEST

UNLTD. GUEST ROOM, 2 DOUBLES A DAILY DESTINATION FEE OF USD 25 PLUS TAX WILL BE ADDED TO THE ROOM RATE AND INCLUDES A FOOD AND BEVERAGE CREDIT OF USD 25 AND MORE! MAX

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

New York Marriott Downtown - 6 nights

Sunday, September 11, 2022 - Saturday, September 17, 2022

ADx Ref: 6PSIZL | Archive | Link Bookings

Sam Smith
Advisor: Anna Kulej

TRIP READY

Trip Client & Travelers Payment Service Fees Manage Refresh Quote

Trip Name: New York Marriott Downtown - 6 nights
Dates: 09/11/2022 - 09/17/2022
Add details/notes

All Services View by:

1. **New York Marriott Downtown** [Rename](#) BOOKED

Sep 11, 2022 - Sep 17, 2022

Actions: [Modify](#) - [Cancel](#) - [Add/Modify Special Instructions](#)

Actions: [Reorder Services](#)

Estimated Quote
 Potential Commission
 USD \$153.00
 USD \$40.00
 [Add Insurance](#)

Client Documents:
 Insurance offered
 [Update](#)

[Add ADX Service -](#) [Add non-ADX Service -](#) [Send Itinerary](#)

	Steps	 Notes
1.	Open ADX reference	•
2.	Press v on service	<ul style="list-style-type: none"> • <i>Hotel details will expand</i> • <i>Located on TRIP tab</i>

Guarantee Requirements:
Payment RequiredDiners Club ..

Cancellation Policy:
Refundable before 9/8/2022 12:00:00 AM

Other Information:
Sabre does not allow for information regarding children to be sent directly to the hotel through our systems, while we do pass that information through the special instructions field, it does not allow children's rates to be added to the hotel. Please coordinate directly with the hotel to ensure your client does not receive any unexpected costs or fees at check-out.

INCLUDES TAXES AND SURCHARGES
UPON EARLY DEPARTURE, AN EARLY DEPARTURE CHARGE OF ONE NIGHT ROOM AND APPLICABLE TAX MAY APPLY.
COMMITMENT-HTTPS://CLEAN*MARRIOTT*COM

3.

SERVICE DETAILS

Rate Name: MARRIOTT SENIOR DISC.
Rooms: 1 Room (2 Adults)
Reference #: TQWHKD
Confirmation #: 88586367

Hotel Overview:
 - Hotel
 Year Built - 1990 Year Remodeled - 2008
 Additional Property Description -
 Make your escape to...
[Read more](#)

4.

[🔗 Edit Hotel Overview](#)

5.

Hotel Benefits:

DESCRIPTION TEST

[View Original Hotel Benefits](#)

6.

[Cancel](#) [Save](#)

7.

Rate Description: [Edited Version](#)

DESCRIPTION TEST
 MARRIOTT SENIOR DISCOUNT. INCLUDES 62 YEARS AND OLDER VALID ID REQUIRED. DELUXE GUEST ROOM. 2 DOUBLES A DAILY DESTINATION FEE OF USD ...
[Read more](#)
[🔗 Edit Rate Description](#)

	Steps		Notes
3.	Scroll down to SERVICE DETAILS section		<ul style="list-style-type: none"> • <i>After rate information</i>
4.	Press EDIT button of section to update		<ul style="list-style-type: none"> • <i>Edit available for Hotel Overview, Hotel Benefits and Rate Description sections</i>
5.	Format the details as needed by entering own text		<ul style="list-style-type: none"> •
6.	Press SAVE		<ul style="list-style-type: none"> • <i>View Original will let you go back to what was originally there</i> • <i>Cancel will close the section without saving edits</i>
7.	Confirm the EDITED VERSION flag		<ul style="list-style-type: none"> • <i>Edit to revert back to original text</i>

