

Travelport Cruise & Tour™ Best Practice Cruise

Quick Reference - Book / Display / Pay



Book a Cruise - Best Practice Quick Reference

In this Quick Reference

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- **Find a Cruise Booking and Make Payment – pg 9**
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- **Find an invoice – pg 11**

Basic Steps

- | | |
|---|---|
| 1. Products Menu-select Quick Cruise | 6. Select a cabin category. |
| 2. Enter cruise search criteria. | 7. Select a specific cabin. |
| 3. Select a cruise date and check availability. | 8. Quote price to customer. |
| 4. Select number/type of passengers, and residency. | 9. Enter Customer Information. |
| 5. Select a rate code. | 10. Review details and select Hold or Purchase. |

STEP 1:

Products Menu

- Click the Quick Cruise option from the Products menu



STEP 2:

Enter Cruise Search Criteria

Focus your search criteria by asking your customer questions.

- Click the [More Search Options](#) link to narrow your search.
- Enter the search criteria that best fits your customer's needs/desires and **click Search for a Cruise**.

A screenshot of the 'Search for a Cruise' form. It includes fields for 'Cruise Only' (radio button), 'Cruise Tour' (radio button), 'Destination' (dropdown), 'Sailing Date' (month/year dropdowns), 'Duration' (dropdown), 'Cruise Line' (dropdown), and 'Cruise Ship' (dropdown). There is a 'Search for a Cruise' button and a 'More Search Options' link. An 'ALTERNATE SEARCH' section contains two 'OR' options: 'Select a destination...' with a 'Browse by Destination' button, and 'Select a cruise line...' with a 'Browse by Cruise Line' button.

STEP 3:

Select a Cruise Date and Check Availability

This page displays all of the cruises available for the search criteria you entered.

To view additional information about the ship, click the ship name link. From this link you can click other links that provide every detail about the ship including statistics, decks, stateroom layouts and more.

Prices shown in **RED** are cached prices and are for reference only.

- Find a suitable date for your client, and **click Check Availability**.

Cruise Search Results

There are 45 results that match your criteria from November 1, 2008 to November 30, 2008. Modify Search

Sort Order Go

Displaying 1-10 Next 10 ->

3 Night Bahamas

Vendor: [Carnival Cruise Lines](#)

Ship Name: [Carnival Imagination](#)

Departing from: Miami, Florida

Ports of Call: Miami, Florida | Nassau, Bahamas | Nassau, Bahamas
The actual Ports of Call visited are dependent on the selected itinerary and may NOT include all ports listed.

| More Info | Interior | Oceanview | Suite | Select & Continue | |
|-------------|----------|-----------|---------|----------------------|----------------------------------|
| November 7 | 199 USD | 229 USD | 619 USD | ✓ Check Availability | Add to Favorites |
| November 14 | 209 USD | 229 USD | 619 USD | ✓ Check Availability | Add to Favorites |
| November 21 | 199 USD | 239 USD | 569 USD | ✓ Check Availability | Add to Favorites |
| November 28 | 249 USD | 299 USD | 659 USD | ✓ Check Availability | Add to Favorites |

STEP 4:

Products Menu

Select Number/Type of Passengers

Options on this page include:

- Click the View Itinerary link** to review the itinerary with your customer before proceeding.
- Select the number** of Adults Seniors/Children/infants.
- Select State/Province** – you are prompted if this information is required.
- Select Include cruise line airfare?** if applicable. A sub menu appears requesting airport code.
- Select Past Passenger**, if applicable. A sub menu opens requesting past passenger information.

Note: The currency default for Canadian agencies is \$CAD. Some cruise lines will offer an option to display rates in either \$CAD or \$USD. When this option is available, the following dropdown list will appear on this page.

Select Currency:

Select the currency type from the dropdown list. The Rates displayed on subsequent pages in the booking process will default to the currency code selected.

- Click Continue** to view cruise pricing and availability.
- Note:** If you would like to reserve more than one cabin, complete the booking and repeat the search for this sailing.

Carnival
The Fun Ships

Ship Name: Carnival Imagination
Plan Name: 3 Night Bahamas Cruise
Departing: November 7, 2008 [View Itinerary](#) | [Add to Favorites](#)
Departure Port: Miami, Florida

Select the number of guests to view pricing and availability for this cruise. If you would like to reserve more than one cabin, complete your booking then repeat the search for this sailing to add additional cabins. For 8 or more cabins please contact us for low group rates.

Adults: (13 to 54 years old) **Seniors:** (55 years old and older)

Children: (2 to 12 years old) **Infants:** (6 to 23 months)

US/Canada resident? **Include cruise line airfare?**

Past Passenger?

STEP 5:

Select a Rate Code

Select Rate Code

- Click the Rate Code link to view additional information about the rate code.
- Click to select one or more rate codes from the list, and click Continue.

Rate Code Selection

Carnival
The Fun Ships

Ship Name: Carnival Imagination
Plan Name: 3 Night Bahamas Cruise
Departing: November 7, 2008 [View Itinerary](#) | [Add to Favorites](#)

Passengers: 2 adults

Choose one or more Rate Codes then click Continue.

| Rate Code | Description | Remarks |
|---|---------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> BCA | BEST FARE CABIN ASSIGNED | NO UPGRADES APPLY |
| <input type="checkbox"/> BGU | BEST FARE GUARANTEED CATEGORY | NO UPGRADES APPLY |
| <input type="checkbox"/> CP3 | PAST GUEST WINTER 2008 CURRENTS | CP3 - UPGRADES MAY APPLY |
| <input type="checkbox"/> CPDCPM5 | GUARANTEE PROGRAMS & 3/4 PROMO | CPDCPM5 - NO UPGRADES APPLY |
| <input type="checkbox"/> CPNS | SUPER SAVER | CPNS - NO UPGRADES APPLY |
| <input type="checkbox"/> I | TARIFF RATES | CT - NO UPGRADES APPLY |

It is the agent's responsibility to ensure that the customer qualifies for the rate code(s) selected. There is no validation of passenger selection type or residency against rate code selected.

STEP 6:

Select a Cabin Category

Select a Cabin Category

- Use the links in the Category column to view photos and information about the cabin.
- You can also click the [View Itinerary](#) link and/or click [Add to Favorites](#) to add this sailing to your favorites.
- Click **Select** to select a cabin Category and continue.

Cabin Category Availability

Carnival
The Fun Ships

Ship Name: Carnival Imagination
Plan Name: 3 Night Bahamas Cruise
Departing: November 7, 2008 [View Itinerary](#) | [Add to Favorites](#)

Departure Port: Miami, Florida
Passengers: 2 adults

Vendor Info: NCF: 89.00 MISC AMT: 69.10

| Status | Category | Price/Rate* (port charges inclusive) | Rate Code | Location | Category Code | Comments | Action |
|-----------|--|--------------------------------------|-----------|-----------|---------------|----------|------------------------|
| Available | Stateroom Upper/Lower | 199.00 USD | PHS | Inside | 1A | | SELECT |
| Available | Inside Stateroom Twin/King | 249.00 USD | PNSP44 | Inside | 4A | | SELECT |
| Available | Oceanview Stateroom with Portholes | 269.00 USD | PHS | Oceanview | 5A | | SELECT |
| Available | Inside Stateroom Twin/King | 269.00 USD | PNSP44 | Inside | 4B | | SELECT |
| Available | Oceanview Stateroom Twin/King | 279.00 USD | PNSP44 | Oceanview | 6A | | SELECT |
| Available | Inside Stateroom Twin/King | 279.00 USD | PNSP44 | Inside | 4C | | SELECT |
| Available | Inside Stateroom Twin/King | 289.00 USD | PNSP44 | Inside | 4D | | SELECT |
| Available | Oceanview Stateroom Twin/King | 299.00 USD | PNSP44 | Oceanview | 4B | | SELECT |
| Available | Inside Stateroom Twin/King | 299.00 USD | PNSP44 | Inside | 4E | | SELECT |
| Available | Oceanview Stateroom Twin/King | 319.00 USD | PNSP44 | Oceanview | 6C | | SELECT |
| Available | Oceanview Stateroom Twin/King | 339.00 USD | PNSP44 | Oceanview | 6D | | SELECT |
| Available | Suite with Balcony | 619.00 USD | PNSP44 | Suite | 11 | | SELECT |
| Available | Penthouse Suite | 719.00 USD | PNSP44 | Suite | 12 | | SELECT |

* Cruise Pricing Terms and Conditions: From prices are per person (cruise only) based on double occupancy and do not include airfare, taxes, or government charges unless otherwise noted. From prices are based upon the lowest fare and are subject to availability. Your exact price depends upon selected day of departure, departure city, ship, cabin level and date of airfare available. Rates for third and fourth passengers are not shown, with the exception of Royal Caribbean & Celebrity Cruises. All prices and dates are subject to availability. All offers and upgrades are for selected dates, sailings, and cabin categories only, are subject to availability, and are capacity controlled. All prices and dates may not be available at time of booking. All information is subject to change without notice. We reserve the right to correct errors.

** Price breakdown appears after cabin selection.

Cruise Itinerary Notice: Cruise itineraries are subject to change without notice. Please verify Ports, Dates, and Times with the Cruise Line directly on ALL bookings before the sailing.

Cruise specials do not include port charges unless otherwise stated.

STEP 7:

Select a Cabin

Select a Cabin

- Cabin numbers are listed in the first column. Deck names are also listed. Click the [Deck](#) name link to see where the cabin is located on a specific deck.
- You can also click the [View Itinerary](#) link and/or click [Add to Favorites](#) to add this sailing to your favorites.
- Click **Select** to select a cabin and continue.

Cruise Cabin Category Availability

Carnival
The Fun Ships

Ship Name: Carnival Imagination
Plan Name: 3 Night Bahamas Cruise
Departing: November 7, 2008 [View Itinerary](#) | [Add to Favorites](#)

Deck(s): [Empress Deck](#)
Deck(s): [Upper Deck](#)
Deck(s): [Riviera Deck](#)
Category: [Stateroom Upper/Lower \(1A\)](#)
Passengers: 2 adults

| Cabin Number | Location | Passengers Max. | Min. | Bed Type | Deck | Action |
|----------------------|----------|-----------------|------|----------------|--------------------------------|------------------------|
| E187 | Inside | 2 | 1 | Lower Twin Bed | Empress Deck | Select |
| U169 | Inside | 2 | 1 | Lower Twin Bed | Upper Deck | Select |
| U171 | Inside | 2 | 1 | Lower Twin Bed | Upper Deck | Select |
| U173 | Inside | 2 | 1 | Lower Twin Bed | Upper Deck | Select |
| R66 | Inside | 2 | 1 | Lower Twin Bed | Riviera Deck | Select |
| R60 | Inside | 2 | 1 | Lower Twin Bed | Riviera Deck | Select |
| R58 | Inside | 2 | 1 | Lower Twin Bed | Riviera Deck | Select |
| R56 | Inside | 2 | 1 | Lower Twin Bed | Riviera Deck | Select |
| R54 | Inside | 2 | 1 | Lower Twin Bed | Riviera Deck | Select |
| GUAR | Inside | 2 | 1 | | To Be Assigned | Select |

STEP 8: Quote the Price

Quote the Price

The pricing summary appears at the top of the page.

Quote the price and determine if your customer is ready to purchase.

If yes: Go to Step 9.

If no: You can quote the rate and stop here.

Cruise Options

| Passenger | Fare | NECF | Taxes/Misc. | Fuel Surcharge | Total |
|---------------------|-----------------|-----------------|----------------|----------------|---------------------|
| #1) | \$110.00 | \$49.00 | \$42.10 | \$27.00 | \$268.10 USD |
| #2) | \$110.00 | \$49.00 | \$42.10 | \$27.00 | \$268.10 USD |
| Subtotal: | \$220.00 | \$178.00 | \$84.20 | \$54.00 | \$536.20 USD |
| Grand Total: | | | | | \$536.20 USD |
| Commission Amount | | | | | \$200 |

Cruise Itinerary

Vendor: **Carnival Cruise Lines**
CARNIVAL
 The Captain


Ship: **Carnival Imagination**

Itinerary: **3 Night BAHAMAS Cruise**

Cabin: **Stateroom Upper/Lower #GUAR**

Deck: **To Be Assigned**

Departing: **From Miami, Florida on Friday, November 21, 2008**
[Add to Favorites](#)



Deposit Due By: **Wednesday, August 6, 2008 4:56 PM EDT**
 Deposit Due Amount: 200.00
 Final Payment Due By: **Monday, September 22, 2008 4:56 PM EDT**

Preferences

Search for Customer Profile: No Yes

Enter Customer Name to search:

Dining Preference: **First/Main Seating (Available)**

Prepaid Gratuities: No Yes (additional \$60.00 USD per cabin)

Passenger Information

Passenger #1 (Adult) : Thomas Testing

Gender: **Male**

Title: **Mr**

Legal First Name: **Thomas**

Legal Last Name: **Testing**

Email Address: **Philip.Harding@travelport.com**

Phone number:

Date of Birth: **Month** **Day** **Year**

Country of Citizenship: **United States**

Passport Number:

Passport Country: **United States**

Passport Expiration Date: **Month** **Day** **Year**

Fast Passenger Number:

Passenger #2 (Adult)

Gender: **Select a gender**

Title: **Mr**

Legal First Name:

Legal Last Name:

Date of Birth: **Month** **Day** **Year**

Country of Citizenship: **United States**

Passport Number:

Passport Country: **United States**

Passport Expiration Date: **Month** **Day** **Year**

Fast Passenger Number:

Select Your Cruise Options

Passenger #1 (Adult) : Thomas Testing

Passenger #2 (Adult)

| Price | Description |
|--|---|
| PRE-CRUISE PACKAGES (Pricing is Per Person) | |
| <input type="checkbox"/> No Cost | No Selection |
| <input type="checkbox"/> 170.00 | SHERATON STUDIO CITY MCO <small>Nov 18, 2008 - Nov 22, 2008</small> |
| <input type="checkbox"/> 250.00 | SHERATON STUDIO CITY MCO - CAR INCLUDED <small>Nov 18, 2008 - Nov 22, 2008</small> |
| <input type="checkbox"/> 120.00 | SHERATON STUDIO CITY MCO <small>Nov 19, 2008 - Nov 22, 2008</small> |
| <input type="checkbox"/> 170.00 | SHERATON STUDIO CITY MCO - CAR INCLUDED <small>Nov 19, 2008 - Nov 22, 2008</small> |
| <input type="checkbox"/> 320.00 | CASINO ROYALE ORLANDO <small>Nov 22, 2008 - Nov 22, 2008</small> |
| <input type="checkbox"/> 420.00 | CASINO ROYALE ORLANDO - CAR INCLUDED <small>Nov 22, 2008 - Nov 22, 2008</small> |
| <input type="checkbox"/> 240.00 | CASINO ROYALE ORLANDO <small>Nov 19, 2008 - Nov 21, 2008</small> |
| <input type="checkbox"/> 320.00 | CASINO ROYALE ORLANDO - CAR INCLUDED <small>Nov 22, 2008 - Nov 22, 2008</small> |

Select Your Shore Excursions

Nassau, Bahamas
Nassau City / Paradise Island Tour
2.0 Hours Approximately
22.00 USD per person

Travel along historic Sea Street, through the heart of the shopping district. After a visit to Fort Charlotte and its underground network of dungeons, it is off to Fort Fizzle and the Queen's Staircase providing a beautiful panoramic view of the ship, Paradise Island and the downtown area. A short drive through Paradise Island will take us to the new and exciting resort of Atlantis. For those wishing to venture onto the casino and try their luck, the tour will end here and taxis are available at a nominal rate. For those who wish to return to the ship, the tour will stop for 15-20 minutes and then return to town.

Number of people: **[Not Selected]**

Notice: These excursions are provided by independent operators and are offered as a convenience to you but are in no way connected to those excursions offered onboard the ship. Fort Promotions & Services acts only as an agent in reserving your space and does not own or operate the excursions, and will not be held liable for any loss, injury, damage or costs and delays resulting from your participation. It shall be the participant's responsibility to be at the location designated at the time listed. Fort Promotions reserves the right to modify or cancel any excursion should conditions warrant. Your participation in these excursions conveys your acceptance of these terms. Full refunds will be made to any excursion cancelled due to weather or ship missing ports, however no refunds can be made for failure to be at the designated departure location.

Passport Notice: The Intelligence Reform and Terrorism Prevention Act of 2004 requires travelers to and from the Caribbean, Bermuda, Panama, Mexico and Canada have a passport or other secure, accepted document to enter or re-enter the United States.

STEP 9:

Find/Enter Passenger Information Cruise Options Page

In this step you have two options.

1. Enter Passenger Information
2. Search for a Customer

Your agency may advise you to select one of these options as your best practice:

Enter Passenger Information

To enter passenger information:

1. Take the Default, **No**.

2. Select from the preferences offered, and move down.

Note: Preferences offered vary depending on the cruise line.

3. Enter Passenger Information (see next page).

Search for a Customer

Check to see if this passenger is already present in Travelport Cruise & Tour.

1. Click **Yes**.

2. **Select Search All Customers** if you want to search all of the customers for your agency/network.
3. Click the **Search** button to proceed.
4. If no matching customer is found, an empty pop up appears.

- Click **X** to close the pop-up.
- Click **No** (Search for Customer Profile).

5. Move down and **enter Passenger Information** as in option **1 Enter Passenger Information** (on the left).
6. If a match is found, **click the link for the name you want** to select. The pop-up closes and the Passenger Information area below is populated.

| Name | Email Address | Telephone Number | Full Address |
|----------------------------------|-------------------------------|------------------|--|
| Karen Testina * | pchristensen@galileo.com | 8479984703 | 1234 Testing Lane, Testingville TN39393 US |
| Thomas Testina * | Philip.Harding@travelport.com | 8479988888 | |
| Thomas Testina * | Philip.Harding@travelport.com | 8479988888 | |

7. Select from the preferences offered, and move down.

Note: Preferences offered vary depending on the cruise line.

8. **Enter/Modify Passenger Information** (see next page).

Entering Passenger Information

- If you search for a customer name and Travelport Cruise & Tour found a match, the customer name is entered into Passenger #1 in the Passenger Information area. You can edit this information.
- If you did not search for a customer, there may be passenger name information present on the page, which you will need to edit.

To enter Passenger Information:

1. **Enter the required fields**, marked with an asterisk (*). Enter the phone number without spaces.
2. **Enter the email address** so you can mail the itinerary to them.

Passenger Information

Passenger #1 (Adult) : Thomas Testing

Gender: *

Title: *

Legal First Name: *

(Full legal first name only, no nicknames.)

Legal Last Name: *

(Legal last name only.)

Email Address:

Phone number:

Date of Birth: *

Country of Citizenship: *

Passport Number:

Passport Country:

Passport Expiration Date: *

Past Passenger Number:

Passenger #2 (Adult)

Gender: *

Title:

Legal First Name:

(Full legal first name only, no nicknames.)

Legal Last Name:

(Legal last name only.)

Date of Birth: *

Country of Citizenship: *

Passport Number:

Passport Country:

Passport Expiration Date: *

Past Passenger Number:

- Select your Cruise Options.

The appearance of cruise options will vary depending on the cruise line.

- Click **Continue**.

Select Your Cruise Options

Passenger #1 (Adult) : Thomas Testing

Passenger #2 (Adult)

| 1 | 2 | Price | Description |
|---|---|---------|---|
| PRE-CRUISE PACKAGES (Pricing is Per Person) | | | |
| <input checked="" type="radio"/> | | No Cost | No Selection |
| <input type="radio"/> | | 170.00 | SHERATON STUDIO CITY MCO <small>Nov 18, 2008 - Nov 21, 2008</small> |
| <input type="radio"/> | | 250.00 | SHERATON STUDIO CITY MCO - CAR INCLUDED <small>Nov 18, 2008 - Nov 21, 2008</small> |
| <input type="radio"/> | | 120.00 | SHERATON STUDIO CITY MCO <small>Nov 19, 2008 - Nov 21, 2008</small> |
| <input type="radio"/> | | 170.00 | SHERATON STUDIO CITY MCO - CAR INCLUDED <small>Nov 19, 2008 - Nov 21, 2008</small> |
| <input type="radio"/> | | 320.00 | CARIBE ROYALE ORLANDO <small>Nov 17, 2008 - Nov 21, 2008</small> |
| <input type="radio"/> | | 420.00 | CARIBE ROYALE ORLANDO - CAR INCLUDED <small>Nov 17, 2008 - Nov 21, 2008</small> |
| <input type="radio"/> | | 240.00 | CARIBE ROYALE ORLANDO <small>Nov 18, 2008 - Nov 21, 2008</small> |
| <input type="radio"/> | | 320.00 | CARIBE ROYALE ORLANDO - CAR INCLUDED <small>Nov 18, 2008 - Nov 21, 2008</small> |

When this step is complete :

The customer's name is recorded in Travelport Cruise & Tour.

Cruise Payment and Review page opens.

Select Your Shore Excursions

Nassau, Bahamas

Nassau City / Paradise Island Tour

2.0 Hours Approximately

23.00 USD per person

Travel along historic Bay Street, through the heart of the shopping district. After a visit to Fort Charlotte and its underground network of dungeons, it is off to Fort Fincastle and the Queen's Staircase providing a beautiful panoramic view of the ship, Paradise Island and the downtown area. A short drive through Paradise Island will take us to the new and exciting resort of Atlantis. For those wishing to venture into the casino and try their luck, the tour will end here and taxis are available at a minimal rate. For those who wish to return to the ship, the tour will stop for 15-20 minutes and then return to town.

Number of people:

Notice: These excursions are provided by independent operators and are offered as a convenience to you but are in no way connected to those excursions offered onboard the ship. Port Promotions & Services acts only as an agent in reserving your space and does not own or operate the excursions, and will not be held liable for any loss, injury, damage or costs and delays resulting from your participation. It shall be the participant's responsibility to be at the location designated at the time listed. Port Promotions reserves the right to modify or cancel any excursion should conditions warrant. Your participation in these excursions conveys your acceptance of these terms. Full refunds will be made to any excursion cancelled due to weather or ship missing ports, however no refunds can be made for failure to be at the designated departure location.

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STEP 10:

Cruise Payment Review Enter Payment Information and select Hold or Purchase

The Cruise Cost, Cruise Itinerary and Passenger Information are reviewed on this page.

Review this information with your customer.

Important! At this point in the process you have a limited period of time to complete the cruise booking. The time left is noted in RED in the Cruise Cost section at the top.

- Determine if your customer wants to Pay a Deposit/Purchase the cruise, or put it on Hold.

Move down to the Payment Information area.

Cruise Cost

| Passenger | Fare | NECF | Taxes/Misc. | Fuel Surcharge | Total |
|---------------------|-----------------|-----------------|----------------|----------------|---------------------|
| #1) | \$120.00 | \$89.00 | \$42.10 | \$27.00 | \$278.10 USD |
| #2) | \$120.00 | \$89.00 | \$42.10 | \$27.00 | \$278.10 USD |
| Subtotal: | \$240.00 | \$178.00 | \$84.20 | \$54.00 | \$556.20 USD |
| Grand Total: | | | | | \$556.20 USD |

Commission Amount [Show](#)

Your cruise isn't purchased until you click "Purchase Now". This cabin has been held for you with these prices. Your hold expires in 10 minutes, 35 seconds!

Cruise Itinerary

Vendor: **Carnival Cruise Lines**
The Fun Ships.

Ship: **Carnival Imagination**

Itinerary: **3 Night BAHAMAS Cruise**

Cabin: **Stateroom Upper/Lower #GUAR**

Deck: **To Be Assigned**

Departing: **From Miami, Florida on Friday, November 21, 2008**

[Add to Favorites](#)

Passenger Information

Email Address: **Philip.Harding@travelport.com**
Dining Preference: **First/Main Seating (Available)**
Dining Table Size: **n/a**
Smoking Preference: **Non-smoking**
Bed Preference: **n/a**

Passenger #1
Name: **Mr Thomas Testing**
Date of Birth: **January 7, 1958**
Country: **United States**
Past Passenger: **n/a**

Passenger #2
Name: **Mrs Tesla Testing**
Date of Birth: **February 2, 1960**
Country: **United States**
Past Passenger: **n/a**

Payment Information

Please read the [cancellation notice](#) before purchasing. Then submit this payment form to complete your purchase.

Back Office Payment Type:
Globalware sales invoice, one payment

Deposit Due By: **Wednesday, August 6, 2008 5:00 PM EDT**
Deposit Amount: **200.00 USD**
Final Payment Due By: **Monday, September 22, 2008 5:00 PM EDT**

Billing Information

Lead: **Make A New Lead**

First Name: **Thomas**
Last Name: **Testing**
Phone: **8479988888**

Payment Amount: **Full Amount (556.20 USD)**

Address:
City:
State/Province:
Zip/Postal Code:
Country: **United States**

Pay by: **Cash**

I have read and agree to the terms below.

TERMS OF USE (Effective April 11, 2008)

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING THIS WEB SITE (the "Site").

THE SITE

This Travelport-Cruise & Tour™ Site is made available for your use by Travelport ("Travelport", "we", "us", "our") subject to, and conditional on, these terms of use ("Terms") and any changes to these Terms which we may publish from time to time. By using the Site, you agree to, and are bound by, these Terms.

CHANGES TO TERMS

Purchase >>

To Pay a Deposit or Purchase:

- Click [Cancellation Notice](#) link and read it before beginning the purchase process.
- Enter **Billing Information** into the fields provided.
- If applicable, click the **Back Office Payment Type** drop-down to select the payment option your customer prefers. *What you enter here affects the Payment Amount below.*
- Enter the First/Last Name, Phone number, address, City, State and Zip code **of the person making payment.**
- Select a **Pay By** option from the dropdown list.
If credit card is selected, additional fields open. Complete the required credit card fields.
- Read and Select '**I have Read and Agree to the terms**'.
- Click **Purchase**.

Note: The payment process depends on your agency back office system and how the payment process is configured for your agency. It is possible your will simply select an amount from the Payment Amount dropdown list.

The **Thank You for Booking With Us** page appears. An **e-mail is sent** to the default e-mail address in the customer profile.

To Hold:

1. Click the [Cancellation Notice](#) link and read it before beginning the Hold process.
2. Click the **Back Office Payment Type** drop-down and select **No Payment Hold** from the drop-down.

This changes the Payment Amount to 0.00.

The 'Purchase' button at the bottom of the page changes to a 'Hold' button.

3. Select '**I have Read and Agree to the terms**'.
4. Click **Hold**.

The **Thank You for Booking With Us** page appears.

An **e-mail is sent** to the default e-mail address in the customer profile.

[Return to Pricing](#) [Return to Options](#)

Payment Information

Please read the [cancellation notice](#) before purchasing. Then submit this payment form to complete your purchase.

Back Office Payment Type:

[No Payment Hold] ▾

Deposit Due By: Wednesday, August 6, 2008 5:34 PM EDT
Deposit Amount: 200.00 USD
Final Payment Due By: Monday, September 22, 2008 5:34 PM EDT

Billing Information

Lead: [Make A New Lead] ▾

First Name: [Steven] *
 Last Name: [Tester] *
 Phone: [847988833] *
 Payment Amount: [No Payment 0.00] ▾
 Address: []
 City: []
 State/Province: [] ▾
 Zip/Postal Code: [] *
 Country: [United States] ▾

Pay by [Cash] ▾

I have read and agree to the terms below.

TERMS OF USE (Effective April 11, 2008)

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING THIS WEB SITE (the "Site").

THE SITE

This Travelport Cruise & Tour™ Site is made available for your use by Travelport ("Travelport", "we", "us", "our") subject to, and conditional on, these terms of use ("Terms") and any changes to these Terms which we may publish from time to time. By using the Site, you agree to, and are bound by, these Terms.

CHANGES TO TERMS

Hold ->

The **Thank You for Booking with Us** page.

This completes the Basic Steps for Booking a Quick Cruise.

Thank you for booking with us

| Cruise Cost | | | | |
|---------------------|---------------------|----------------|----------------|---------------------|
| Passenger | Fare | Taxes/Misc. | Fuel Surcharge | Total |
| #1) | \$313.50 | \$42.10 | \$27.00 | \$382.60 USD |
| Subtotal: | \$313.50 | \$42.10 | \$27.00 | \$382.60 USD |
| Total: | \$313.50 USD | \$42.10 | \$27.00 | \$382.60 USD |
| Grand Total: | | | | \$382.60 USD |

Totals include all charges and taxes.

Deposit Due By: Wednesday, August 6, 2008 11:00 PM EDT
Deposit Due Amount: 200.00 USD
Final Payment Due By: Monday, September 22, 2008 11:00 PM EDT

| Cruise Itinerary | | | |
|------------------|----------|-----------|-----------------|
| Itinerary | | | |
| Date | Arrival | Departure | Location |
| 11-21-2008 | | 04:00 PM | MIAMI, FL |
| 11-22-2008 | 08:00 AM | | NASSAU, BAHAMAS |
| 11-23-2008 | 05:30 AM | | NASSAU, BAHAMAS |
| 11-23-2008 | | | FUN DAY AT SEA |
| 11-24-2008 | 08:00 AM | | MIAMI, FL |

Note: Cruise itinerary is subject to change. Please verify ports and times with the cruise line directly, or refer to your cruise line documents.

| Passenger Information | |
|-----------------------|---------------------------------------|
| Dining Preference: | <i>First/main Seating (Available)</i> |
| Dining Table Size: | <i>n/a</i> |
| Smoking Preference: | <i>Non-smoking</i> |
| Bed Preference: | <i>n/a</i> |
| Passenger #1 | |
| Name: | Mr Steven Tester |
| Date of Birth: | May 5, 1958 |
| Country: | United States |
| Passenger #2 | |
| Name: | Mrs Stephanie Testing |
| Date of Birth: | May 9, 1960 |
| Country: | United States |
| Confirmation Number: | 15BX58 |
| Current Date: | August 6, 2008 |

View Itinerary

Please print this page for your records.

Find a Cruise Booking and Make Payment

To find a cruise booking:

1. Click the **ADMIN** menu and select **Agent Cruise Transaction report**. The search page opens.
2. Enter the **Passenger Travel Date Range**. Most of the time this is all you will need to find the cruise.
3. Click **Generate Report**. The search results opens.
4. Find the cruise you are looking for and click **View Itinerary**.

Search Results

| Booking Type | Passenger Names | Branch of Record | Cruise Line/Tour Operator | Confirmation Number | GDS Confirmation Number | Travel Start Date | Total Package Cost | Amount Paid | Booking Agent | Action Link |
|--------------|----------------------------------|------------------|----------------------------------|---------------------|-------------------------|-------------------|--------------------|-------------|-------------------|--------------------------------|
| BOOKING | Thomas Testing Teresa Testing | Test | Travelport Carnival Cruise Lines | 75BWB2 | XQD1Y | 2008-11-07 | 614.20 | 0.00 | Patty Christensen | View Itinerary |
| BOOKING | Sulo Palacios Test | Test | Travelport MSC Cruises | 1669447 | ZJLGN9 | 2008-11-08 | 4729.50 | 0.00 | Sulo Palacios | View Itinerary |
| BOOKING | ROCKY BALBOA TEST TESTER | Test | Travelport Carnival Cruise Lines | 98C530 | WBSSQ5 | 2008-11-08 | 1455.00 | 0.00 | Sulo Palacios | View Itinerary |

The Itinerary Page Opens

To make a payment:

1. Click the Make a Payment link. If one payment has already been made to the cruise this link will say *Make Additional Payment*.

The **Select Type of Payment** pop up opens.

[Close Window](#)

The default is Select an Electronic Payment.

- If **no** payments have been made to the cruise line over the phone, accept this default.
- If payments have been made to the cruise line directly, select **Add Manual Payment** to the Invoice.

2. Click Select.

The **Payment page** opens.

| Departure Port | Date | Arrival Time | Departure Time |
|-----------------|------------|--------------|----------------|
| Miami, Florida | 11-21-2008 | -- | 4:00 pm |
| Nassau, Bahamas | 11-22-2008 | 8:00 am | -- |
| Nassau, Bahamas | 11-23-2008 | -- | 5:30 am |
| Fun Day At Sea | 11-23-2008 | -- | -- |
| Miami, Florida | 11-24-2008 | 8:00 am | -- |

Total Fare: \$513.50 USD
Total NCEP: \$0.00 USD
Total Taxes/Fees: \$42.50 USD
Total Fuel Surcharges: \$27.00 USD
Total: \$583.00 USD

Deposit Due Date: Wednesday, August 6, 2008
Final Payment Due Date: Monday, September 22, 2008

Cruise Payments page

The lower half of this page is the Payments Information area.

3. Click the **BackOffice Invoice Type** dropdown list and select the type of payment.
4. **Enter the First/Last Name of the person paying** along with other required information related to the payment type.

Note: The only type of electronic payment the cruise line accepts is payment by credit card.

5. When finished, click the **Make a Payment button** just above the Payment Information area.

The electronic payment is sent to the cruise line. This payment is reflected in the Customer Invoice.

Cruise Information

| | |
|----------------------|--------------------------|
| Cruise Line: | Carnival Cruise Lines |
| Cruise Ship: | Carnival Imagination |
| Destination: | Bahamas |
| Departure Date: | Friday, November 7, 2008 |
| Departure Port: | Miami, Florida |
| Length of Cruise: | 3 Nights |
| Category: | Stateroom Upper/Lower |
| Stateroom Number: | E187 |
| Deck: | Empress Deck |
| Number Passengers: | 2 |
| Total Fare: | 452.00 USD |
| Total Taxes/Fees: | 84.20 USD |
| Total: | 536.20 USD |
| Amount Paid: | 0.00 USD |
| Amount Due: | 536.20 USD |
| Deposit Amount: | 200.00 USD |
| Confirmation Number: | 40BTS2 |

Buttons: Use Previous Card, Cancel, Make Payment ->

Notice: The cruise line's payment processing system may not process your payment immediately. Please contact the cruise vendor directly to confirm that your payment has been received.

Passenger Information

Passenger 1: Mr Testing Passenger
Date of Birth: March 5, 1953

Passenger 2: Mrs Teresa Passenger
Date of Birth: March 3, 1953

Payment Information

BackOffice Invoice Type: Globalshare sales invoice, one payment

First Name: Testing
Last Name: Passenger
Payment Amount: 536.20 * USD only
Payment Type: Full Payment
Phone: 847998888
Credit/Debit Card Number: *****1111
Credit/Debit Card Type: VISA
Security Code: * (This is on the back of the card)
CC/Debit Valid Thru: January 2010
Address: 1111 Testing Lane
City: Testing
State: Illinois
Zip Code: 60026
Country: United States

Find a Cruise Booking and Cancel

You can cancel a cruise booking made through Travelport Cruise & Tour *provided no electronic payment has been made*.

To cancel a cruise booking:

1. Follow the steps to Find a Cruise Booking, above.
2. Click the **Cancel** link. A popup appears.
3. Accept the defaults, and click **Submit**.

The cruise booking is cancelled.

The Itinerary page reappears with the Cancellation Successful message in **RED** at the top.

You will find a cancellation number on the page as well.

BAHAMAS Cruise Departing November 7, 2008

Buttons: Destination Guide, Rename Itinerary, Email Itinerary, Print Preview

Links: View Customer Profile, View Customer Itineraries, Change Credit Card Information

Itinerary Notes: [Empty text area]

Cruise: Vacation: 3 Night Bahamas Cruise

CRUISE

Confirmation Number(s): 61BT62 | **Cancel** | Make Payment | Move Itinerary Item

Links: Add / Remove a Cross Referenced Booking, Create New Cross Referenced Booking

Cruise Information:

- Cruiseline: Carnival Cruise Lines
- Ship Name: Carnival Imagination
- Departure Date: Friday, November 7, 2008
- Departure Port: Miami, Florida
- Length of cruise: 3 Nights
- Stateroom Number: U169
- Category: Stateroom Upper/Lower (1A)
- Deck: Upper Deck
- Dining Preference: First/main Seating (Available)
- Smoking Preference: Non-smoking
- Record Locator: Q0CSF0
- Vendor Confirmation: 61BT62
- Rate Code: PNS

BAHAMAS Cruise Departing November 7, 2008

Send the customer a confirmation email? Yes No

Do you want to send a cancellation request electronically? Yes No

Submit

Find an Invoice

To find a cruise invoice:

1. Follow the steps to **Find a Cruise Booking**, above.
2. At the top of the page, **click the View Customer Itineraries link**.
Customer Itineraries list opens.
3. Click the **View Invoice** button.
The Invoice page opens.
4. **Select the option** at the bottom of the page: Edit Invoice, Print Invoice, or Send Invoice.

Customer Itineraries (My Trip Planner)

Invoice

Note: If you click **Edit Invoice**, the Invoice opens. You can edit fields on this invoice, and you can click links to Cancel Items, Modify Items or Make Payments.

If you select the Make Payments link, you are sent the Make Item Payment page. You can use this page to add payment information to the invoice. Any payment entered here is considered a 'manual' payment.

This is how you would record an invoice payment that was made directly to a cruise line, rather than being sent electronically.

NOTE: The screen captures on these pages are provided for visual orientation only. They are representative of what you will see during the booking process.