

Quick Guide – Book Hotel

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.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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1.	Confirm availability – if pressing BOOK from Quote	•	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	•	

	ADX Partners	Clients	Resources	0	Bookings 🗸 Cr	ruise ID, ADX Ref. PNR, or Invoice	# Q Anna Kulej ~
	Tip: Search for	an existing client	to easily fill in their tr	aveler details.			
	Please enter passenge and may be up to 25 c full.	er name(s) exactly haracters long. Ai	as they appear on go rlines and TSA regulat	verment issued ions do not allo	identification. The w variance in pas	e names should be written u senger names, so last name	ising English characters s must be written out in
	1 CLIENT AND T	RAVELERS INFO					
3. —	CLIENT: Sarah Smith	Phone: 416-44	4-4343				🗹 is traveling 🛛 💳
	Assign Travelers						
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	SAVE AS CLIENT					NATIONALITY United States	~
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5.	Cancel						Quote Book

*** 	Steps		Notes
3.	Add client	 II ta S L 	 F client was added on the Trip page, you will not need o re-add the information earch for existing clients by using FIRST name or LAST name or PHONE NUMBER or EMAIL Ise New Client form to create a new client
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 some travelers are not modifiable because their information is captured on other bookings. To modify traveler's name, close this overlay, unassign the traveler, and enter the correct traveler information in the form.					
International Property lies:	FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH		
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6.	Confirm primary travelers name	•
7.	Press VERIFIED checkbox	Cannot continue until done
8.	Press CONTINUE	• Will land on the payment page