

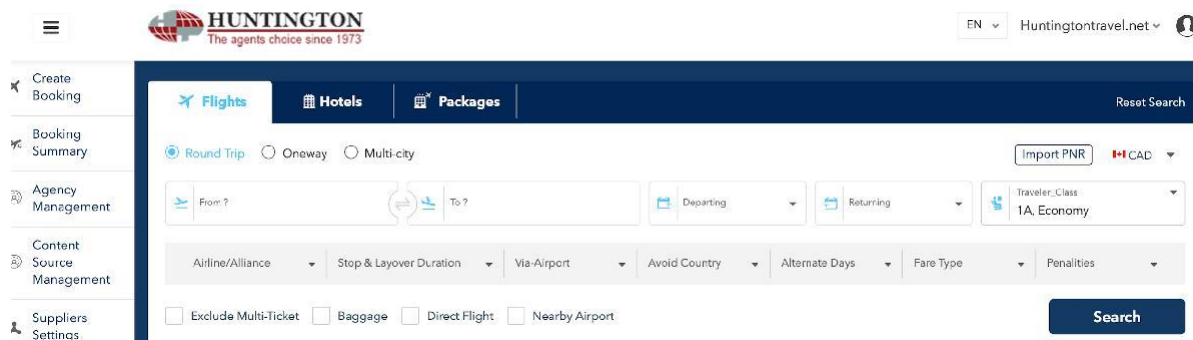
Huntington – Booking Creation

Create booking with complete ease at your end, specify the requirements for the search Itinerary by using filters like Direct flight, booking class, GDS, Particular Airline, specific Cabin etc. to get the best fares and create booking.

Below are the steps to create the booking: -

- Search the Flights on the search visit
- Use filters to specify the requirement
- Get the fare and select to book
- Enter the Passenger details, book Seats, add frequent flier, book Meal requests
- Enter Payment details and add markup
- Submit and continue to complete the booking creation

✓ Step 1- Search Flights



Create Booking – Click on Create booking tab on top, and start searching the flights and fares.

- Round Trip – Click on Round trip if need to book a return trip
- Oneway - Click on Oneway if need to book only OW journey ● Multicity - Click on Multicity if need to book multiple stopovers
- Search Flights with Origin and Destination, outbound and inbound date, Cabin Class and number of passengers.

Specify requirements with different below filters: -

- Source = Select the Source if would like to specify to check only Fares from GDS or NDC

Source

ALL

NDC

GDS



- **Airline / Alliance = Specify Airline or Alliance if required, any specific Airline or any Specific class.**

Airline/Alliance ▼ Stop & Layover D

Alliance Airline Airline - RBD

Include Exclude

Star Alliance
 Sky Team
 One World
 Value Alliance
 U-Fly Alliance
 Vanilla Alliance

- **Stop & Layover Duration = Specify if looking for 1,2,3 stops flight, select the required stops if required.**

Stop

- Non-Stop
 1 Stop
 2 Stops
 3 Stops

- **Via- Airport – If required to specify via Airport Flight search (Include or Exclude mention the Airport Name.**

Include Exclude

- **Avoid Country – Specify any country if need to be avoided for the Search Itinerary.**



US

UK

CA

AU

- **Alternate Days – Select alternate days if required**

+/- 1 Days

+/- 2 Days

+/- 3 Days

- **Fare Type = Select the Specific Fare required**

PUB

NET

TOUR NET

- **Penalties = Select and specify the Penalty restrictions as per requirement**

Zero Change Fee

No Cancellation Fee

Refundable

Rebooking/Refund Possible

- **Exclude Multi ticket – Select exclude multi ticket if required**
- **Baggage – Select Baggage if require fare with Baggage**
- **Direct Flight – Select Direct Flight if require Direct flights**
- **Nearby Airport – Select Nearby Airport as per the requirement**

Exclude Multi-Ticket Baggage Direct Flight Nearby Airport

✓ **Step 2 - Flight Result Page**

Modify search:

Selected route details will be displayed in the search bar, can change the city , date and trip types and initiate different search from result page if needed.

Round Trip | One-way | Multi-city

From: Toronto (YYZ) | To: London (LHR) | Departing: 2022-07-09 | Returning: 2022-07-21 | Traveler Class: 1A, Economy

Fares and Flights

Once searched with providing the above details to the system, next page shows Fare and flights / Airlines, here from this page also one can select more specifications.

Pick your preferred Airline

Compare and Choose Preferred Airlines	Delta Air Lines	American Airlines	Finnair	KLM	Deutsche Lufthansa	Air Canada
Non Stop	-	CAD 1469.81	CAD 1589.31	-	CAD 880.80	CAD 880.80
1+ Stops	CAD 837.21	CAD 871.41	CAD 871.41	CAD 877.19	CAD 909.81	CAD 880.81

Fares incl. taxes & fees. Airfares include an applied Booking Bonus. Additional baggage fees may apply. Flights displayed may be for alternate dates and/or airports. Certain results may be outside your search criteria.

This next Page shows the cheapest fare in ascending order (Cheapest on the top), on the left there are filters, which if required can be selected same as the above-mentioned filters like Stops, Content Source, Fare Type, Fare rules and more.

- Select the required Fare

Get Price Alert

Recommended CAD 950.80 | Cheapest CAD 837.21 | Shortest CAD 950.80

Filter by 619 Results Found

Stops

- Non-Stop CAD 880.80
- 1 Stop CAD 837.21
- 1+ Stops CAD 873.21

Baggage Inclusive (99)

Content Source

- Travelport Apollo (527)
- Sabre (92)

Pay Mode

- Cash/Card (619)

Fare Type

- NET (292)
- PUB (311)

Show All

Fare Rule

- Non Refundable (581)

Departure

Delta Air Lines DL-5458 Sat Jul 09 12:05 YYZ → 14h 10m 1 stop → 07:15 LHR (+1 Day) 9 Seats | CAD +0.00
Total Roundtrip Price: CAD 837.21

Return

Delta Air Lines DL-17 Thu Jul 21 12:55 LHR → 14h 35m 1 stop → 22:30 YYZ 9 Seats | CAD +0.00
Total Roundtrip Price: CAD 837.21

Itinerary Details | Fare Rules | Supplier Info | Share

Departure

American Airlines AA-6114 Sat Jul 09 17:53 YYZ → 11h 57m 1 stop → 10:50 LHR (+1 Day) 7 Seats | CAD +0.00
Total Roundtrip Price: CAD 871.41

Return

Finnair AY-5664 Thu Jul 21 10:05 LHR → 13h 14m 1 stop → 18:19 YYZ 7 Seats | CAD +0.00
Operated By American Airlines
Total Roundtrip Price: CAD 871.41

Itinerary Details | Fare Rules | Supplier Info | Share

Non Refundable | Change Fee

Get Price Alert

CAD 837.21

Price per person incl. taxes & fees

Select

Non Refundable | Change Fee

Get Price Alert

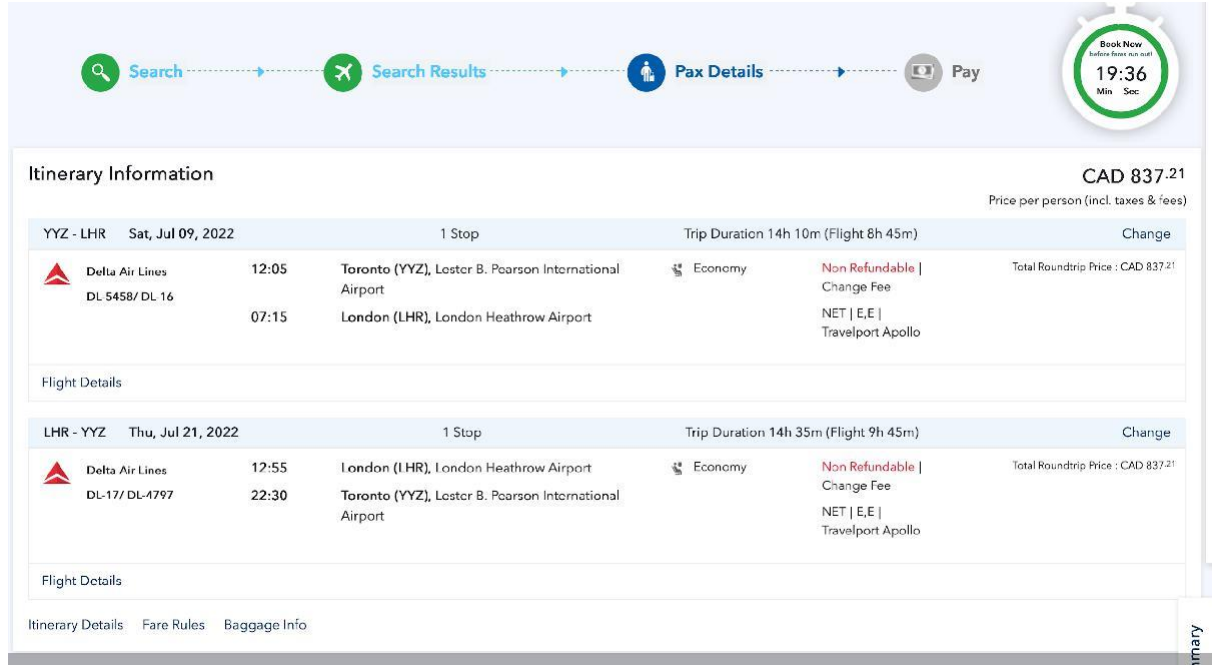
CAD 871.41

Price per person incl. taxes & fees

Select

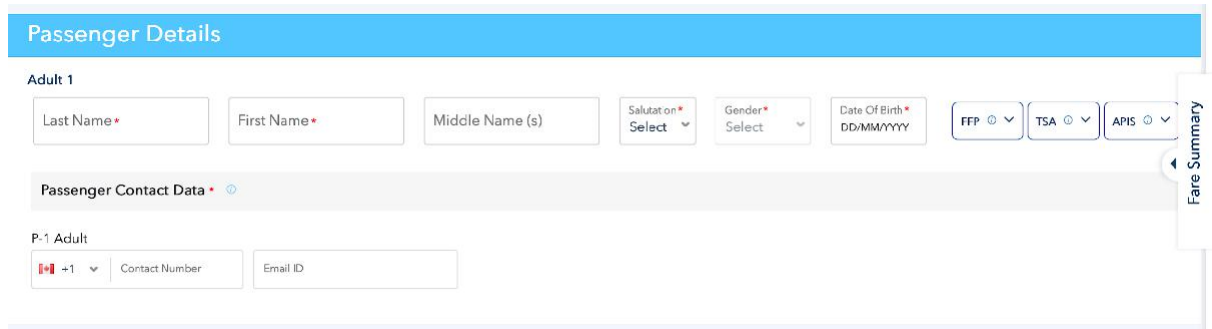
✓ **Step 3 – Passenger Details Page**

- Once the fare is selected Next page opens up, which shows the Itinerary, Fare and fields to fill in with Passenger Details



The screenshot shows the 'Itinerary Information' page with a price of CAD 837.21 per person. It details two flights: YYZ-LHR on Saturday, July 9, 2022, and LHR-YYZ on Thursday, July 21, 2022. Both flights are operated by Delta Air Lines in Economy class. The YYZ-LHR flight departs at 12:05 and arrives at 07:15. The LHR-YYZ flight departs at 12:55 and arrives at 22:30. Both flights have a trip duration of 14h 10m and 14h 35m respectively. The page also includes a 'Book Now' timer showing 19:36 and navigation buttons for Search, Search Results, Pax Details, and Pay.

- Fill the Passenger details, along with Frequent flier, TSA and APIS, Contact number to Proceed with the next step.



The screenshot shows the 'Passenger Details' form for 'Adult 1'. It includes input fields for Last Name, First Name, and Middle Name(s). There are dropdown menus for Salutation, Gender, Date of Birth (DD/MM/YYYY), FFP, TSA, and APIS. Below these is a section for 'Passenger Contact Data' with a dropdown for 'P-1 Adult' and input fields for Contact Number and Email ID. A 'Fare Summary' sidebar is visible on the right.

- Additional Services** – Book seat, Meals and all SSR (Special Service Requests, Baggage) from this section.

Additional Services



Seat, Baggage and Meals

The Booking of Additional services (Extras) like Seats, Baggage and Meal is subjected to the confirmation from the airline. For the chargeable additional services (relevant ticket and CTDs) needs to be issued within 24 hours. For SSR and OSI please use the standard inputs Amadeus.

- Once Seat, meals and SSRs are selected as per requirements, please click on checkbox below (By selecting to continue I acknowledge that I have read and accept the, Terms of use, privacy Policy.
- Click on Continue to continue Paying for the booking

✓ Step 4 - Payment and Agency Markup

On this page, Agency may add
 markup Select the payment mode
 Enter card details in case of Payment mode is
 card Enter billing address

Click Confirm & Book to complete the booking



Payment and Agency Markup Page

Search → Search Results → Pax Details → Pay

Itinerary Summary
Share

Below amount is in CAD

Travel Purchases	Base Price	Taxes & Fees	Add Agent Markup Reset All	HST	Sub Total	Discount	Total
✈ From - Toronto Jul 09 - Jul 21, 2022 YYZ → LHR → LHR → YYZ 1 (ADT) Rajesh Selvaraj View / Modify	105.00	732. ²¹	<input type="text" value="0"/> <input type="text" value="100"/>	0.00	937. ²¹	0.00	937. ²¹
Sub-Total	105.00	732.²¹	100.⁰	0.00	937.²¹	0.00	937.²¹

Have a promo/discount code for each of travel purchase?
Flight
Apply

Select Payment Mode

 Charge entire amount on merchant
 Charge only MCO on merchant

Credit/Debit Card
 Cheque
 Book & Hold

View product wise price break up and adjust your mark up All quoted amount are in Canadian Dollar (CAD)

Flight : CAD 937.²¹
Total : CAD 937.²¹

Enter Card Details

Card Number *

Enter Name on the card *

Expire Date *

CVV *

Mar ▾ 2022 ▾

We accept all major Credit Card :

Amount to be charged on Airline merchant: CAD 857.21

Amount charged in payment gateway: CAD 80.00 (Excess Markup (Inclusive): 80.00 + Fee: 0.00 + HST on Fee: 0.00)

Full Name *

Country *

Address Line 1 *

▾

Address Line 2 (Optional)

Region/State/Province *

City *

▾

Zip Code *

Mobile / Phone Number *

Email *

+1 ▾

Alternate Contact Details Phone Email

Booking confirmation will be sent to this email address

Agency Payout

✓ **Booking Confirmation**

As soon as the booking is created, booking confirmation page will show the booking reference number with complete Itinerary.

Booking Confirmation

Dear Selvaraj Rajesh,

Congratulations! Your booking is Done

Your booking request is confirmed and ticket issuance is in process. Upon confirmation of the tickets, e-ticket will be mailed to you.

Booking Details

Booking Req ID : 0BBBDDA6

Booked on 30 March, 2022 | 08:47 (UTC)*

Flight - 1 | Sat, Jul 09, 2022 - Thu, Jul 21, 2022 | YYZ ⇄ LHR

No. of Passengers	Cabin	Trip Type	PNR	Status	Validating Carrier
1	Economy	Round Trip	XSFFCC	Confirmed	Delta Air Lines

DEPARTURE Total Trip Duration 14h 10m (Flight 8h 45m)

- Sat, Jul 09, 2022

RETURN Total Trip Duration 14h 35m (Flight 9h 45m)

- Thu, Jul 21, 2022

DL 17

12:55 London Heathrow Airport (LHR)

16:25 Detroit Metropolitan Wayne County Airport (DTW)

ECONOMY (E)

Airline PNR locator : JORIYY

Non Refundable
- Thu, Jul 21, 2022

4 Hrs 50 Min Layover DTW Detroit Metropolitan Wayne County Airport (Plane Change Required)
- Thu, Jul 21, 2022

DL 4797

21:15 Detroit Metropolitan Wayne County Airport (DTW)

22:30 Lester B. Pearson International Airport (YYZ)

ECONOMY (E)

Airline PNR locator : JORIYY

Non Refundable
- Thu, Jul 21, 2022

Passenger Details

PAX	Name Last/First/Middle	Age	DOB mm/dd/yyyy	Gen.	FFP Number	Ticket Number	TSA			API	
							Redress Number	Known Traveler Number	Doc. Type	Doc. No.	Issued Country
Adult 1	Selvaraj Rajesh	34 Y	03/04/1988	M	-	-	-	-	-	-	-

Passenger Details

PAX	Name Last/First/Middle	Age	DOB mm/dd/yyyy	Gen.	FFP Number	Ticket Number	TSA			API	
							Redress Number	Known Traveler Number	Doc. Type	Doc. No.	Issued Country
Adult 1	Selvaraj Rajesh	34 Y	03/04/1988	M	-	-	-	-	-	-	-

Passenger Contact Details

PAX	Last/First/Middle Name	Phone No.	Email
Adult 1	Mr. Selvaraj Rajesh	+91 9626105734	s.rajesh@claritytts.com

It is important for each Passenger to bring their itinerary and current government required passport and/or government issued photo identification for airport check-in and security

Fare Details | YYZ ⇌ LHR

Pax Type	Base Fare	Markup	Discount	Surcharge	Calculated Base Fare	Tax	Total Per Pax	Pax	Total
Adult	105.00	0.00	0.00	0.00	105.00	732.21	837.21	1	837.21
								Total	837.21
								Agent Markup	100.00
								Net Total	937.21

✓ Booking on Confirmed Status

Once the booking is completed, it gets on Confirmed status.

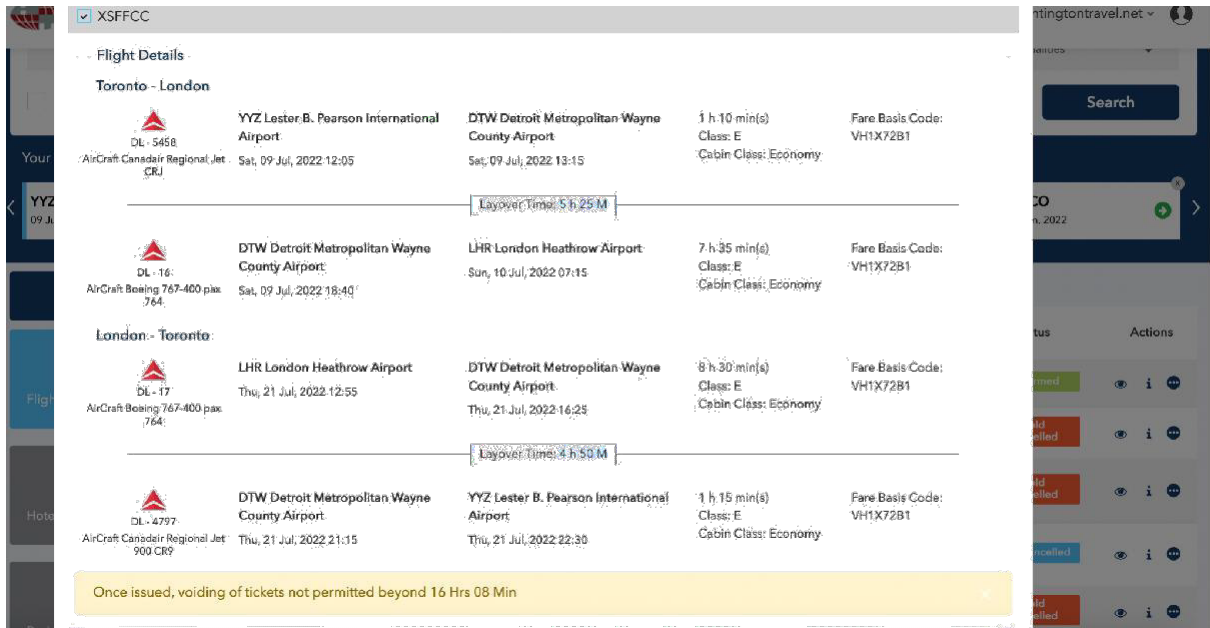
Dashboard		Flight Booking	Ticketing Queue	Financial Summary						
PNR	Booking Req ID	Booking Date	Travel Date	Travel Segment	Passenger	Total Fare	Status	Actions		
XSFCC	(TP - 2E9L) 0BBBD0A6	30 Mar 2022 04:47:56 (GMT-04:00)	09 Jul 2022 12:05:00	YYZ-LHR, LHR-YYZ (RoundTrip)	Selvaraj Rajesh (1 Adult)	CAD 937.21	Confirmed			

Booking when is confirmed and generated, an email notification is sent to the registered email address.

One can view the booking with Eye button from Actions section

✓ Issue Ticket with Ready to Issue

Dashboard		Flight Booking	Ticketing Queue	Financial Summary								
PNR	Booking Req ID	Booking Date	Travel Date	Travel Segment	Passenger	Total Fare	Status	Actions				
XSFCC	(TP - 2E9L) 0BBBD0A6	30 Mar 2022 04:47:56 (GMT-04:00)	09 Jul 2022 12:05:00	YYZ-LHR, LHR-YYZ (RoundTrip)	Selvaraj Rajesh (1 Adult)	CAD 937.21	Confirmed					
QVCFVE	(TP - 2E9L) DA4E92EF	29 Mar 2022 12:12:15 (GMT-04:00)	01 Jul 2022 21:25:00	YYZ-BKK, BKK-YYZ (RoundTrip)								



Flight Details
Toronto - London

DL - 5458 AirCraft: Canadair Regional Jet CRJ	YYZ Lester B. Pearson International Airport Sat, 09 Jul, 2022 12:05	DTW Detroit Metropolitan Wayne County Airport Sat, 09 Jul, 2022 13:15	1 h 10 min(s) Class: E Cabin Class: Economy	Fare Basis Code: VH1X72B1
Layover Time: 5 h 25 M				
DL - 16 AirCraft: Boeing 767-400 pax 764	DTW Detroit Metropolitan Wayne County Airport Sat, 09 Jul, 2022 18:40	LHR London Heathrow Airport Sun, 10 Jul, 2022 07:15	7 h 35 min(s) Class: E Cabin Class: Economy	Fare Basis Code: VH1X72B1
Layover Time: 4 h 50 M				
DL - 17 AirCraft: Boeing 767-400 pax 764	LHR London Heathrow Airport Thu, 21 Jul, 2022 12:55	DTW Detroit Metropolitan Wayne County Airport Thu, 21 Jul, 2022 16:25	8 h 30 min(s) Class: E Cabin Class: Economy	Fare Basis Code: VH1X72B1
DL - 4797 AirCraft: Canadair Regional Jet 900 CRJ	DTW Detroit Metropolitan Wayne County Airport Thu, 21 Jul, 2022 21:15	YYZ Lester B. Pearson International Airport Thu, 21 Jul, 2022 22:30	1 h 15 min(s) Class: E Cabin Class: Economy	Fare Basis Code: VH1X72B1

Once issued, voiding of tickets not permitted beyond 16 Hrs 08 Min

Once booking is on Confirmed status, one can issue ticket by selecting **Ready to Ticket** from Actions section.

Once Ready to Ticket button is clicked, a pop up comes with the Itinerary and button as Ready to ticket, which needs to be clicked to issue the ticket.

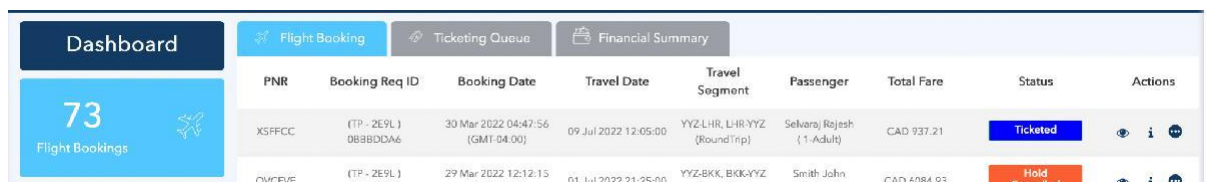
Once above is clicked, Booking comes on status as **Ticket Requested** as from backend Auto Ticketing is attempting and working

Bookings gets on Ticketed status once the ticket gets issued.

Action button can be used to cancel the booking, in this case booking status changes to Cancelled.

✓ **Booking on Ticketed Status**

Once the booking is Confirmed, tickets get issued and Booking status changes into Ticketed status.

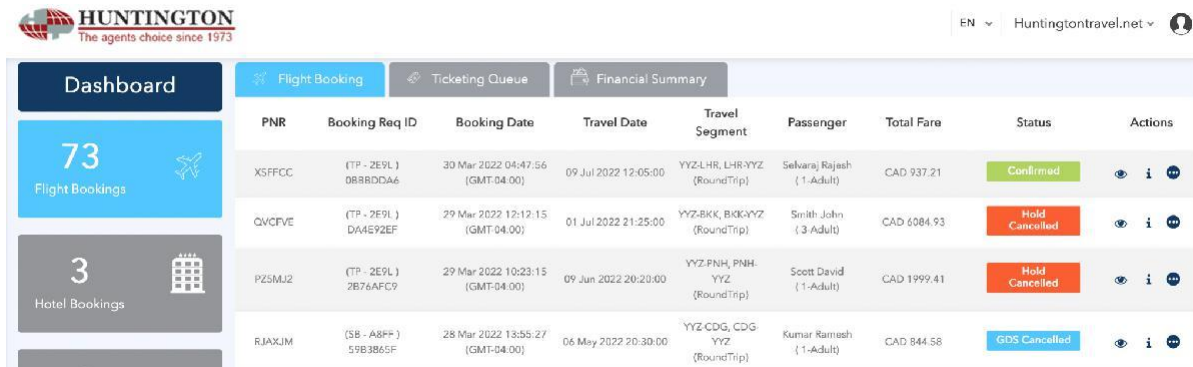


PNR	Booking Req ID	Booking Date	Travel Date	Travel Segment	Passenger	Total Fare	Status	Actions
XSPFCC	(TP - 2E9L) 08BBDDA6	30 Mar 2022 04:47:56 (GMT-04:00)	09 Jul 2022 12:05:00	YYZ-LHR, LHR-YYZ (Round Trip)	Selvans, Rajesh (1 Adult)	CAD 937.21	Ticketed	👁️ ⓘ ⋮
OVCFVE	(TP - 2E9L) RAAFCRCC	29 Mar 2022 12:12:15 (GMT-04:00)	01 Jul 2022 21:25:00	YYZ-BKK, BKK-YYZ (Round Trip)	Smith John (1 Adult)	CAD 6084.93	Hold Cancelled	👁️ ⓘ ⋮













Note: - In case the booking does not gets on status Ticketed, it goes on Auto Ticketing failed status, Huntington support team ensures to take care of the system exceptions and communicate with the agencies on real time.

✓ Booking Summary / Dashboard


All the bookings can be seen in Booking Summary / Dashboard for Status View and actions



The screenshot shows the Huntington Booking Summary Dashboard. On the left, there are summary cards for Flight Bookings (73) and Hotel Bookings (3). The main area displays a table of flight bookings with columns for PNR, Booking Req ID, Booking Date, Travel Date, Travel Segment, Passenger, Total Fare, Status, and Actions.

PNR	Booking Req ID	Booking Date	Travel Date	Travel Segment	Passenger	Total Fare	Status	Actions
XSFFCC	(TP - 2E9L) 08BRDDA6	30 Mar 2022 04:47:56 (GMT-04:00)	09 Jul 2022 12:05:00	YYZ-LHR, LHR-YYZ (RoundTrip)	Selvaraj Rajesh (1-Adult)	CAD 937.21	Confirmed	  
QVCFVE	(TP - 2E9L) DA4E92EF	29 Mar 2022 12:12:15 (GMT-04:00)	01 Jul 2022 21:25:00	YYZ-BKK, BKK-YYZ (RoundTrip)	Smith John (3-Adult)	CAD 6084.93	Hold Cancelled	  
PZ5MJ2	(TP - 2E9L) 2B76AFC9	29 Mar 2022 10:23:15 (GMT-04:00)	09 Jun 2022 20:20:00	YYZ-PNH, PNH- YYZ (RoundTrip)	Scott David (1-Adult)	CAD 1959.41	Hold Cancelled	  
RIAXJM	(SB - A8FF) 59B3865F	28 Mar 2022 13:55:27 (GMT-04:00)	06 May 2022 20:30:00	YYZ-CDG, CDG- YYZ (RoundTrip)	Kumar Ramesh (1-Adult)	CAD 844.58	GDS Cancelled	  



Actions section can be used, to View with the View button 
View button shows all the details of the booking

Three dots button can be used to perform actions like cancel the booking 

✓ Booking on Initiated status

The booking when attempted to make, gets on Initiated status first and then get confirmed, following with Ticket issuance and booking status will be on **Ticketed** Status

Note: - In rare cases, if the system does not create PNR, the booking status remains as Initiated, however we have a process of getting these bookings confirmed and ticketed. Huntington support team ensures to take care of the system exceptions and communicate with the agencies on real time.

Agency needs to acknowledge and authorize to proceed with the booking via email, once acknowledged agency will get the E-Tickets and invoice for the booking.

✓ Booking on Failed Status

Majorly bookings will get confirmed and Ticketed, however in situations booking gets Failed, our support team will get in touch with the Agency, with the available fare.

Note: - In rare cases, if system does not create PNR, the booking status gets as Failed, however we have a process of getting these bookings confirmed and ticketed. Huntington support team ensures to take care of the system exceptions and communicate with the agencies on real time.

Agency needs to acknowledge and authorize to proceed with the booking via email, once acknowledged agency will get the E-Tickets and invoice for the booking.

✓ **Booking on Hold Status**

Agency can also hold the booking, which needs to be confirmed from their end within the ticket time limit.

Note: - If Agency do not wish to confirm the booking, they should cancel the booking before the time limit to avoid Airline debit memo (Airline sends ADM for holding their seats)

Deadline to confirm the booking shows just under the GDS PNR, see below screenshot for reference.



PNR	Booking Req ID	Booking Date	Travel Date	Travel Segment	Passenger	Total Fare	Status	Actions
ZZ1RME 30 Mar 2022 23:59:00	(TP - 2E9L) 35CAEABD	30 Mar 2022 05:53:46 (GMT-04:00)	14 Jan 2023 23:15:00	YYZ-DXB (Oneway)	Selvaraj Rajesh (1-Adult)	CAD 939.31	Hold	  

Hold booking can be, confirmed by using Pay Now button from Action button, and fill the payment details.

Once Hold booking gets confirmed, booking will be issued and E-Tickets will be sent to registered email address.

Hold booking can be cancelled with the action button by using Cancel action button, once it's cancelled the status of the booking changes into HOLD CANCELED.



PNR	Booking Req ID	Booking Date	Travel Date	Travel Segment	Passenger	Total Fare	Status	Actions
ZZ1RME	(TP - 2E9L) 35CAEABD	30 Mar 2022 05:53:46 (GMT-04:00)	14 Jan 2023 23:15:00	YYZ-DXB (Oneway)	Selvaraj Rajesh (1-Adult)	CAD 939.31	Hold Cancelled	  

✓ **Void / Cancelation and Changes**

Ticketed status bookings can be cancelled and Voided within the Ticket Void period by using the action section with Void button, with this Ticket will Void and also one can cancel the booking along with Voidation with the same action.

Dashboard		Flight Booking	Ticketing Queue	Financial Summary					
PNR	Booking Req ID	Booking Date	Travel Date	Travel Segment	Passenger	Total Fare	Status	Actions	
XSPFCC	(TP - 2E9L) 0BBBDDA6	30 Mar 2022 04:47:56 (GMT+04:00)	09 Jul 2022 12:05:00	YYZ-LHR, LHR-YYZ (RoundTrip)	Selvaraj Rajesh (1 Adult)	CAD 937.21	Ticketed Voided		

Ticketed status booking when passed the ticket void window, any changes or cancellations can be requested via email to Huntington team as usual current process.