

Quick Guide – Hotel Payment

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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.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.

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2.	Add services fee – as required	• A • A	dd planning fees dd 24/7 VIP support
3.	Select insurance offering	• S.	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 nter 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>Si</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



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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	•	