



CalypsoNet Travel Agent Guide

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Welcome to the Asia Escape Holidays CalypsoNet Guide

This guide is designed to show travel agents the main features and functions of the Asia Escape Holidays CalypsoNet website. We will also highlight how quick and easy the system is to use, as well as our latest enhancements.

Asia Escape Holidays CalypsoNet Features

- One system, one transaction, one stop shop...so EASY!
- Sell, Book and Pay 24/7.
- Agent and client friendly and printable itineraries and hotel information pages (including images).
- Hotels – immediate availability and confirmation at hundreds of hotels – including additional room availability via the CalypsoNet Bedbank system.
- Online and instant payments – via Money Direct, E-nett and Credit Card – payments will be added immediately to bookings.
- Online and instant modifications to your quote or booking.
- No land only fees.
- Most importantly...YOU HAVE COMPLETE CONTROL!

Destinations, Airlines and Cruises Available via Calypsonet

Package Booking

- | | |
|--|--|
| <ul style="list-style-type: none"> • Bali • Thailand • Malaysia • Singapore • Hong Kong • Japan Ski • Star Cruises - ex Singapore • Costa Cruises - ex Singapore
- ex Hong Kong • Royal Caribbean Cruises - ex Singapore
- ex Hong Kong | <p>Garuda Indonesia, Virgin Blue, Jetstar, & Singapore Airlines
Thai Airways, Singapore Airlines, Malaysia Airlines,
Virgin Blue & Jetstar</p> <p>Malaysia Airlines, Singapore Airlines, Royal Brunei Airlines
& Jetstar</p> <p>Singapore Airlines, Qantas & Jetstar
Cathay Pacific, Qantas & Jetstar
Cathay Pacific & Qantas</p> <p>Singapore Airlines, Qantas & Jetstar
Singapore Airlines, Qantas & Jetstar
Cathay Pacific & Qantas</p> <p>Singapore Airlines, Qantas & Jetstar
Cathay Pacific & Qantas</p> |
|--|--|

Please note:

- Cruise Packages – land and air is optional
- Other Packages – air is optional

Build Your Own

- | | | | | | | |
|--|----------------------------------|----------------------------------|--------------------|---------------------|---------------------|--|
| <ul style="list-style-type: none"> • Land only to the above destinations – excluding Japan • Air and land <table border="0" style="margin-left: 20px;"> <tr> <td>Bali - Virgin Blue & Jetstar</td> <td>Thailand - Virgin Blue & Jetstar</td> </tr> <tr> <td>Malaysia - Jetstar</td> <td>Singapore - Jetstar</td> </tr> <tr> <td>Hong Kong - Jetstar</td> <td></td> </tr> </table> | Bali - Virgin Blue & Jetstar | Thailand - Virgin Blue & Jetstar | Malaysia - Jetstar | Singapore - Jetstar | Hong Kong - Jetstar | |
| Bali - Virgin Blue & Jetstar | Thailand - Virgin Blue & Jetstar | | | | | |
| Malaysia - Jetstar | Singapore - Jetstar | | | | | |
| Hong Kong - Jetstar | | | | | | |

Quotes and Bookings – Our Recommendations

- Package Booking – recommended for itineraries including cruises, ski and/or flights - including low cost carriers (Virgin Blue and Jetstar)
- Build Your Own – recommended for land only itineraries



How to arrange an Asia Escape Holidays CalypsoNet Login

Please email: sales@asiaescapeholidays.com

How to Login to Asia Escape Holidays CalypsoNet

Steps

1. Retrieve www.calypsonet.com.au
2. Click on the Asia Escape Holidays logo - per Image #1 below
3. Login – please enter your agency username - per Image #2 below
4. Password – please enter your consultant password - per Image #2 below

Image #1

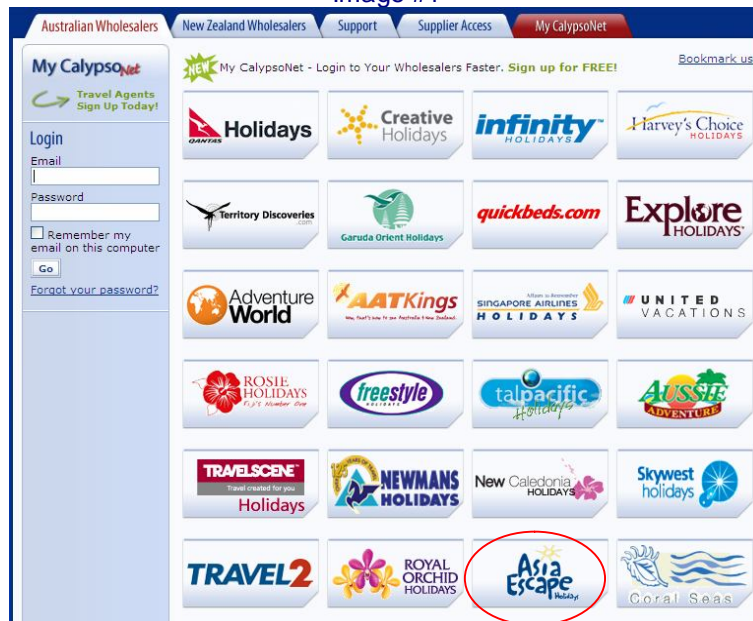


Image #2



Login Password Change

For security reasons we recommend you amend your CalypsoNet password on the first occasion you login. To change your password please click on Administration.

Asia Escape Holidays CalypsoNet Home Page

After you have logged on, the Asia Escape Holidays CalypsoNet Home Page will be displayed including our wholesaler Message highlighting our latest deals and news - per Image #3 below.

Image #3

Helpdesk - phone
 08 9481 7177 - option 3
 1800 462 254 - option 3

Home
Bookings
Messages
Administration
Logout

Agent Details

Company:	ASIA ESCAPE HOLIDAYS		
Consultant Name:	Neil Giolitto	Consultant No:	00352
Agent Code:	DUMMYTES		
Agent Name:	ASIA ESCAPE HOLIDAYS	Phone No:	+61894817177
Agent Address:	LEVEL 2, 982 WELLINGTON ST WEST PERTH, WA 6005 AUSTRALIA	Fax No:	+61892264750

Wholesaler Message

```

*****
                JETSTAR ASIA (3K) NOW AVAILABLE

PHUKET (DEP FROM 15DEC), BANGKOK, KUALA LUMPUR, PENANG,
KOTA KINABALU, KUCHING, HONG KONG & HO CHI MINH CITY.

FLY JETSTAR TO SINGAPORE (TRANSIT OR STOPOVER)
& JETSTAR ASIA SINGAPORE TO ABOVE DESTINATIONS.

AVAILABLE WITH RESERVATIONS NOW & CALYPSO NET PACKAGES VERY SOON

*****
                DESTINATIONS & AIRLINES AVAILABLE VIA CALYPSO NET

                *** PACKAGE BOOKING ***
BALI - LAND & OPTIONAL AIR - GA, DJ, JQ & SQ
THAILAND - LAND & OPTIONAL AIR - TG, SQ, MH & DJ
MALAYSIA - LAND & OPTIONAL AIR - MH, SQ & BI
SINGAPORE - LAND & OPTIONAL AIR - SQ, QF & JQ
HONG KONG - LAND & OPTIONAL AIR - CX & QF
JAPAN - LAND, SKI & OPTIONAL AIR - CX & QF
STAR CRUISES - EX SIN - OPTIONAL LAND & AIR - SQ, QF & JQ
COSTA CRUISES - EX SIN - OPTIONAL LAND & AIR - SQ, QF & JQ
                - EX HKG - OPTIONAL LAND & AIR - CX & QF
ROYAL CARIBBEAN - EX SIN - OPTIONAL LAND & AIR - SQ, QF & JQ
                - EX HKG - OPTIONAL LAND & AIR - CX & QF

                *** BUILD YOUR OWN - INCLUDING LAND ONLY & AIR/LAND ***
(AIR/LAND - DJ & JQ TO BALI, & JQ TO SINGAPORE, & DJ TO PHUKET)

                ALSO AVAILABLE VIA RESERVATIONS - VIETNAM
  
```

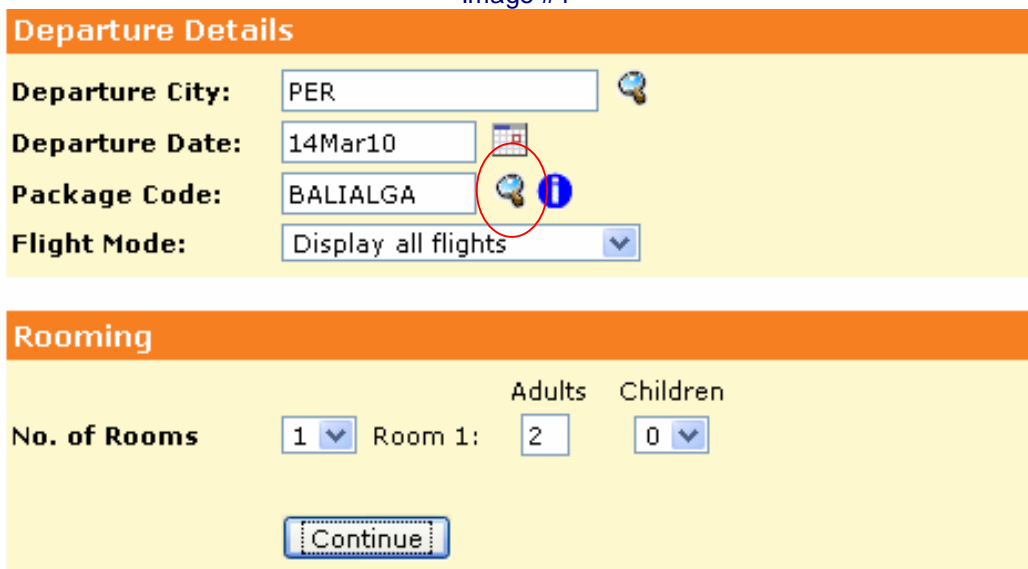
Package Booking

Creating A Quote


Steps - per Image #4 below


1. Departure City - please click on the magnifying glass and select a city.
2. Departure Date - please click on the magnifying glass and select a date.
3. Package Code - please click on the magnifying glass and select a product.
4. Flight mode - please select Display All Flights so all flights can be selected during the itinerary build regardless of availability (as your agency may already be holding confirmed flights/PNR in your GDS - Sabre/Amadeus/Galileo).
5. Maximum number of rooms is 5
6. Please click on Continue



Image #4




Departure Details



Departure City: PER 

Departure Date: 14Mar10 

Package Code: BALIALGA  

Flight Mode: Display all flights 

Rooming

No. of Rooms: 1  Room 1: Adults: 2 Children: 0 

Flights and Fare Types - Flight itineraries including Virgin Blue or Jetstar

Per the Virgin Blue and Jetstar text below - airline payment conditions will be displayed before you select the flights and fare types. Please use this information to book the flights, collect the relevant payment from your clients and then forward payment to Asia Escape Holidays by the due date.

Virgin Blue

The Virgin Blue airfare, taxes & deposit for this quote/booking are instant purchase. Flights will only be booked (subject to the airfare quoted being available) upon receipt of payment for the gross airfare, air taxes and deposit. The gross airfare, taxes & deposit will be stated as the deposit on the invoice & CalypsoNet - Enquiries - Finance.

Jetstar


The Jetstar airfare, taxes & deposit for this quote/booking is due within 4 days of the booking creation date. Exception: bookings created within 14 days of departure – the airfare is instant purchase. Flights will only be booked (subject to the airfare quoted being available) upon receipt of payment for the gross airfare, air taxes and deposit. The airfare, taxes and deposit will be stated as the deposit on the invoice and CalypsoNet - Enquiries - Finance.

Inbound flight date – per Image #5 below - the number 9 entered represents day 9 (ie. inbound flight is 8 nights/9 days after the outbound flight departure date).

Image #5

Itinerary Step 2

* * * * *
 Minimum stay is 1 night(s). Maximum stay is 99 night(s).
 Number of nights accommodation booked with Asia Escape
 Holidays must be equal to or greater than the minimum stay.
 * * * * *
 NOTE: Please take flight durations and overnight/stopover
 stays into consideration with the maximum stay.
 * * * * *
 The return date may be between Mon, 15th Mar and Mon, 21st Jun.
 * * * * *

Enter the flight departure date from Denpasar: 

Please select the preferred flights and fare type, and then select Continue - per Image #6 below.

Image #6

Itinerary Step 3

Show best prices only:

Flights from PER to HKT on 06Feb10

Flight	Departing	Arriving	Fare Type	Adult*	Total*
<input type="radio"/> DJ4149	PER 06Feb10 10:35	HKT 06Feb10 16:20	Blue Saver	404.00	808.00
<input checked="" type="radio"/> DJ4149	PER 06Feb10 10:35	HKT 06Feb10 16:20	Wholesale	404.00	808.00
<input type="radio"/> DJ4149	PER 06Feb10 10:35	HKT 06Feb10 16:20	Flexible	804.00	1608.00
<input type="radio"/> DJ4149	PER 06Feb10 10:35	HKT 06Feb10 16:20	Corporate Plus	1004.00	2008.00
<input type="radio"/> DJ4149	PER 06Feb10 10:35	HKT 06Feb10 16:20	Premium Economy	1154.00	2308.00

***Price includes all taxes, fees, and surcharges.**

Flights from HKT to PER on 14Feb10

Flight	Departing	Arriving	Fare Type	Adult*	Total*
<input checked="" type="radio"/> DJ4148	HKT 14Feb10 13:00	PER 14Feb10 20:40	Blue Saver	375.31	750.62
<input type="radio"/> DJ4148	HKT 14Feb10 13:00	PER 14Feb10 20:40	Wholesale	375.31	750.62
<input type="radio"/> DJ4148	HKT 14Feb10 13:00	PER 14Feb10 20:40	Flexible	775.31	1550.62
<input type="radio"/> DJ4148	HKT 14Feb10 13:00	PER 14Feb10 20:40	Corporate Plus	975.31	1950.62
<input type="radio"/> DJ4148	HKT 14Feb10 13:00	PER 14Feb10 20:40	Premium Economy	1125.31	2250.62

***Price includes all taxes, fees, and surcharges.**

After selecting the flights and fare types the airline booking conditions will be displayed, please read and then click on Acknowledge.

Flights and Fare Types - Flight itineraries other than Virgin Blue and Jetstar

A range of available airfares will be displayed on a picklist for both the outbound and inbound journey - therefore allowing you to combine airfares per the conditions set the airlines. The picklist will show the key conditions of each airfare - such as the booking class, minimum/maximum number of nights, sale and ticket deadline and the agent commission (if the commission differs to your agency agreement).

Itineraries requiring 2 flights to/from a destination with a transit en-route (eg. PER KUL PEN on MH). If the 1st flight departs and arrives on the same day you can choose the flight date for the 2nd flight (ie. 2nd flight can be either the same day as the 1st flight or the next day) - per Image #7 below.

Image #7

Itinerary Step 6

The flight arrives into Kuala Lumpur at 22:00 on Mon, 1st Feb.

Please select the date for Kuala Lumpur to Penang flight:

Mon, 1st Feb

Tue, 2nd Feb

Current Itinerary for New Quote

Date	City	Description	Nights	Status	
01Feb10	PER	MH124 TO KUL		AV	1630/2200

Inter-Asia flights - there are many scheduled flights on some sectors (eg. HKT/BKK or KUL/PEN), you can choose the flight time for the inter-Asia sector to suit your clients preference or provide the best available connection - per Image #8 below.

Image #8

Itinerary Step 7

Phuket to Bangkok flight:

Please enter the departure time on Mon, 15th Mar:

Current Itinerary for New Quote

Date	City	Description	Nights	Status	
06Mar10	PER	TG486 TO HKT		AV	0910/1425



Transfers

Options

- 1) All transfers, at least 1 transfer or no transfers
- 2) Seat In Vehicle and Private

During the itinerary build immediately after selecting your hotel you may be advised complimentary transfers are available from the airport to hotel and return - to include these transfers in the itinerary please ensure you select Book all available transfers for Image #9 below.

Image #9

Itinerary Step 6

Please select the transfer option for this itinerary:

Book all available transfers

Book at least 1 transfer

Book no transfers

Current Itinerary for New Quote

Date	City	Description	Nights	Status	
15Feb10	PER	GA725 TO DPS		AV	1515/1855
24Feb10	DPS	GA728 TO PER		AV	2210/0150+1

Accommodation

Options during the accommodation selection:

- 1) One or more hotel stays
- 2) Own Arrangements
- 3) Meals
- 4) Early Check-In
- 5) Late Check-Out

Selecting a hotel from a hotel picklist - example of hotel picklist per Image #10 below.
Hotel picklist - information and definitions are highlighted below.

Hotel sort sequence

1st by availability - hotels with at least 1 room category available for the check in date, duration and number of rooms selected.

Then by price - based on the cheapest room category at the hotel

CalypsoNet will display each hotel with an Availability status of Available or Check Avail or On Request.

A plus sign will be displayed to the left of the hotel name, click on the plus sign to display all room categories and the availability status for each room category.

Available = Available per the check-in date, duration and number of rooms selected.

Check Avail = Bedbank - an online availability search providing an additional booking option - more information below.....

On Request = On Request for at least 1 night and/or 1 room for the check-in date, duration and number of rooms selected.

A hotel/room type may appear on the picklist twice (Available and Check Avail, or Check Avail and On Request)

- please make your selection based on the following priorities:

- 1st = Available
- 2nd = Check Avail
- 3rd = On Request

Check Avail - Bedbank

Agents will be able to check availability and provide an immediate confirmation to clients up to 3 days prior to arrival and for room types not normally available via allotment.

Click on Check Avail and CalypsoNet will do an online availability search. CalypsoNet will return an Availability status of Available or Unable per the check-in date, duration and number of rooms selected.

Description/Hotel Name = click on the Hotel name for hotel and room images, description and facilities - such as location, restaurants, pools, room balcony, room size) - per Image #11 below.

Category = Asia Escape Holidays star rating

Price = Total price (including compulsory meals) for the check in date, duration, number of rooms and guests selected.

B = Bonus nights may apply (eg. Pay 5 nights, Stay 7 nights)

Info = click on the info link to display per person nightly room and meal prices, bonus free night offers, value offers (eg. free dinner, free massage) and renovations.

Optional Selection - per Image #10 below - the Filter acts as an advanced search used for the Category (hotel star rating), and/or keyword of the hotel name (eg. Legian).

Image #10

Itinerary Step 7

* * * * *
 DO NOT QUOTE PRICES FROM THIS AREA AS THEY ARE NOT FULLY INCL:
 Customers must be quoted a "FULLY INCLUSIVE" price, INCLUDING
 all CHARGES & TAXES. To ensure that prices are fully inclusive,
 quote the price ONLY when the quote has been completed.
 * * * * *
 . Refer to product notes for full product information.
 * * * * *

Select the hotel in Kuta.

KUTA (ZKU) 1 rm 2 nts 15Mar

Description	Category	Availability	Price	*	B
<input checked="" type="checkbox"/> LEGIAN PARADISO HOTEL	3*	Available	122	*	B
<input checked="" type="checkbox"/> THE LOKHA LEGIAN	3*	Available	163	*	B
<input type="checkbox"/> ALL SEASONS LEGIAN	3*	Available	181	*	B
<input type="radio"/> Superior Room incl breakfast Legian	3*	Available	181	*	B info
<input type="radio"/> Deluxe Room incl breakfast Legian	3*	On Request	256	*	B info
<input checked="" type="checkbox"/> LEGIAN BEACH HOTEL	4*	Available	317	*	B
<input checked="" type="checkbox"/> PULLMAN BALI LEGIAN NIRWANA	5*	Available	358	*	B
<input checked="" type="checkbox"/> PADMA RESORT BALI AT LEGIAN	4.5*	Available	458	*	B
<input checked="" type="checkbox"/> THE LOKHA LEGIAN	3*	check avail	163	*	B
<input checked="" type="checkbox"/> ALL SEASONS LEGIAN	3*	check avail	181	*	B
<input type="radio"/> Superior Room incl breakfast Legian	3*	check avail	181	*	B info
<input type="radio"/> Deluxe Room incl breakfast Legian	3*	check avail	256	*	B info
<input checked="" type="checkbox"/> PADMA RESORT BALI AT LEGIAN	4.5*	check avail	458	*	B
<input checked="" type="checkbox"/> THE LEGIAN BALI & THE CLUB	5*	On Request	955	*	B

Filter

Click Select to display only products matching all of the following filters:-

Category:

Hotel Name:

Recommended:

Image #11

PURI SANTRIAN







JI Cemara 35
 PO Box 3055 Sanur Bali
 Indonesia

Check in: 14.00
 Check out: 12.00 midday

HOTEL DESCRIPTION

The Puri Santrian Hotel lies at the prestigious southern end of the beautiful and peaceful beach of Sanur, within walking distance to shops and restaurants. The Hotel is owned and operated by a Balinese family with traditional warmth and generosity. Dedicated and caring staff are mostly Balinese from the Sanur area, their priority is to make your stay happy, relaxing and extremely memorable so that guests will want to return.

COMMUNICATION

Phone: 62-361-288 009
 Fax: 62-361-287 101
 Email: reservation@santrian.com

DISTANCES

Airport: 20km
 Beach: Beachfront

SHUTTLE SERVICES

Shuttle to Airport: (Not Available)
 Shuttle to City Centre: (Not Available)

ROOM FACILITIES

Telephone	Air Conditioning
Mini Bar	Television
Tea and Coffee	Shower
Bath	

ROOMS

Garden Wing

Maximum Number of Guests: 3
 Existing Bedding: 1 Queen or 2 Singles
 Additional Bedding: How many rollaway beds
 OR cots are permitted: 1
 Size of room: 38 sqm
 Interconnecting rooms: Y
 Balcony: Y
 Non-smoking rooms: Y



Pool



Garden Wing Room



Restaurant



Beach Wing



During the itinerary build hotel value offers (eg. free dinner, free massage) and renovations will automatically be displayed.

Sightseeing and Tours

Are an optional inclusion during the itinerary build.

Build Your Own

Creating A Quote - Itinerary Excluding Flights

We recommend you build your itinerary in the following order:

1st Accommodation

2nd Transfers

The above order will result in complimentary transfers offered by hotels being displayed at the top of the transfer picklist.

Accommodation

Steps - Product Information Search - per Images #13 and #14 below.

1. Departure Date - please click on the magnifying glass and select a date.
2. Range - please click on the magnifying glass and select a product.
3. Type - please click on the down arrow and select Hotels.
4. City - please click on the magnifying glass and select a city for the accommodation.
5. Maximum number of rooms is 5

Build Your Own has 2 accommodation search options

Advanced Search – recommended – finds your preferred hotel - per Image #13 below.

Steps

1. Complete Product Information Search Steps 1-5
2. Please click on Show Advanced Search
3. Hotel Name – please enter one key word of the hotel name (eg. Mandira)
4. Duration – please enter the number of nights accommodation
5. No. of Rooms - number of rooms and guests
6. Please click on Search

Image #13

Product Information Search

Date:

Range:

Type:

City:

Recommended products only: [Hide Advanced Search](#)

Category:

Hotel Name:

In Date:

Out Date: or **Duration:** [Clear Advanced Search](#)

	Adults	Children	Child Ages
No. of Rooms <input type="text" value="3"/>			
Room 1:	<input type="text" value="2"/>	<input type="text" value="0"/>	
Room 2:	<input type="text" value="2"/>	<input type="text" value="0"/>	
Room 3:	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text"/>

[Reset Rooming](#)

Basic Search - displays all hotels - per Image #14 below.

1. Complete Product Information Search Steps 1-5
2. Please click on Search


Image #14




Product Information Search

Date: 15Feb10 

Range: AAAA 

Type: Hotels 

City: ZKU 

Recommended products only: [Show Advanced Search](#)

No. of Rooms: 1  **Room 1:** Adults: 2 Children: 0 

[Reset Rooming](#)

Build Your Own has two additional accommodation options from the picklist (not available in Package Bookings).

When the hotel picklist is displayed a plus sign will be displayed to the left of the hotel name, please click on the plus sign.

1. Check availability over a 6 week date range

We recommend an advanced search including the hotel and duration.

CalypsoNet availability will initially display:

Available = Available per the check-in date, duration and number of rooms selected.

On Request = On Request for at least 1 night and/or 1 room for the check-in date, duration and number of rooms selected.

To display a 6 week calendar (from 2 weeks prior to the check-in date to 4 weeks after the check-in date) and the number of rooms available for each night click on Available or On Request.

Check the calendar to find available dates for the number of rooms required - per Image #15 below.

If unavailable over the above 6 week date range, select another room category, or scroll to the top of the web page and enter an earlier/later check-in date and search again.

CalypsoNet - example - per Image #15 below.

Advanced Search – 10 Nov – Bali Mandira – 7 nights – 3 rooms



Superior Room is Available, and Superior Cottage, Premier Room and Deluxe Room are On Request

Deluxe Room - On Request due to only 1 room being available for 2 nights 10/11 Nov (RQ).

Recommend to your clients to delay their check-in date by 2 nights and stay 12/19 Nov 7 nights as 3-4 rooms are Available (AV) for each night.

Image #15

Product List																																																																																																																																																																
Description	Category	Availability	Price	*	B																																																																																																																																																											
<input type="checkbox"/> BALI MANDIRA HOTEL & SPA	4*	Available	3065	*	B																																																																																																																																																											
<input type="radio"/> Superior Room incl breakfast Legian	4*	Available	3065	*	B	info																																																																																																																																																										
<input type="radio"/> Superior Cottage incl breakfast Legian	4*	On Request	3176	*	B	info																																																																																																																																																										
<input type="radio"/> Premier Room incl breakfast Legian	4*	On Request	INFO	*		info																																																																																																																																																										
4* Close Availability for 3 rooms over 7 days October / November / December <table border="1" style="margin: auto;"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thur</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td></td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> </tr> <tr> <td></td> <td>RQ</td> <td>RQ</td> <td>RQ</td> <td>RQ</td> <td>RQ</td> <td>RQ</td> </tr> <tr> <td></td> <td>1</td> <td>1</td> <td>1</td> <td>2</td> <td>0</td> <td>0</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>RQ</td> <td>RQ</td> <td>RQ</td> <td>RQ</td> <td>RQ</td> <td>RQ</td> <td>RQ</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>RQ</td> <td>RQ</td> <td>RQ</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> </tr> <tr> <td>0</td> <td>1</td> <td>1</td> <td>3</td> <td>3</td> <td>4</td> <td>4</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> </tr> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> </tr> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>30</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> <td>AV</td> </tr> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>AV</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> ● AV Available ● RQ On Request ● UN Unavailable ● Selected Days ● Freesold (allotment is unnecessary) 							Mon	Tue	Wed	Thur	Fri	Sat	Sun		27	28	29	30	31	1		RQ	RQ	RQ	RQ	RQ	RQ		1	1	1	2	0	0	2	3	4	5	6	7	8	RQ	RQ	RQ	RQ	RQ	RQ	RQ	0	0	0	0	0	0	0	9	10	11	12	13	14	15	RQ	RQ	RQ	AV	AV	AV	AV	0	1	1	3	3	4	4	16	17	18	19	20	21	22	AV	AV	AV	AV	AV	AV	AV	4	4	4	4	4	4	4	23	24	25	26	27	28	29	AV	AV	AV	AV	AV	AV	AV	4	4	4	4	4	4	4	30	1	2	3	4	5	6	AV	AV	AV	AV	AV	AV	AV	4	4	4	4	4	4	4	7							AV							4						
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2. An info icon  may be displayed next to the room categories. Hover your mouse over the info icon  to display hotel value offers (eg. free room upgrade).

Other than the above Build Your Own accommodation is similar to Package Bookings.

Transfers

During your hotel selection you may be advised your selected hotel offers complimentary transfers from the airport to hotel and return. These transfers must be pre-booked.

Current Itinerary for New Quote – whilst adding all transfers please ensure the box next to the hotel stay is always ticked (so complimentary transfers offered by hotels are displayed at the top of the transfer picklist) - per Image #16 below.

Adding an arrival transfer – airport to hotel - Product Information Search.

Steps - per Image #16 below.

1. Date - please click on the magnifying glass and select a transfer date.
2. Range – please click on the magnifying glass and select the same product as the accommodation.
3. Type – please click on the down arrow and select Transfers.
4. City - please click on the magnifying glass and select the transfer departure location.
Eg. From DPS airport = DPS
5. Please click on Search

If your selected hotel offers a complimentary transfer from the airport to hotel - this transfer will be displayed at the top of the list, other transfers will be displayed below. Please select the relevant transfer - per Image #16 below.

The next screen displayed will be Add Transfer Segment

Steps

1. Duration - please enter 0 (zero nights)
2. Please click on Add

Add other transfers as required – please amend the date (transfer date) and city (transfer departure location) to suit your transfer requirements.

Image #16

Current Itinerary for New Quote

	Date	City	Description	Nights	Status	Price	
<input checked="" type="checkbox"/>	15Dec09	ZKU	SATRIYA COTTAGES	2	RQ	122.00	info
	<input type="button" value="Remove"/> <input type="button" value="Comment"/>					<input type="button" value="Complete"/>	

Product Information Search

Date:

Range:

Type:

City:

Recommended products only: [Show Advanced Search](#)

No. of Rooms: Room 1: Adults Children

[Reset Rooming](#)
[Restore Booking Default](#)

Product List (including those supplied by SATRIYA COTTAGES)

	Description	Category	Availability	Price *	
<input type="radio"/>	SIV transfer: Airport to Satriya Cottages (ZKU)	SIV	On Request	0 *	info
<input type="radio"/>	Seat in vehicle: Airport to Kuta hotels (ZKU)	SIV	Available	21 *	info
<input type="radio"/>	Seat in vehicle: Airport to Sanur hotels (ZSN)	SIV	Available	21 *	info
<input type="radio"/>	SIV Trfs: Airport to Benoa Harbour (ZBE)	SIV	Available	26 *	info
<input type="radio"/>	Seat in Vehicle: APT to Nusa Dua Hotels (ZNA)	SIV	Available	26 *	info
<input type="radio"/>	Seat in Vehicle: APT to Uluwatu Hotels (ZUL)	SIV	Available	26 *	info
<input type="radio"/>	Private Vehicle: Airport to Kuta hotels (ZKU)	PVT	Available	28 *	info
<input type="radio"/>	Private Vehicle: APT to Sanur Hotels (ZSN)	PVT	Available	28 *	info
<input type="radio"/>	PVT Trfs: Airport to Benoa Harbour (ZBE)	PVT	Available	34 *	info
<input type="radio"/>	Private Vehicle: APT to Nusa Dua Hotels (ZNA)	PVT	Available	34 *	info
<input type="radio"/>	Private Vehicle: APT to Uluwatu Hotels (ZUL)	PVT	Available	34 *	info
<input type="radio"/>	Seat in vehicle: APT to Gianyar Hotels (ZGI)	SIV	Available	35 *	info
<input type="radio"/>	Seat In Vehicle: APT to Tanah Lot hotels (ZTL)	SIV	Available	35 *	info
<input type="radio"/>	Seat in Vehicle: Airport - Ubud Hotels (ZUB)	SIV	Available	35 *	info
<input type="radio"/>	Private vehicle: APT to Gianyar Hotels (ZGI)	PVT	Available	42 *	info
<input type="radio"/>	Private Vehicle: APT to Tanah Lot hotels (ZTL)	PVT	Available	42 *	info
<input type="radio"/>	Private Vehicle: Airport to Ubud hotels (ZUB)	PVT	Available	42 *	info

Creating A Quote - Itinerary Including Flights – Virgin Blue or Jetstar only

(We recommend you use Package Booking instead of Build Your own)

We recommend you build your itinerary in the following order:

- 1st Flights
- 2nd Accommodation
- 3rd Transfers

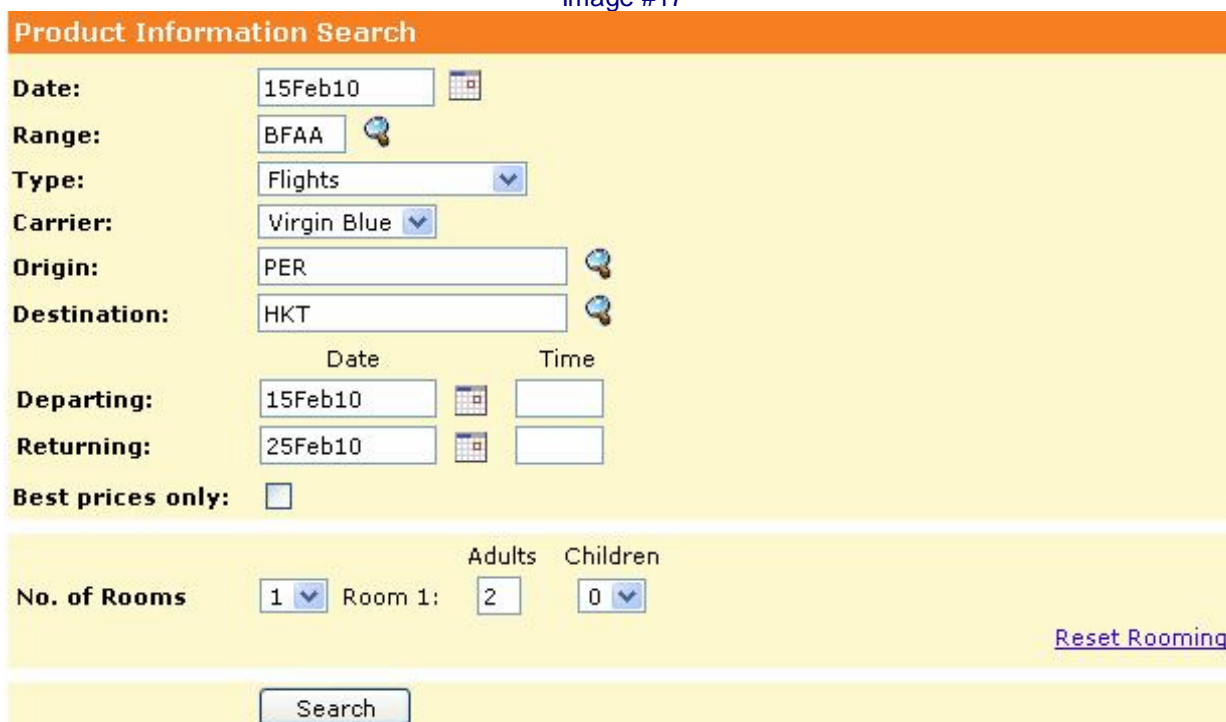
The above will simplify your accommodation and transfer selection.

Flights


Steps - Product Information Search - per Image #17 below.


1. Departure Date - please click on the magnifying glass and select a date.
2. Range – please click on the magnifying glass and select an air and land product.
3. Type – please click on the down arrow and select Flights.
4. Carrier - please click on the down arrow and select an airline.
5. Origin and Destinations - please click on the magnifying glass and select your city pair.
6. Departing and Returning – please select your outbound and inbound flight dates, and your preferred flight departure times.
7. Best Prices Only – To display all available airfares do not tick the box.
8. Please click on Search


Image #17





Product Information Search


Date: 15Feb10 



Range: BFAA 

Type: Flights 



Carrier: Virgin Blue 

Origin: PER 

Destination: HKT 

	Date		Time
Departing:	15Feb10 		<input type="text"/>
Returning:	25Feb10 		<input type="text"/>

Best prices only:

No. of Rooms 1  Room 1: Adults 2 Children 0 

[Reset Rooming](#)

Please select the preferred flights and airfares, and then select Add - per Image #18 below.
 If the flights and/or airfares are not suitable please re-select the carrier and/or flight dates and Search again.

Image #18

Product Information Search

Date: 
Range: 
Type: 
Carrier: 
Origin: 
Destination: 

Date Time

Departing: 
Returning: 
Best prices only:

Adults Children

No. of Rooms Room 1: 

[Reset Rooming](#)

Flights from PER to HKT on 05Dec09

Flight	Departing	Arriving	Fare Type	Adult*	Total*
<input type="radio"/> DJ4149	PER 05Dec09 10:35	HKT 05Dec09 16:20	Blue Saver	404.00	808.00
<input checked="" type="radio"/> DJ4149	PER 05Dec09 10:35	HKT 05Dec09 16:20	Wholesale	404.00	808.00
<input type="radio"/> DJ4149	PER 05Dec09 10:35	HKT 05Dec09 16:20	Flexible	804.00	1608.00
<input type="radio"/> DJ4149	PER 05Dec09 10:35	HKT 05Dec09 16:20	Corporate Plus	1004.00	2008.00
<input type="radio"/> DJ4149	PER 05Dec09 10:35	HKT 05Dec09 16:20	Premium Economy	1154.00	2308.00

***Price includes all taxes, fees, and surcharges.**

Flights from HKT to PER on 13Dec09

Flight	Departing	Arriving	Fare Type	Adult*	Total*
<input checked="" type="radio"/> DJ4148	HKT 13Dec09 13:00	PER 13Dec09 20:40	Blue Saver	375.31	750.62
<input type="radio"/> DJ4148	HKT 13Dec09 13:00	PER 13Dec09 20:40	Flexible	775.31	1550.62
<input type="radio"/> DJ4148	HKT 13Dec09 13:00	PER 13Dec09 20:40	Corporate Plus	975.31	1950.62
<input type="radio"/> DJ4148	HKT 13Dec09 13:00	PER 13Dec09 20:40	Premium Economy	1125.31	2250.62

***Price includes all taxes, fees, and surcharges.**

After selecting the flights and fare types the airline booking conditions will be displayed, please read and then click on Continue.

Accommodation and Transfers

Immediately after the flights have been added a Product Information Search page will be displayed - per Image #19 below.

Please add accommodation and then transfers as required.

Accommodation and Transfers - Range – please select the same product as the flights.

Please refer to - Build Your Own - Creating A Quote - Itinerary Excluding Flights for information regarding adding accommodation ([pages 13-15](#)) and transfers ([pages 15-16](#)).

Image #19

Current Itinerary for New Quote

	Date	City	Description	Nights	Status	
<input type="checkbox"/>	20Feb10	PER	DJ4149 TO HKT		AV	10:35/16:20
<input type="checkbox"/>	28Feb10	HKT	DJ4148 TO PER		AV	13:00/20:40

Product Information Search

Date:
 Range:
 Type:
 City:

Recommended products only: [Show Advanced Search](#)

No. of Rooms: Room 1: Adults: Children:

[Reset Rooming](#)
[Restore Booking Default](#)

Build Your Own - End of Itinerary Build

Once you have added all itinerary components please click on Complete - per Image #20 below.

The quote is not yet saved – please select Save (bottom left hand corner of page), add the client's name and record your quote number. Saved quotes can be retrieved at a later date and modified and/or booked.

Image #20

Component added to itinerary

Current Itinerary for New Quote

	Date	City	Description	Nights	Status	
<input type="checkbox"/>	01Dec09	PER	DJ4172 TO DPS		AV	528.00
<input type="checkbox"/>	01Dec09	ZSN	BESAKIH BEACH RESORT	3	AV	257.88 info
<input type="checkbox"/>	04Dec09	DPS	DJ4173 TO PER		AV	714.00

Product Information Search

Date:
 Range:
 Type:
 City:

Recommended products only: [Show Advanced Search](#)

No. of Rooms: Room 1: Adults: Children:

[Reset Rooming](#)
[Restore Booking Default](#)



Convert Your Quote To A Booking Via CalypsoNet

Steps

1. Retrieve the quote and then select Modifications – Book (left hand side of page).
2. Add the clients name(s) per their passport
3. Contact details – please add the clients phone number (not your agency phone number).
Very important for itineraries including flights on Virgin Blue or Jetstar.

Itineraries including flights

1. Flight itineraries including Virgin Blue or Jetstar - Asia Escape Holidays will book and hold the flights/PNR.
 2. Flight itineraries without Virgin Blue or Jetstar – booking options.
 - a. Convert the air and land itinerary to a booking via CalypsoNet and Asia Escape Holidays will book and hold the flights/PNR in our GDS.
 - b. If your agency has booked and held the flights/PNR in your GDS - Sabre / Amadeus / Galileo, you can either:
 - (i) Convert the air and land itinerary to a booking via CalypsoNet (Asia Escape Holidays will book and hold the flights/PNR in our GDS), and then immediately send a CalypsoNet Booking Message (or email/phone) to modify the PNR in the Asia Escape Holidays booking:
From a PNR booked and held by Asia Escape Holidays
To a PNR booked and held by your agency via your GDS (Galileo/Sabre/Amadeus).
 - (ii) Quote an air & land itinerary with Asia Escape Holidays, retrieve the quote via CalypsoNet and send a CalypsoNet Booking Message (or email/phone) to convert the quote to a booking.
- Option b above - Please include your Galileo/Sabre/Amadeus record locator in your agency advice to Asia Escape Holidays. Your agency will continue to hold ownership of the PNR.

CalypsoNet Enquiries

Once your quote/booking has been completed and saved (Package Booking and Build Your own) the following Enquiry options are available - left hand side of page.

Finance

Displays the following:

- Quotes Gross prices, nett prices and your agency commission (% and \$)
- Bookings Gross prices, nett prices and your agency commission (% and \$)
Outstanding payments - deposit amount and due date, and balance due by date
Payments received – date and amount.

Please note: air taxes are included in the non-commissionable value (not the airfare).

Itinerary

Features:

- The booking class will be displayed for each flight sector (excluding Virgin Blue or Jetstar).
Benefit – your agency can book flights in the relevant class in your GDS.
- Click on the hotel name to display hotel and room images, description and facilities – such as location, restaurants, pools, room balcony, room size).
- Client friendly printable itinerary – without prices

CalypsoNet Modifications

Once your quote/booking has been completed and saved (Package Booking and Build Your own) the following Modification options are available - left hand side of page.

Modifications - Air and Land.

A page with two sections will be displayed - Current Itinerary for Booking followed by Product Information Search - per Image #21 below.

Modification options available:

- Quotes and un-deposited bookings
- Travel dates and duration
- Add and/or remove – flights (Virgin Blue or Jetstar only), accommodation (hotel/room category) and/or transfers.

Exception – if the itinerary includes land content in multiple countries, agents may only modify the land components at the turn around destination. ie: SQ PER/SIN/HKT/SIN/PER.... only Phuket land can be modified.

Modifying your itinerary is similar to creating an in itinerary via Build Your Own.

1st Product Information Search - add the new flights, accommodation, transfer, and/or sightseeing via.

2nd Current Itinerary for Booking - select the relevant flights, accommodation, transfer, and/or sightseeing and then click on Remove.

The above sequence will allow you to book/confirm the new service(s) before removing service(s) no longer required.

You may search hotel availability for a specific hotel or room category over a 6 week date range – for information please refer to Build Your Own - Creating A Quote - Itinerary Excluding Flights - Accommodation - Check availability over a 6 week date range ([pages 14-15](#)).

Image #21

Current Itinerary for Booking AE/084794						
	Date	City	Description	Nights	Status	
<input type="checkbox"/>	15Feb10	PER	GA725 TO DPS		HK	1515/1855
<input type="checkbox"/>	15Feb10	DPS	a Private Vehicle transfer		HK	29.70 info
<input checked="" type="checkbox"/>	15Feb10	ZSN	BESAKIH BEACH RESORT	9	HK	616.84 info
<input type="checkbox"/>	24Feb10	ZSN	a Private Vehicle transfer		HK	29.70 info
<input type="checkbox"/>	24Feb10	DPS	GA728 TO PER		HK	2210/0150
<input type="button" value="Remove"/>			<input type="button" value="Comment"/>			<input type="button" value="Complete"/>

Product Information Search	
Date:	<input type="text" value="15Feb10"/> <input type="button" value="Calendar"/>
Range:	<input type="text" value="AAAA"/> <input type="button" value="Search"/>
Type:	<input type="text" value="Hotels"/> <input type="button" value="Dropdown"/>
City:	<input type="text" value="ZSN"/> <input type="button" value="Search"/>
Recommended products only:	<input type="checkbox"/> Show Advanced Search
No. of Rooms	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <input type="button" value="1"/> <input type="button" value="Room 1:"/> </div> <div style="margin-right: 20px;"> <input type="button" value="2"/> <input type="button" value="Adults"/> </div> <div> <input type="button" value="0"/> <input type="button" value="Children"/> </div> </div>
Reset Rooming Restore Booking Default	
<input type="button" value="Search"/>	

Modifications - Packages

Only quotes and un-deposited bookings can be modified via CalypsoNet.

If a booking is modified via CalypsoNet and:

1. Your agency has booked and holds the PNR, the flights in your PNR may be modified.
2. Asia Escape Holidays has booked and holds the PNR, the flights in our PNR will be modified.

For options 1 and 2 above:

- a. If the flight PNR includes any SSR's or special requests (eg. meals or seating) these will need to be re-entered after the booking has been modified via Calypsonet.
- b. We recommend modifications to all bookings (flights/PNR's) are requested with our res team via a Calypsonet Booking Message / email / phone.

Modifications – Cancel Booking

Only un-deposited bookings can be cancelled via CalypsoNet.

If a booking is cancelled via CalypsoNet and:

1. Your agency has booked and holds the PNR, the flights in your PNR may be cancelled.
2. Asia Escape Holidays has booked and holds the PNR, the flights in our PNR will be cancelled.

For options 1 and 2 above we recommend cancellations to all bookings (flights/PNR's) are advised to our res team via a Calypsonet Booking Message / email / phone.

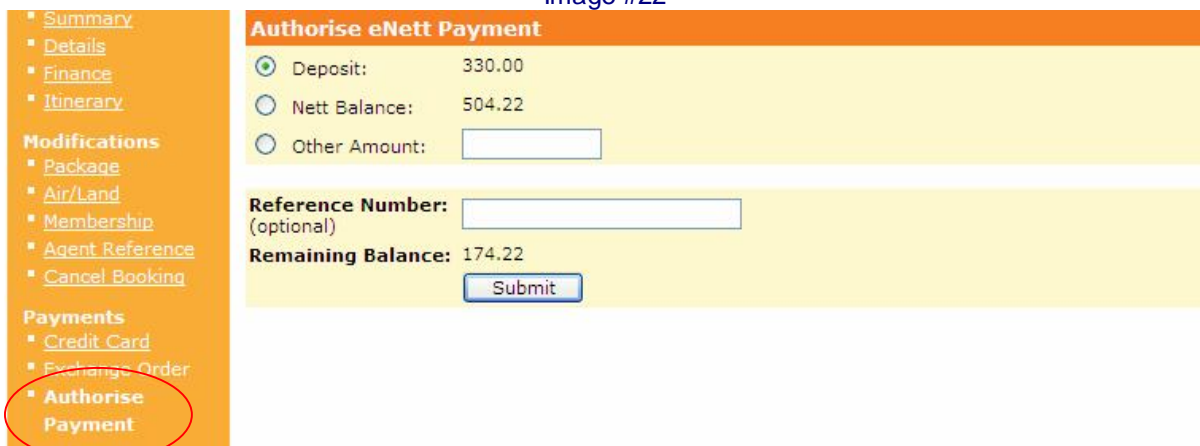
Payments Via CalypsoNet

Money Direct and E-Nett

Steps - per Image #22 below.

1. Please click on Payments – Authorise Payment (left hand side of page).
2. Please click on the relevant payment option and enter the amount if necessary.
3. Please click on Submit and then Save (bottom left hand corner of page).

Image #22



Immediately after the above transaction has been completed the payment will be added to your Calypso booking. If you immediately retrieve your booking and select Enquiries – Finance your payment will be displayed.

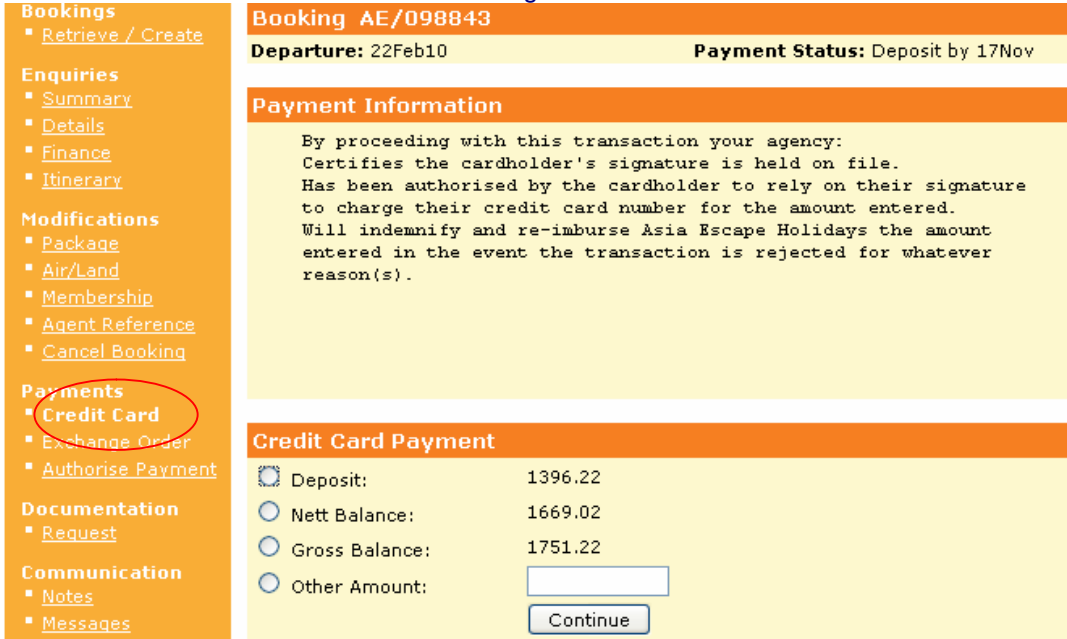
If Authorise Payment is not underlined please contact Asia Escape Holidays to arrange access.

Credit Card - Visa, Mastercard and American Express

Steps - per Image #23 below.

1. Please click on Credit Card (left hand side of page).
2. Please click on the relevant payment option and enter the amount if necessary.
3. Please click on Continue and then Save (bottom left hand corner of page).

Image #23



The screenshot shows a web interface for a booking system. On the left is a navigation menu with categories: Bookings, Enquiries, Modifications, Payments, Documentation, and Communication. The 'Payments' section is expanded, and 'Credit Card' is highlighted with a red circle. The main content area shows details for booking AE/098843, including a departure date of 22Feb10 and a payment status of 'Deposit by 17Nov'. Below this is a 'Payment Information' section with a disclaimer. At the bottom is a 'Credit Card Payment' section with radio buttons for 'Deposit', 'Nett Balance', 'Gross Balance', and 'Other Amount'. The 'Deposit' option is selected, showing a value of 1396.22. There is an input field for 'Other Amount' and a 'Continue' button.

Immediately after the above credit card transaction has been completed the payment will be added to your Calypso booking. If you immediately retrieve your booking and select Enquiries – Finance your payment will be displayed.

If payment is made by the client's credit card Asia Escape Holidays will pay your agency the relevant commission.

CalypsoNet Credit Card Transaction Conditions

- a. Credit card fees apply.
- b. By completing the transaction your agency:
 - (i) Certifies the cardholder's signature is held on file.
 - (ii) Has been authorised by the cardholder to rely on their signature to charge their credit card number for the amount entered.
 - (iii) Will indemnify and re-imburse Asia Escape Holidays the amount entered in the event the transaction is rejected for whatever reason (s).

If your agency intends to charge the clients more than the Asia Escape Holidays gross amount you have 2 credit card options:

- a. phone Asia Escape Holidays so we can charge the clients credit card per your agency advice.
- b. your agency charges the clients credit card and your agency pays the nett amount to Asia Escape Holidays via Money Direct or E-nett via CalypsoNet.

Please note - non-CalypsoNet payments will be processed manually by Asia Escape Holidays staff so delays may occur.