



bukatravel.id

VERSI BTO2

PRODUK BUKATRAVEL VERSI BT02

► **TIKET PESAWAT (Domestik & Internasional)**

➤ **Lion Group**

➤ **Citilink**

➤ **Garuda Indonesia**

➤ **GDS by GALILEO**

► **HOTEL**

TUTORIAL SISTEM VERSI BT02

- **1. Cara Mengakses BT02**
- **2. Fungsi & Menu BT02**
 - **2.1 Create Sub Username / Anak Username**
 - **2.2 Fasilitas Copy ID / Rebook**
 - **2.3 Retrieve PNR**
 - **2.4 Top Up Saldo**
 - **2.5 Reservation List**
- **3. Cara Melakukan Reservasi Tiket**
- **4. Cara Melakukan Reservasi Hotel**
- **5. Cara Melihat Transactional Report**

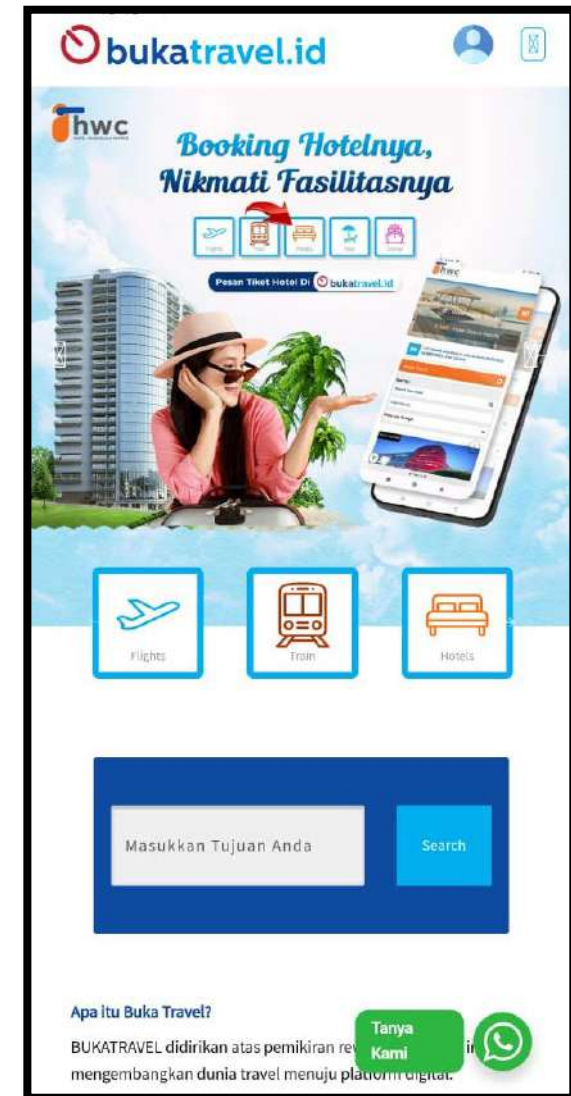
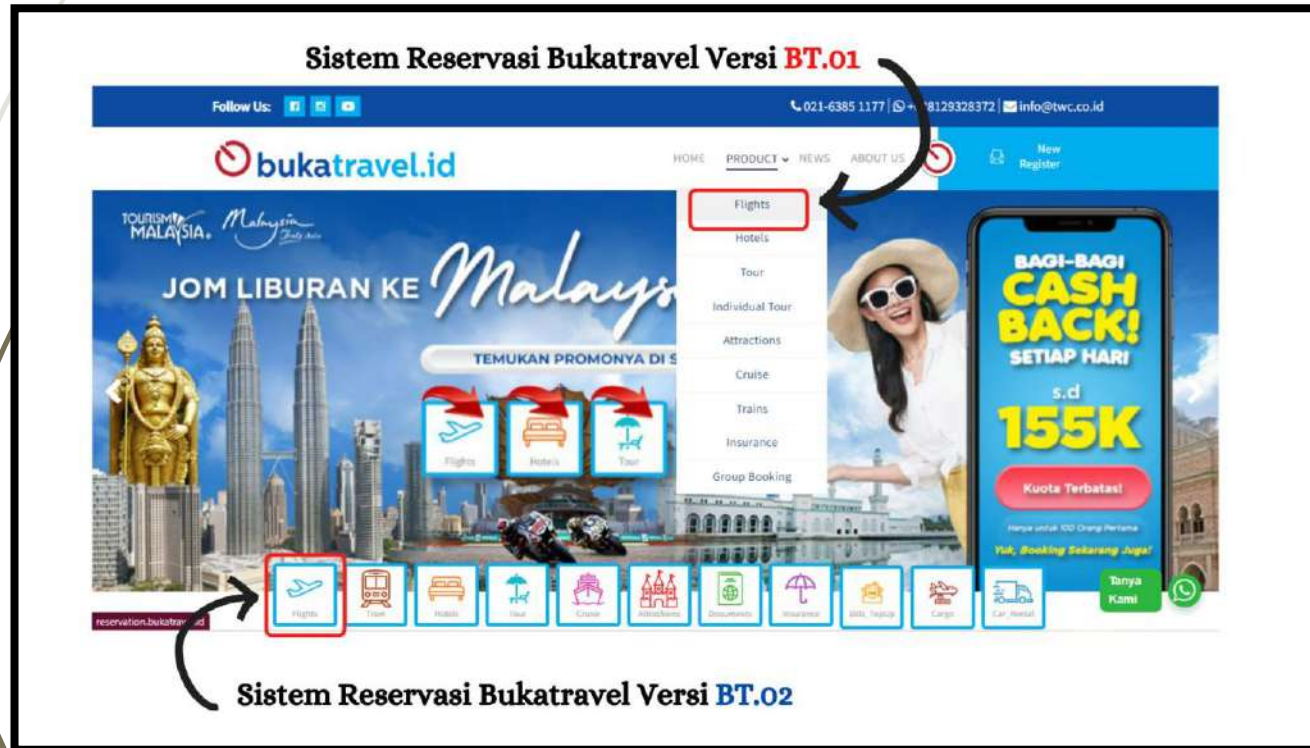


1. Cara Mengakses BTo2

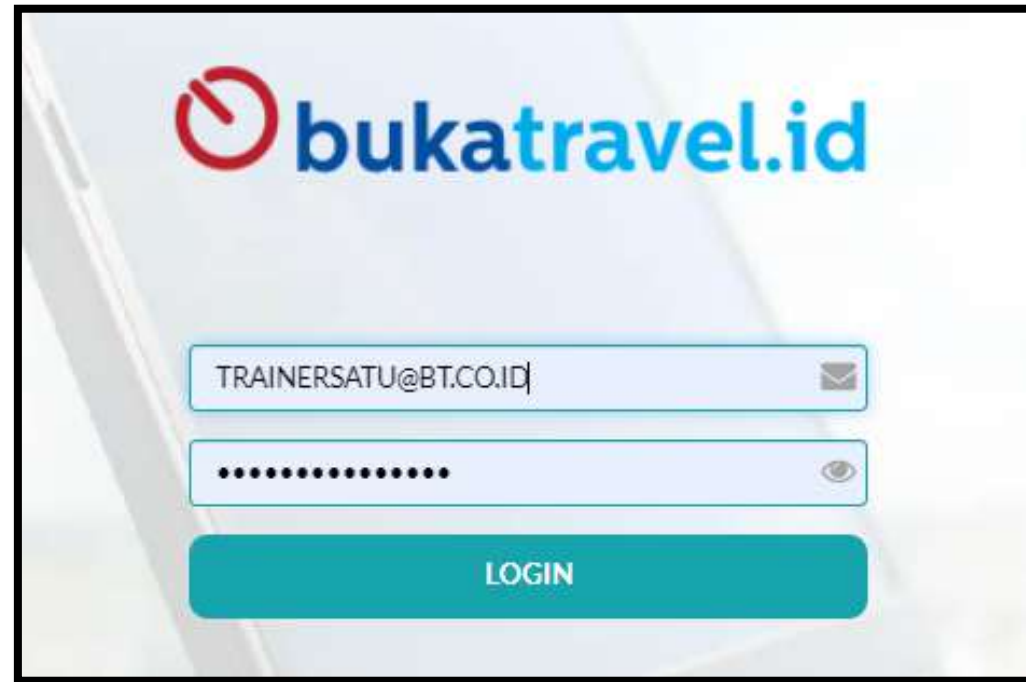
1. Cara Mengakses BTo2

BTo2, bisa di akses melalui 2 Cara :

1. Melalui PC / Computer : www.bukatravel.id
2. Melalui Aplikasi (Android) : Bukatravel.id
Lalu pilih Widget FLIGHT & LOGIN



1.1 Login



Catatan :

1. Username pada Bukatravel.id Versi BTO2 adalah **Username** dengan **Versi EMAIL**
2. Team Admin Bukatravel.id, hanya akan **memberikan 1 Username Induk**, karena pada Versi BTO2, Agent dapat membuat Sub Username/Anak Username sendiri sesuai kebutuhan & sepenuhnya akan menjadi tanggung jawab Agen yang bersangkutan.
3. Jika dalam 1 Agent mempunyai lebih dari 1 Staff, maka sangat **disarankan** untuk **mempunyai Akses Login masing-masing**.



2. Fungsi & Menu BTo2

2. Fungsi & Menu BTo2

Navigation Bar:

- List Semua Reservasi
- Informasi Saldo Akun
- Pemegang Akun

User Profile:

- DEPOSIT BALANCE : IDR 800.000
- ALITA TRAINER

Main Menu:

- PRODUCT**
 - Flights
 - Retrieve PNR ✓
 - Hotel
- ADMIN**
 - Balance History ✓
 - Transaction Report ✓
 - Manage User ✓

Callout: Retrieve PNR : GDS (Galileo) GA Domestik (ALTEA) & CITILINK

Search and Book Flights Form:

- Origin: city or specific airport
- Destination: city or specific airport
- Departure Date: YYYY-MM-DD
- Return:
- Adult(s): 1
- Child(s): 0
- Infant(s): 0
- Class: DEFAULT
- Advance Search
- SEARCH FLIGHT

Left Sidebar:

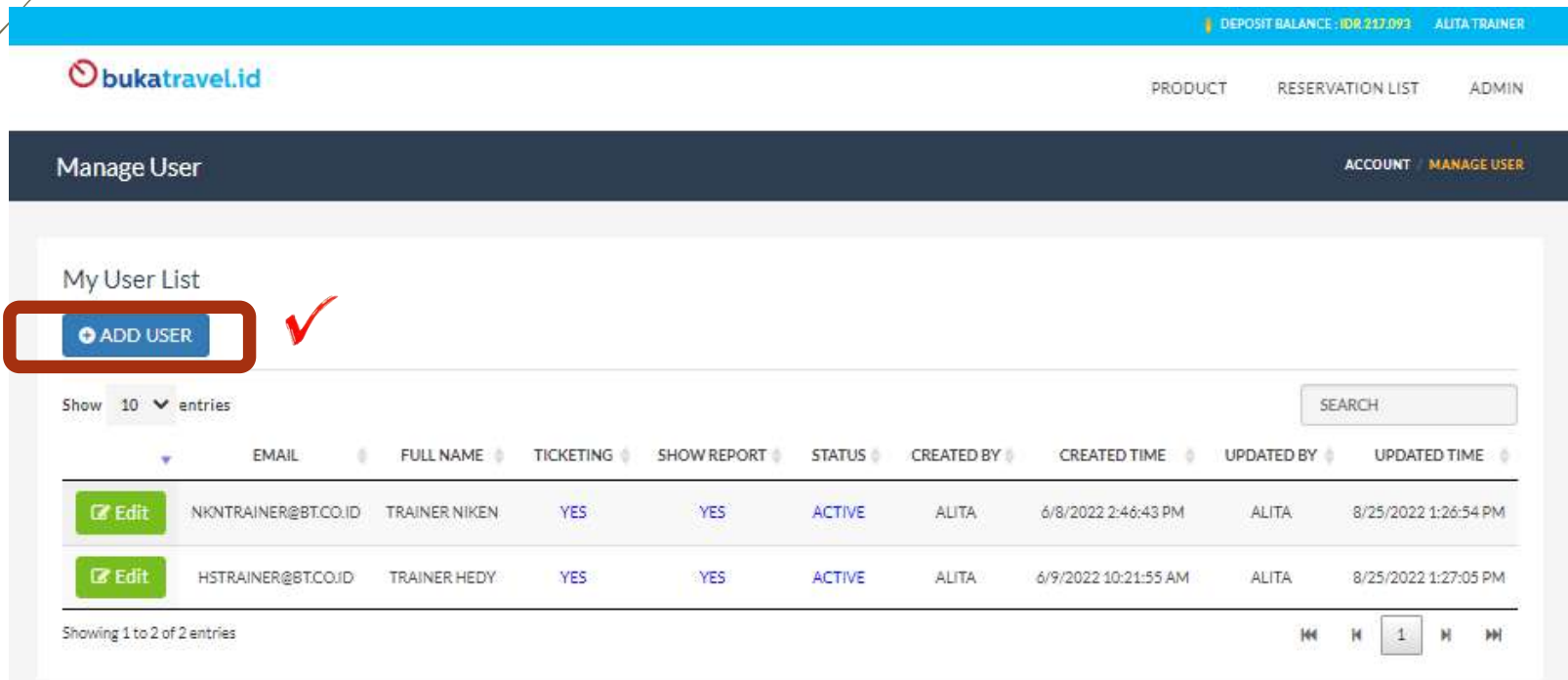
- Pemilah Berdasarkan Domestik atau Internasional
- FLIGHT
- HOTEL

2.1 Create Sub Username / Anak Username

Step 1



Step 2



2.1 Create Sub Username / Anak Username

Step 3

User Information

TITLE *
MS

FIRST NAME *
BERNADA
(without title and punctuation)

LAST NAME *
NIKEN
(without title and punctuation)

OFFICE PHONE *
0813000000001
e.g. 0818123456

MOBILE *
0813000000001
e.g. 0818123456

User Login

USERNAME (EMAIL) *
TRAINERNIKEN@BT.CO.ID

NEW PASSWORD *
.....
(set combination password of character and number) e.g. Password123

CONFIRM NEW PASSWORD *
.....
(set combination password of character and number) e.g. Password123

User Authorization

ACTIVE	TICKETING	SHOW REPORT	CANCEL HOTEL
YES NO	YES NO	YES NO	YES NO

BACK SAVE

PERHATIKAN :

1. User Login :

- Username => format email
Buatlah username versi email
(*Tidak harus Email Real yang dipakai untuk berkomunikasi*)

2. User Authorization :

- **Active** : Bisa setup team mana saja yang akan diaktifkan
- **Ticketing** : Team bisa melakukan pencetakan Tiket / Voucher Hotel
- **Show Report** : Team bisa melihat Transactional Report
- **Cancel Hotel** : Team bisa melakukan cancel voucher hotel

2.2 Fasilitas Copy ID / Rebook

Berfungsi untuk menduplikasikan seluruh data penumpang dari PNR sebelumnya dengan status “Cancelled” (by manual/time limit).

2.2 Fasilitas Copy ID / Rebook

Step 1 : Pilihlah Rerservasi yang ingin di Rebook & dan Buka Reservasi tersebut

Reservation List FLIGHT / RESERVATION LIST

BOOKING DATE: 01 OCT 2022 (max 3 months before) | 14 OCT 2022

Show 10 entries

SUPPLIER	PNR CODE/CONF. NUMBER	TRAVELER/GUEST	ROUTE/CITY	DEPTIME/CHECK-IN	TIME LIMIT	STATUS	CREATED BY	ORGANIZATION
JT	WJSOLJ	ERNA LIYAWATI	CGK-DPS	NOV 8 2022 9:00AM	OCT 14 2022 7:49PM	CANCELLED	ALITA TRAINER	BT TRAINEE T&T
-	TWCTMA22103	KURNIAWAN HALIM	JAKARTA	NOV 12 2022 12:00AM	-	CANCELLED	NIKEN TRAINER	BT TRAINEE T&T
GA	2R1N8F	ERNA LIYAWATI	CGK-SIN-CGK	OCT 28 2022 7:25AM	OCT 14 2022 2:33PM	CANCELLED	RITA TRAINER	BT TRAINEE T&T
QG	UIV46X	ERNA LIYAWATI	CGK-DPS	OCT 31 2022 5:05AM	OCT 13 2022 2:28PM	CANCELLED (TIME LIMIT)	RITA TRAINER	BT TRAINEE T&T
-	TWCTMA22102	MR KURNIAWAN HALIM	JAKARTA	NOV 14 2022 12:00AM	-	CANCELLED	NIKEN TRAINER	BT TRAINEE T&T
GA	2P9JW0	ZULVA EVIYANI	CGK-SIN-CGK	OCT 24 2022 7:25AM	OCT 7 2022 2:35PM	CANCELLED	HEDY TRAINER	BT TRAINEE T&T
QG	QGUPSQ	ZULVA EVIYANI	CGK-DPS	OCT 25 2022 4:15PM	OCT 6 2022 2:28PM	CANCELLED (TIME LIMIT)	HEDY TRAINER	BT TRAINEE T&T

Showing 1 to 7 of 7 entries 1

2.2 Fasilitas Copy ID / Rebook

Step 2 : Setelah itu Pilih / Klik **COPY ID** Pada kolom Action, Lalu Masuk ke Menu Pencarian Awal

Passenger Info

NO	NAME	TYPE	DETAILS
1	MRS. ERNA LIYAWATI	ADT	CONTACT: (+62) - 81234567 IDENTITY NO: 0000000000000000 NATIONALITY: INDONESIA DOB: 01 OCT 1991 PASSPORT NO: N/A PASSPORT EXP: N/A FREQ.FLYER: N/A SERVICE: N/A
2	MSTR. OGHIE PRATOMO	CHD	CONTACT: N/A IDENTITY NO: 0000000000000000 NATIONALITY: INDONESIA DOB: 06 OCT 2019 PASSPORT NO: N/A PASSPORT EXP: N/A FREQ.FLYER: N/A SERVICE: N/A
3	MISS. SELVIA PRATOMO	INF	CONTACT: N/A IDENTITY NO: 0000000000000000 NATIONALITY: INDONESIA DOB: 03 OCT 2021 PASSPORT NO: N/A PASSPORT EXP: N/A FREQ.FLYER: N/A SERVICE: N/A

Flight Info

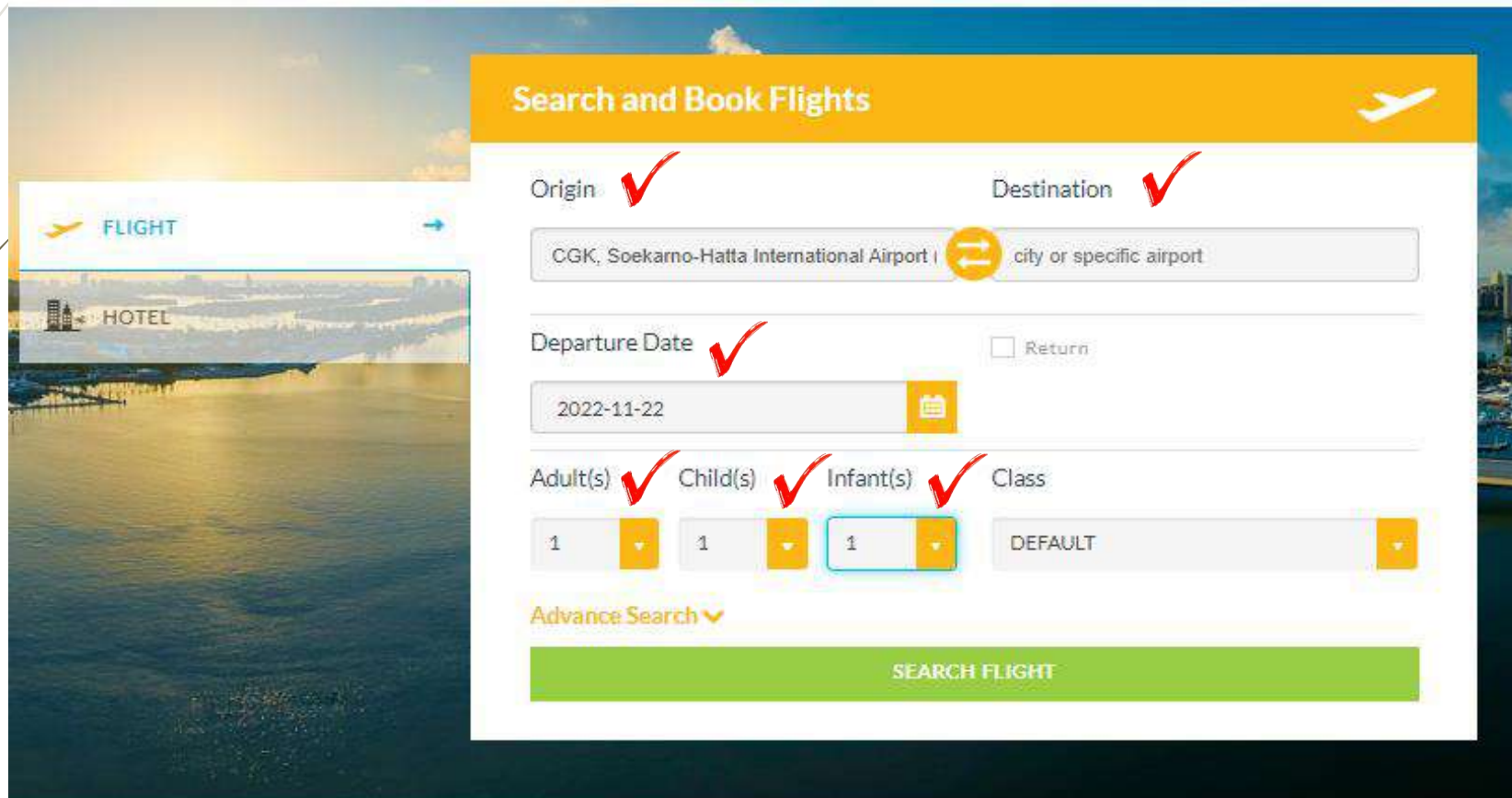
NO	FLIGHT	DEPARTURE	ARRIVAL	DETAILS
1	QG 680	SOEKARNO-HATTA INTERNATIONAL AIRPORT (CGK) 31 OCT 2022 - 05:05	NGURAH RAI INTERNATIONAL AIRPORT (DPS) 31 OCT 2022 - 07:55	OPERATED BY: N/A AIRCRAFT: N/A SUB-CLASS: H FLIGHT DURATION: 01H 50M

Fare Info

NO	PNR CODE	ROUTING	AIRLINE	TIME LIMIT	STATUS	ACTION		
1	UIV46X	JAKARTA (CGK) → DENPASAR BALI (DPS)	QG (CITILINK)	13 OCT 2022 - 14:28	CANCELLED (TIME LIMIT)	COPY ID 		
# ADULT FARES (ADT X 1)		# CHILD FARES (CHD X 1)		# INFANT FARES (INF X 1)				
Base Fare	IDR	851.000	Base Fare	IDR	765.900	Base Fare	IDR	85.100
Tax	IDR	469.794	Tax	IDR	460.433	Tax	IDR	14.361
Commission	IDR	17.020	Commission	IDR	15.318	Commission	IDR	1.702
NTA	IDR	1.303.774	NTA	IDR	1.211.015	NTA	IDR	97.759
Service Fee	IDR	13.038	Service Fee	IDR	12.110	Service Fee	IDR	10.000
Ticket Fare (x 1)	IDR	1.316.812	Ticket Fare (x 1)	IDR	1.223.125	Ticket Fare (x 1)	IDR	107.759

2.2 Fasilitas Copy ID / Rebook

Step 3 : Pilihlah Rute, Tanggal sesuai keinginan, serta Jumlah Pax sesuai dengan data yang di **COPY** dari Booking Code yang sudah ter cancel, Lalu, Pilih **SEARCH FLIGHT**



The screenshot shows a 'Search and Book Flights' form with the following fields and values:

- Origin:** CGK, Soekarno-Hatta International Airport (marked with a red checkmark)
- Destination:** city or specific airport (marked with a red checkmark)
- Departure Date:** 2022-11-22 (marked with a red checkmark)
- Return:** Return
- Adult(s):** 1 (marked with a red checkmark)
- Child(s):** 1 (marked with a red checkmark)
- Infant(s):** 1 (marked with a red checkmark)
- Class:** DEFAULT

At the bottom of the form, there is an 'Advance Search' dropdown menu and a green 'SEARCH FLIGHT' button.

2.2 Fasilitas Copy ID / Rebook

Step 4 : Pilih Maskapai / Jadwal yang diinginkan. Lalu pilih **SELECT**

Search Flight FLIGHT / SEARCH FLIGHT

Jakarta (CGK) → Denpasar Bali (DPS) ✓
Tuesday, 22 Nov 2022 | 1 Adult 1 Child 1 Infant | DEFAULT Change Search

15 flights found.

Departure Times

- EARLY MORNING (00:00 - 06:00)
- MORNING (06:00 - 12:00)
- AFTERNOON (12:00 - 18:00)
- EVENING (18:00 - 24:00)

Reset

Flight Stops

- DIRECT
- 1 STOP
- > 1 STOP

Reset

Departure Flight Sort Copy Schedule

Jakarta (CGK) → Denpasar Bali (DPS)
Tuesday, 22 Nov 2022

Jakarta (CGK) → Denpasar Bali (DPS) **Direct** PRICE (IDR) 800,280

Lion Air **JT42 (LION AIR)**

DEPARTURE TIME 09:00	ARRIVAL TIME 11:50	FLIGHT DURATION 01H 50M	SELECT ✓
-------------------------	-----------------------	----------------------------	-----------------

FLIGHT DETAILS PRICE DETAILS MORE CLASSES

Jakarta (CGK) → Denpasar Bali (DPS) **Direct** PRICE (IDR) 800,280

Lion Air **JT30 (LION AIR)**

DEPARTURE TIME 10:00	ARRIVAL TIME 12:50	FLIGHT DURATION 01H 50M	SELECT
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FLIGHT DETAILS PRICE DETAILS MORE CLASSES

2.2 Fasilitas Copy ID / Rebook

Step 5 : Klik **Kanan** Crusor pada Box Contact Details, Lalu pilih **PASTE** & Klik Box berwarna **HIJAU**

The screenshot shows the 'Input Passenger' form with the 'Contact Details' section highlighted. A red arrow points from the 'Copy contact from previous booking' button to the 'Contact Details' text box. A context menu is open over the text box, with 'Paste' highlighted. A red checkmark is next to the 'Copy contact from previous booking' button.

Contact Details RESERVATION ID Copy contact from previous booking ✓

Input Passenger FLIGHT / INPUT PASSENGER

INPUT PAX FARE RULES ANCILLARY

Contact Details F46BEC6A-2BBC-468E-B8FD-87A5DD071AED Copy contact from previous booking SAME AS USER DETAILS

TITLE* **FIRST NAME*** **LAST NAME***

TITLE FIRST NAME LAST NAME

As on ID Card/passport/driving license Card/passport (without degree or special characters)

CONTACT NUMBER*

INDONESIA (+62) @example.com

e.g. +62818123456, for Country Code

Travellers

Adult #1

TITLE* **FIRST NAME*** **LAST NAME***

TITLE FIRST NAME LAST NAME

Emoji Win+Period

Undo Ctrl+Z

Redo Ctrl+Shift+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V ✓

Paste as plain text Ctrl+Shift+V

Select all Ctrl+A

Spell check

Writing Direction

Inspect

SAME AS CONTACT DETAILS

2.2 Fasilitas Copy ID / Rebook

Step 6.1 : Periksa Kembali Hasil dari Data yang di **COPY** Contact Details (**Bookers**)

Jika Team yang melakukan Copy ID adalah PIC yang berbeda, maka disarankan untuk mencantumkan detail yang sesuai.

INPUT PAX | FARE RULES | ANCILLARY

Contact Details: F46BEC6A-2B8C-468E-B8FD-87A5DD071AED SAME AS USER DETAILS

TITLE* | **FIRST NAME*** | **LAST NAME***

MS. | RITA | TRAINER

As on ID Card/passport/driving license (without degree or special characters) | As on ID Card/passport (without degree or special characters)

CONTACT NUMBER* | **EMAIL***

INDONESIA (+62) | 8561007796 | RTTRAINER@BT.CO.ID

e.g. +62818123456, for Country Code (+62) and Phone No. 818123456 | e.g. email@example.com

2.2 Fasilitas Copy ID / Rebook

Step 6.2 : Periksa Kembali Hasil dari Data yang di **COPY** : Pax Num 1 (**Adult**)

Travellers

Adult #1 ✓

SAME AS CONTACT DETAILS

TITLE* MRS.	FIRST NAME* ERNA <small>(without title and punctuation)</small>	LAST NAME* LIYAWATI <small>(without title and punctuation)</small>
DOB* 1991-10-01 <small>Adult Passenger (Age 12 and older from Departure Date)</small>	NATIONALITY* INDONESIA (+ID)	
CONTACT NUMBER* INDONESIA (+62) 81234567 <small>e.g. +62818123456, for Country Code (+62) and Phone No. 818123456</small>	EMAIL* ERNA@GMAIL.COM <small>e.g. email@example.com</small>	
PASSPORT NUMBER* PASSPORT NUMBER	PASSPORT EXPIRY DATE* YYYY-MM-DD	
PASSPORT ISSUE COUNTRY* PASSPORT COUNTRY	ID NO.(NIK)* 0000000000000000	
WHEEL CHAIR NO		

2.2 Fasilitas Copy ID / Rebook

Step 6.3 : Periksa Kembali Hasil dari Data yang di **COPY** : Pax Num 2 (**Child**)

Child #1 ✓

TITLE
MSTR.

FIRST NAME*
OGHIE
(without title and punctuation)

LAST NAME*
PRATOMO
(without title and punctuation)

DOB*
2019-10-06
Child Passenger (Age 2 - 11 from Departure Date)

NATIONALITY
INDONESIA (+ID)

PASSPORT NUMBER*
PASSPORT NUMBER

PASSPORT EXPIRY DATE*
YYYY-MM-DD

PASSPORT ISSUE COUNTRY*
PASSPORT COUNTRY

ID NO.(NIK)*
0000000000000000

WHEEL CHAIR
NO

FREQUENT FLYER (LION GROUP)
FREQUENT FLYER FOR LION GROUP

2.2 Fasilitas Copy ID / Rebook

Step 6.4 : Periksa Kembali Hasil dari Data yang di **COPY : Pax Num 3 (Infant)**
Jika semua data sudah sesuai, maka Pilih **CONFIRM BOOKING**

Infant #1 ✓

TITLE*	FIRST NAME*	LAST NAME*
MISS.	SELVIA <small>(without title and punctuation)</small>	PRATOMO <small>(without title and punctuation)</small>
DOB*	2021-10-08 <small>Adult Passenger (Below age 2 from Departure Date)</small>	NATIONALITY INDONESIA (+ID)
PASSPORT NUMBER*	PASSPORT NUMBER	PASSPORT EXPIRY DATE* YYYY-MM-DD
PASSPORT ISSUE COUNTRY*	PASSPORT COUNTRY	ID NO.(NIK)* 0000000000000000
FREQUENT FLYER (LION GROUP) FREQUENT FLYER FOR LION GROUP		

Please ensure the data you entered is correct, data cannot be changed after the booking process is done.

CONFIRM BOOKING

2.2 Fasilitas Copy ID / Rebook

Step 7.1 : HASIL RESERVASI yang di **REBOOK**

Reservation Detail

TravOS PNR: OI23KR
Organization: BT TRAINEE T&T
Created By: ALITA TRAINER
Created Time: 14 Oct 2022 - 15:41 ✓

FLIGHT HOTEL

Passenger Info ✓

[COPY ITINERARY](#) [E-ITINERARY](#)

NO	NAME	TYPE	DETAILS
1	MRS. ERNA LIYAWATI	ADT	CONTACT: (+62) - 81234567 IDENTITY NO: 0000000000000000 NATIONALITY: INDONESIA DOB: 01 OCT 1991 PASSPORT NO: N/A PASSPORT EXP: N/A FREQ.FLYER: N/A SERVICE: N/A
2	MSTR. OGHIE PRATOMO	CHD	CONTACT: N/A IDENTITY NO: 0000000000000000 NATIONALITY: INDONESIA DOB: 06 OCT 2019 PASSPORT NO: N/A PASSPORT EXP: N/A FREQ.FLYER: N/A SERVICE: N/A
3	MISS. SELVIA PRATOMO	INF	CONTACT: N/A IDENTITY NO: 0000000000000000 NATIONALITY: INDONESIA DOB: 03 OCT 2021 PASSPORT NO: N/A PASSPORT EXP: N/A FREQ.FLYER: N/A SERVICE: N/A

Flight Info ✓

NO	FLIGHT	DEPARTURE	ARRIVAL	DETAILS
1	JT 42	SOEKARNO-HATTA INTERNATIONAL AIRPORT (CGK) 22 NOV 2022 - 09:00	NGURAH RAI INTERNATIONAL AIRPORT (DPS) 22 NOV 2022 - 11:50	OPERATED BY: N/A AIRCRAFT: N/A SUB-CLASS: V FLIGHT DURATION: 01H 50M

2.2 Fasilitas Copy ID / Rebook

Step 7.2 : HASIL RESERVASI yang di REBOOK

Fare Info

NO	PNR CODE	ROUTING	AIRLINE	TIME LIMIT	STATUS	ACTION
1	HISZAU	JAKARTA (CGK) → DENPASAR BALI (DPS)	JT (LION AIR)	17 OCT 2022 - 15:31	BOOKED	ISSUE CANCEL SYNC
# ADULT FARES (ADT X 1)			# CHILD FARES (CHD X 1)			# INFANT FARES (INF X 1)
	Base Fare	IDR 426.000	Base Fare	IDR 426.000	Base Fare	IDR 43.000
	Tax	IDR 374.280	Tax	IDR 374.280	Tax	IDR 9.800
	Commission	IDR 7.800	Commission	IDR 7.800	Commission	IDR 0
	NTA	IDR 792.480	NTA	IDR 792.480	NTA	IDR 52.800
	Service Fee	IDR 10.000	Service Fee	IDR 10.000	Service Fee	IDR 10.000
	Ticket Fare (x 1)	IDR 802.480	Ticket Fare (x 1)	IDR 802.480	Ticket Fare (x 1)	IDR 62.800

Ancillary

NO	ROUTING	NAME	INSURANCE	BAGGAGE	SEATS	MEALS	RAPID TEST
1	JAKARTA (CGK) → DENPASAR BALI (DPS)	MRS. ERNA LIYAWATI	NO	N/A	N/A	N/A	N/A
		MSTR. OGHIE PRATOMO	NO	N/A	N/A	N/A	N/A
		MISS. SELVIA PRATOMO	NO	N/A	N/A	N/A	N/A

Total Ticket Fare	IDR 1.667.760
Total Ancillary	IDR 0
Total Fare On The Ticket	IDR 1.653.360
VAT/PPN	IDR 3.300
Total Billing	IDR 1.671.060

***Fare is subject to change unless immediate ticketing.*


Fare Rules

NO	ROUTING	TYPE	FARE BASIS	BAGGAGE	ACTION
1	JAKARTA (CGK) → DENPASAR BALI (DPS)	ADT		20 KG	FARE RULES
		CHD		20 KG	FARE RULES
		INF		20 KG	FARE RULES

[BACK](#)

2.2 Fasilitas Copy ID / Rebook

Step 7.3 : HASIL RESERVASI yang di **REBOOK**

 PRODUCT RESERVATION LIST ADMIN

Reservation List FLIGHT / RESERVATION LIST

BOOKING DATE
(max 3 months before)

Show 10 entries

SUPPLIER	PNR CODE/CONF. NUMBER	TRAVELER/GUEST	ROUTE/CITY	DETIME/CHECK-IN	TIME LIMIT	STATUS	CREATED BY	ORGANIZATION
JT	HISZAU	ERNA LIYAWATI	CGK-DPS	NOV 22 2022 9:00AM	OCT 17 2022 3:31PM	BOOKED	ALITA TRAINER	BT TRAINEE T&T
JT	WJSOLJ	ERNA LIYAWATI	CGK-DPS	NOV 8 2022 9:00AM	OCT 14 2022 7:49PM	CANCELLED	ALITA TRAINER	BT TRAINEE T&T
-	TWCTMA22103	KURNIAWAN HALIM	JAKARTA	NOV 12 2022 12:00AM	-	CANCELLED	NIKEN TRAINER	BT TRAINEE T&T
GA	2R1N8F	ERNA LIYAWATI	CGK-SIN-CGK	OCT 28 2022 7:25AM	OCT 14 2022 2:33PM	CANCELLED	RITA TRAINER	BT TRAINEE T&T
QG	UIV48X	ERNA LIYAWATI	CGK-DPS	OCT 31 2022 5:05AM	OCT 13 2022 2:28PM	CANCELLED (TIME LIMIT)	RITA TRAINER	BT TRAINEE T&T
-	TWCTMA22102	MR KURNIAWAN HALIM	JAKARTA	NOV 14 2022 12:00AM	-	CANCELLED	NIKEN TRAINER	BT TRAINEE T&T

Booking Code Baru

Booking Code Lama

2.3 Retrieve PNR

Reservasi / Booking dilakukan secara manual (melalui Portal Agent) by Galileo / Altea

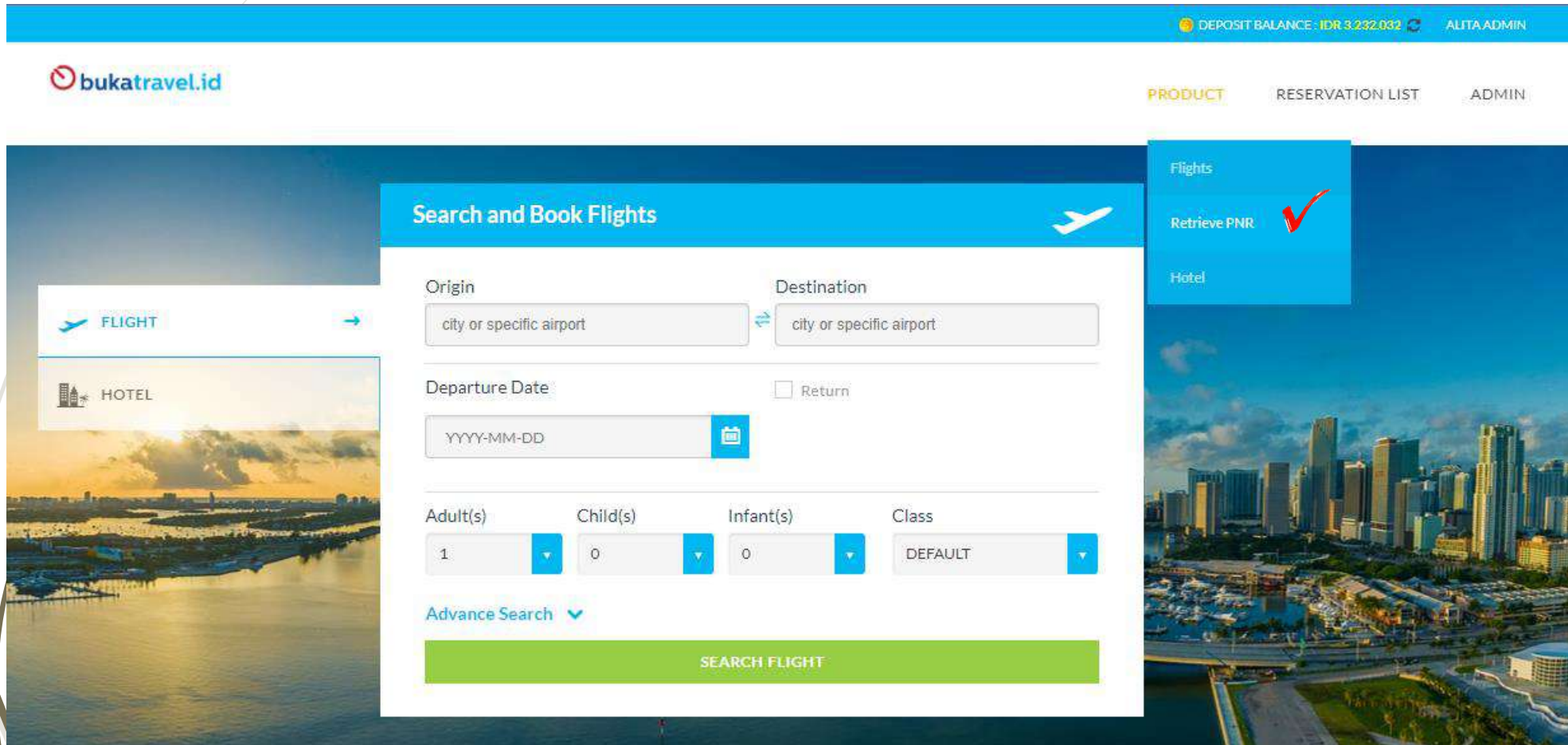
HAL YANG HARUS DILAKUKAN JIKA MELAKUKAN RESERVASI SECARA MANUAL :

Input Data Pax dengan LENGKAP (GDS/ALTEA) sbb :

1. Contact Person
2. Identity Number (KTP untuk Domestik by ALTEA)
3. Nationality
4. Date Of Birth
5. Passport Number (Untuk Internasional by GALIEO)
6. Passport Expired (Untuk Internasional by GALIEO)
7. Freq Flyer (jika di perlukan)

2.3 Retrieve PNR

Step 1 : Arahkan Crusor Pada Menu Product, Lalu Klik RETRIEVE PNR



The screenshot displays the bukatravel.id website interface. At the top right, there is a header with "DEPOSIT BALANCE : IDR 3.232.032" and "ALITA ADMIN". Below the header, the website logo "bukatravel.id" is visible on the left, and navigation links "PRODUCT", "RESERVATION LIST", and "ADMIN" are on the right. The main content area features a "Search and Book Flights" section with a search form. The form includes fields for "Origin" and "Destination" (both labeled "city or specific airport"), a "Departure Date" field (labeled "YYYY-MM-DD" with a calendar icon), and a "Return" checkbox. Below these are dropdown menus for "Adult(s)" (set to 1), "Child(s)" (set to 0), "Infant(s)" (set to 0), and "Class" (set to DEFAULT). A green "SEARCH FLIGHT" button is at the bottom of the form. On the right side, a blue dropdown menu is open, showing options: "Flights", "Retrieve PNR" (which is highlighted with a red checkmark), and "Hotel".

2.3 Retrieve PNR

Step 2 : Pilih Airlines, Masukkan Booking Code, lalu klik RETRIEVE PNR

Retrieve PNR FLIGHT / RETRIEVE PNR

Retrieve PNR

PRODUCT INTERNATIONAL FLIGHT ✓

GALILEO / AIRLINE PNR ABCDE ✓

ACCOUNT CODE ACCOUNT CODE

RETRIEVE ✓ CLEAR

Retrieve PNR FLIGHT / RETRIEVE PNR

Retrieve PNR

PRODUCT LCC - GARUDA ✓

GALILEO / AIRLINE PNR FGHIJ ✓

ACCOUNT CODE ACCOUNT CODE

RETRIEVE ✓ CLEAR

2.3 Retrieve PNR

Step 3 : Periksa Reservasi yang sudah di RETRIEVE pada Reservation List

Reservation List FLIGHT / RESERVATION LIST

BOOKING DATE
(max 3 months before)

Show entries TRAVEL YUK

SUPPLIER	PNR CODE/CONF. NUMBER	TRAVELER/GUEST	ROUTE/CITY	DEPTIME/CHECK-IN	TIME LIMIT	STATUS	CREATED BY	ORGANIZATION
TK	46SRC1		NCE-IST-CGK	MAY 7 2023 7:20PM	APR 11 2023 4:27PM	BOOKED		

2.4 Top Up Saldo

BNI & BRI => Tidak Ada Adm Fee

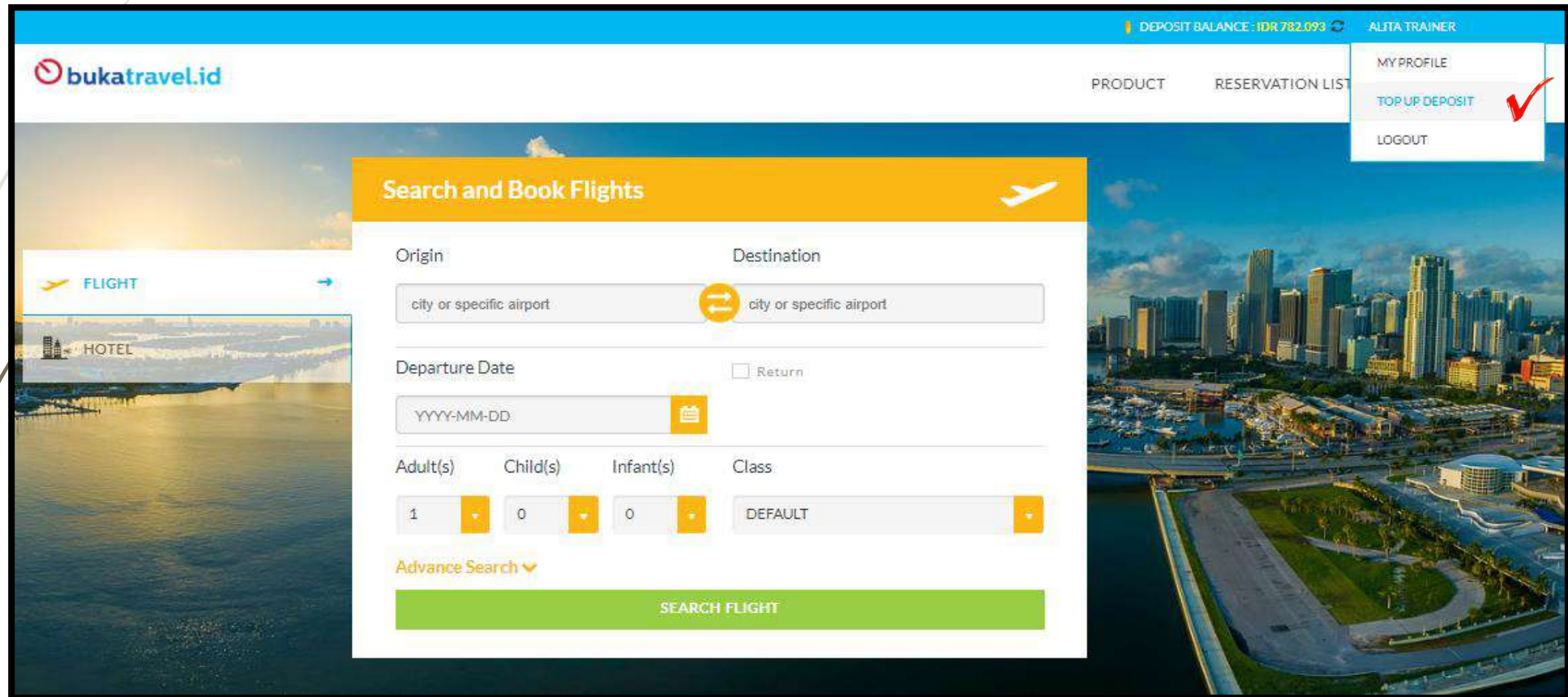
BCA

Antar Bank => Ada Adm Fee Rp. 6.500

Pastikan memilih Realtime Online Ketika melakukan Top Up menggunakan antar Bank

2.4 Top Up Saldo

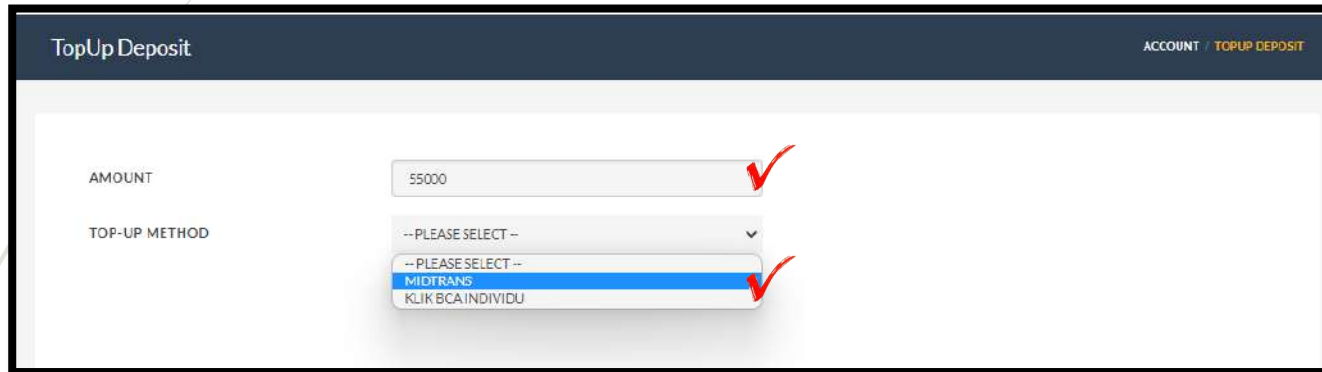
Step 1 : Arahkan Crusor pada Nama Akun, lalu Pilih **Top Up Deposit**



The screenshot displays the bukatravel.id website interface. At the top right, the user's name 'ALITA TRAINER' is visible next to a 'DEPOSIT BALANCE : IDR.782.093' indicator. A dropdown menu is open under the user name, showing three options: 'MYPROFILE', 'TOP UP DEPOSIT' (which is highlighted with a red checkmark), and 'LOGOUT'. Below the navigation bar, there are links for 'PRODUCT' and 'RESERVATION LIST'. The main content area features a 'Search and Book Flights' form with fields for 'Origin' and 'Destination' (both set to 'city or specific airport'), 'Departure Date' (set to 'YYYY-MM-DD'), and a 'Return' checkbox. There are also dropdowns for 'Adult(s)' (set to 1), 'Child(s)' (set to 0), 'Infant(s)' (set to 0), and 'Class' (set to 'DEFAULT'). A green 'SEARCH FLIGHT' button is at the bottom of the form. The background of the page shows a cityscape and a body of water.

2.4 Top Up Saldo

Step 2 : Isi Jumlah Amount, Pilih Midtrans

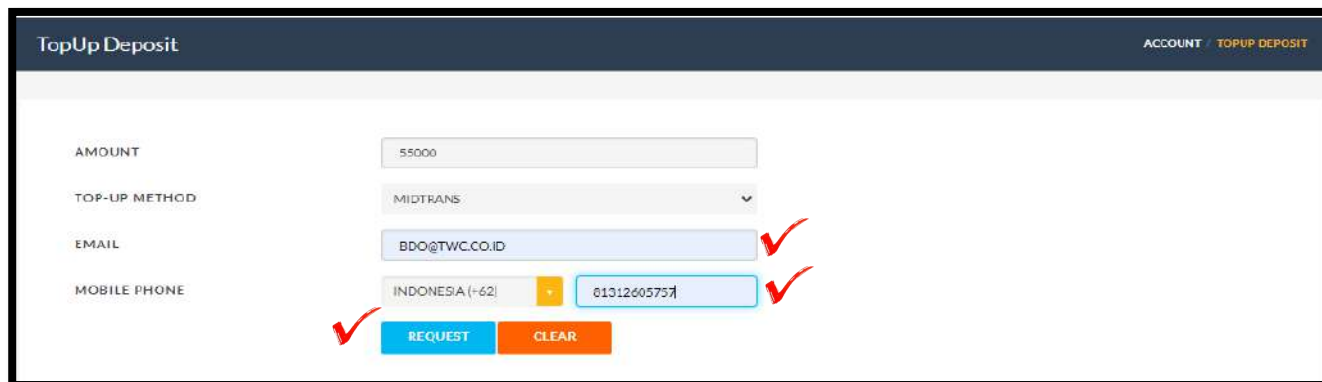


TopUp Deposit ACCOUNT / TOPUP DEPOSIT

AMOUNT

TOP-UP METHOD

Step 3 : Isi Email, No Telp/HP, lalu Klik Request



TopUp Deposit ACCOUNT / TOPUP DEPOSIT

AMOUNT

TOP-UP METHOD

EMAIL

MOBILE PHONE

2.4 Top Up Saldo

Step 4 : Pastikan Total Dana yang akan di Top Up, Selanjutnya Pilih **SUBMIT**

TopUp Deposit ACCOUNT / TOPUP DEPOSIT

AMOUNT	55000
TOP-UP METHOD	MIDTRANS
EMAIL	BDO@TWC.CO.ID
MOBILE PHONE	NULL81312605757
SURCHARGE	IDR 0
AMOUNT TO BE CHARGED	IDR 55,000
AMOUNT TO BE TOP-UP	IDR 55,000

✓

2.4 Top Up Saldo

Step 5 : Perhatikan Batas Waktu Top Up 2022-11-10 08:57

Setelah itu silakan klik PAYMENT LINK

<https://app.midtrans.com/snap/v3/redirection/ef2024e5-9281-4195-944f-1389c9bb71c7>

TopUp Deposit ACCOUNT / TOPUP DEPOSIT

AMOUNT	55000
TOP-UP METHOD	MIDTRANS
EMAIL	BDO@TWC.CO.ID
MOBILE PHONE	NULL81312605757
SURCHARGE	IDR 0
AMOUNT TO BE CHARGED	IDR 55,000
AMOUNT TO BE TOP-UP	IDR 55,000

Please complete your payment before 2022-11-10 08:57 ✓

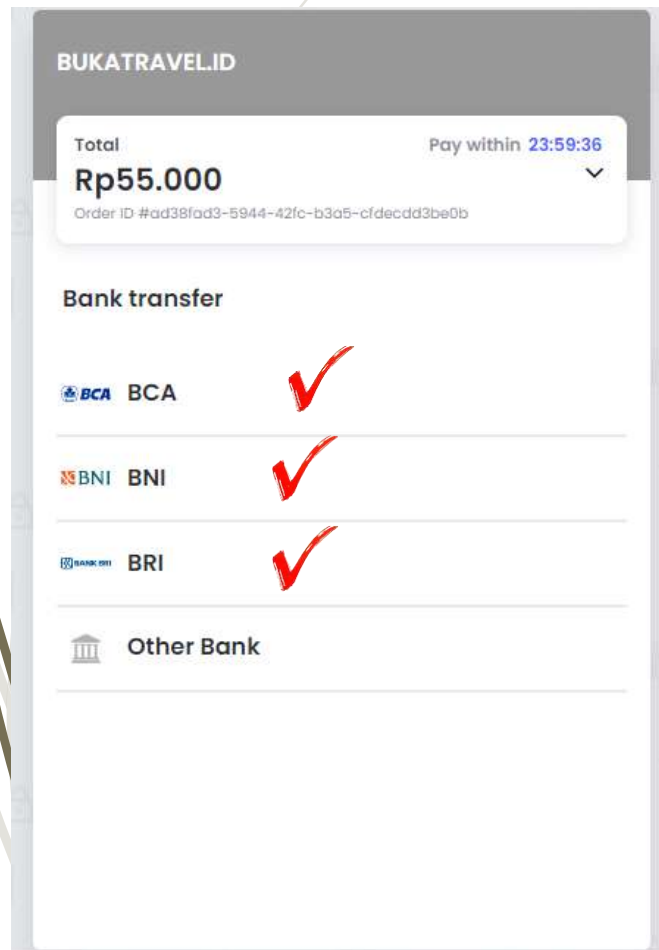
PAYMENT LINK <https://app.midtrans.com/snap/v3/redirection/ef2024e5-9281-4195-944f-1389c9bb71c7> ✓

** Payment link has been sent to your email/ whatsapp.
** Top-up will be automatically added to your balance once completed by Midtrans.

DONE

2.4 Top Up Saldo





Step 6 : Pilih salah satu Bank Transfer



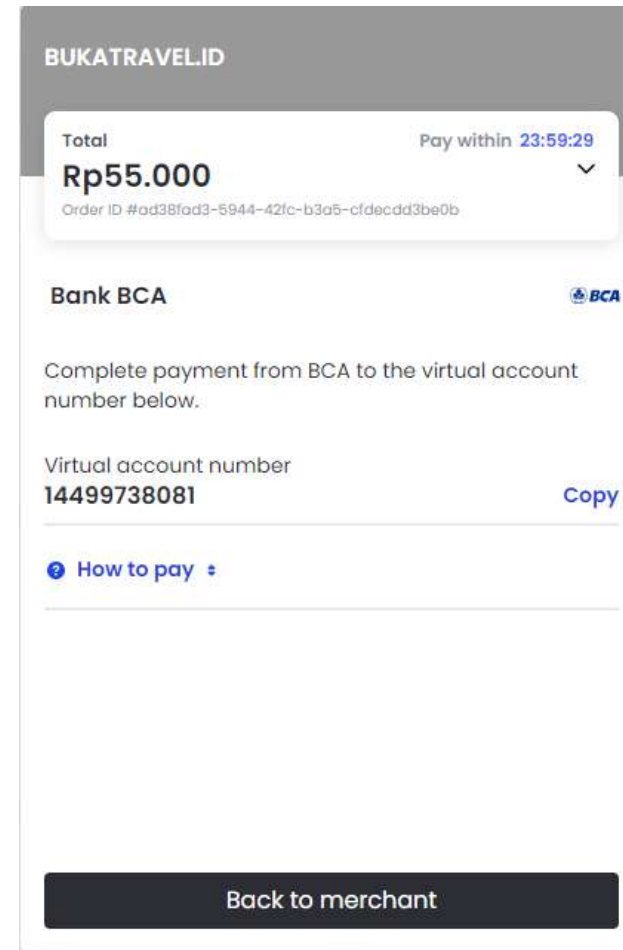
BUKATRAVEL.ID

Total Pay within 23:59:36
Rp55.000 ▼
Order ID #ad38fad3-5944-42fc-b3a5-cfdecdd3be0b

Bank transfer


-  **BCA** ✓
-  **BNI** ✓
-  **BRI** ✓
-  **Other Bank**

Step 7 : Setelah itu Copy Virtual Account Number, dan Lakukan Pembayaran




BUKATRAVEL.ID

Total Pay within 23:59:29
Rp55.000 ▼
Order ID #ad38fad3-5944-42fc-b3a5-cfdecdd3be0b

Bank **BCA** 

Complete payment from BCA to the virtual account number below.

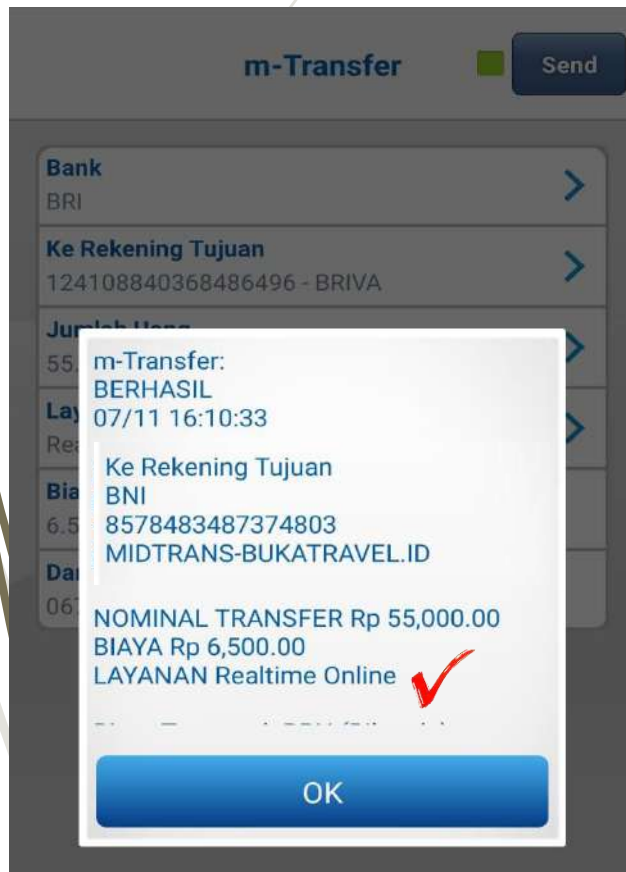
Virtual account number
14499738081 Copy ✓

 **How to pay** +

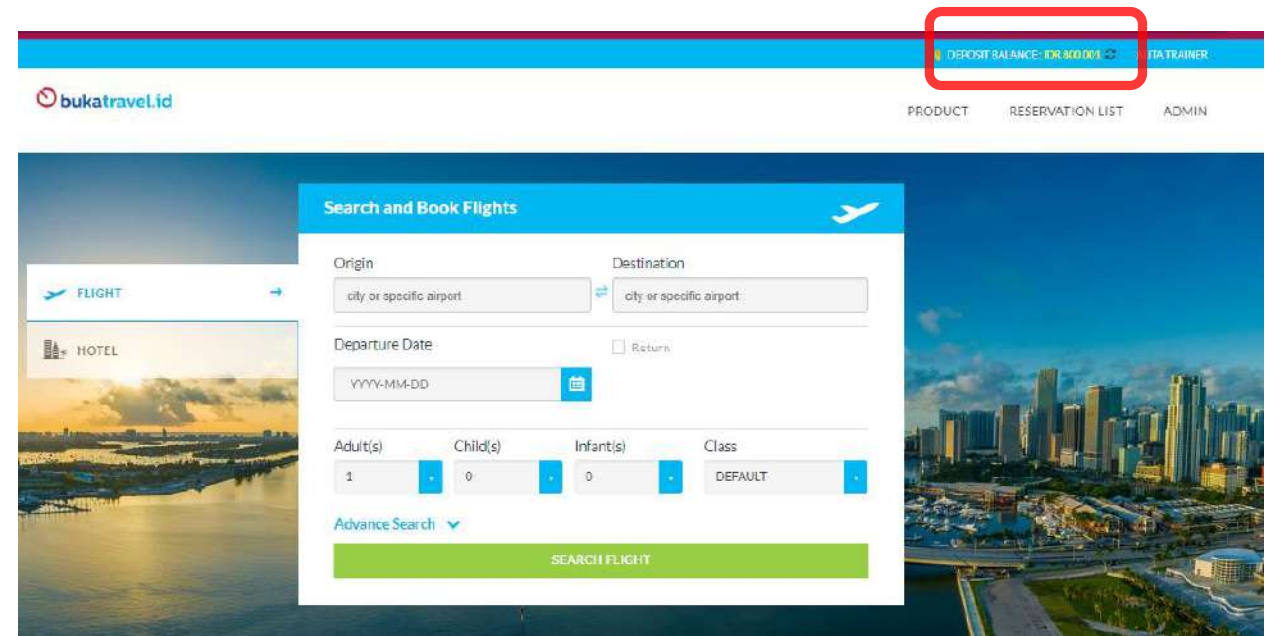
Back to merchant

2.4 Top Up Saldo

Step 8 : Jangan lupa untuk melakukan Pembayaran melalui Bank Selain BNI / BRI, Pilih **LAYANAN Realtime Online**



Step 9 : Your balance has been updated



Please Contact Our Team, if you have any problem during transfer / top up balance
Villa +6287808087250 / Andi +62818947731

2.5 Reservation List

Reservation List

FLIGHT / RESERVATION LIST

BOOKING DATE

01 APR 2023 ✓



10 APR 2023 ✓



(max 3 months before)

Show 10 ▼ entries

SEARCH

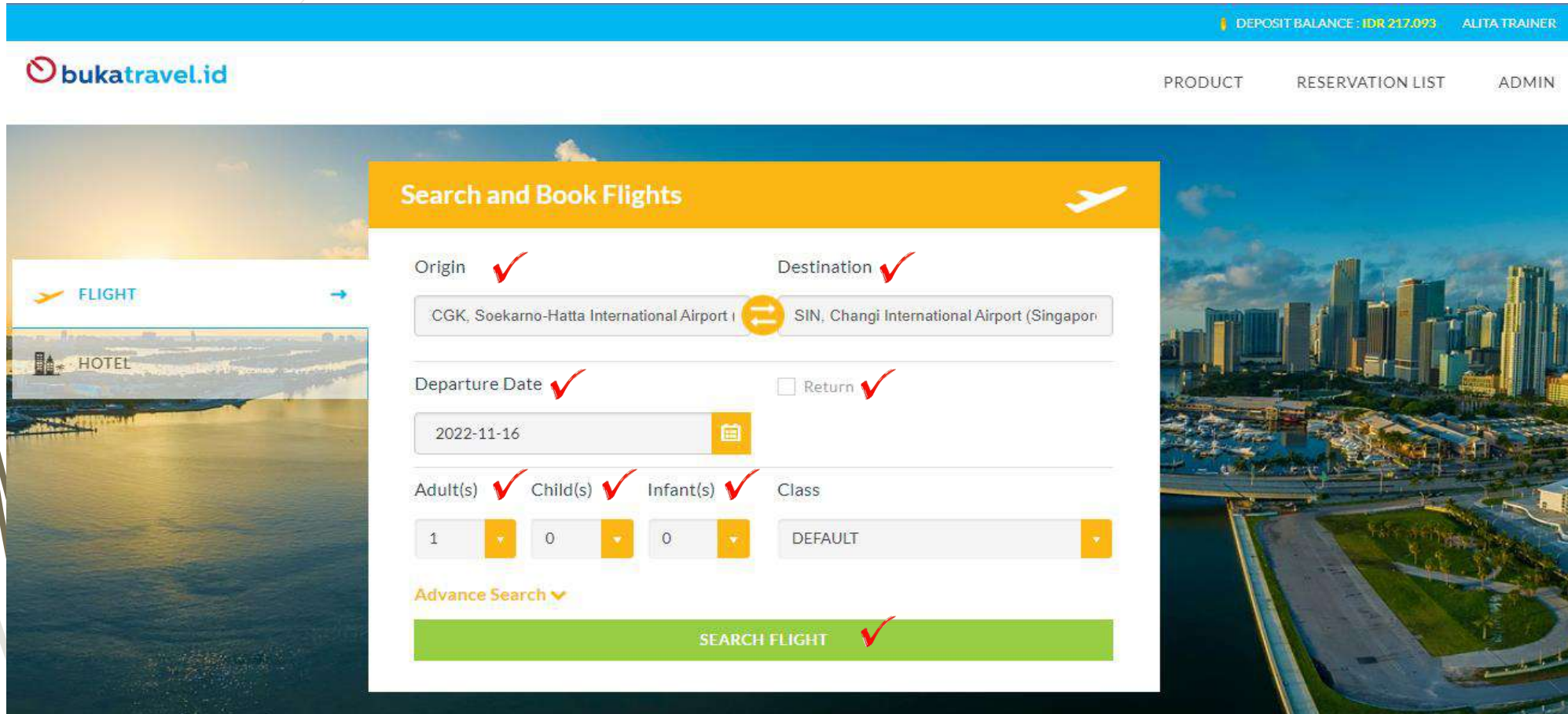
SUPPLIER	PNR CODE/CONF. NUMBER	TRAVELER/GUEST	ROUTE/CITY	DEPTIME/CHECK-IN	TIME LIMIT	STATUS	CREATED BY	ORGANIZATION
IW	HDDMJI		WNI-KDI	APR 14 2023 12:10PM	-	ISSUED		
IU	TNEBJF		CGK-TKG-CGK	APR 12 2023 7:45AM	APR 9 2023 4:45AM	CANCELLED (TIME LIMIT)		
FR	SH15881772		BALI	APR 23 2023 12:00AM	-	ISSUED		
IU	RQQZQV		SUB-DPS-SUB	APR 23 2023 8:00AM	-	ISSUED		
GA	6COUVW		MLG-CGK	APR 10 2023 10:40AM	-	ISSUED		
TK	46SRC1		NCE-IST-CGK	MAY 7 2023 7:20PM	APR 11 2023 4:27PM	BOOKED		
EK	46SPFQ		CGK-DXB-NCE	APR 29 2023 12:40AM	APR 15 2023 4:17PM	BOOKED		



3. Cara Melakukan Reservasi Tiket

3. Cara Melakukan Reservasi Tiket

Step 1 : Cari & Pilih Penerbangan (Pastikan Jumlah Peserta sudah sesuai dengan kebutuhan)



The screenshot displays the bukatravel.id website interface. At the top right, it shows 'DEPOSIT BALANCE : IDR 217.093' and 'ALITA TRAINER'. The main navigation includes 'PRODUCT', 'RESERVATION LIST', and 'ADMIN'. The central focus is the 'Search and Book Flights' form, which includes the following fields and options:

- Origin:** CGK, Soekarno-Hatta International Airport ✓
- Destination:** SIN, Changi International Airport (Singapore) ✓
- Departure Date:** 2022-11-16 ✓
- Return:** Return ✓
- Adult(s):** 1 ✓
- Child(s):** 0 ✓
- Infant(s):** 0 ✓
- Class:** DEFAULT
- Advance Search:** Advance Search
- SEARCH FLIGHT:** ✓

3. Cara Melakukan Reservasi Tiket

Step 2 : Tampilan Hasil Pencarian & SELECT Penerbangan

PERHATIKAN :

Pada Hasil Pencarian

1. Dapat di Filter berdasarkan :

- Departure Times
- Flight Stops
- Airlines

2. Dapat di lihat keterangan :

- **Flight Details**

Penjelasan No Penerbangan, Keterangan Bagasi, Jam & Durasi Penerbangan

- **Price Details**

Penjelasan Basic Fare, Taxes & Total Harga On The Ticket

- **More Classes**

Untuk Penerbangan LCC akan tampil pilihan Kelas.

- **Price (IDR)**

Jika tidak tercantum Harga Pada Pilihan Price, maka pilih More Classes dan Pilih **GET FARE**

3. Cara Melakukan Reservasi Tiket

Step 3 : INPUT PASSENGER

PERHATIKAN :

Pada halaman ini akan tampil :

1. FLIGHT & FARE DETAILS

=> Berisi informasi Keterangan Penerbangan yang dipilih serta Keterangan Harga

2. INPUT :

- CONTACT DETAIL :

Ini adalah pengisian Contact Bookers (Pemegang Akun Login atau PIC yang melakukan Booking)

- TRAVELLERS

Ini adalah pengisian Data Penumpang (Pastikan isi sesuai dengan Kolom yang tersedia)

3. CHECK FARE RULES

=> Ini adalah Keterangan Fare Rules dari Airlines yang dipilih

4. ANCILLARY

=> Ini adalah Fasilitas untuk Penambahan Bagasi & Meals serta Pemilihan Seat Berbayar (Fasilitas tersebut sesuai dengan ketersediaan/kebijakan dari Airlines)

3. Cara Melakukan Reservasi Tiket

Step 3.1 : Summary Flight & Fare Details

Input Passenger FLIGHT / INPUT PASSENGER

FLIGHT & FARE DETAILS

Departure Fare Details		
ADT Fare (x1)	IDR	1,040,000
Tax ADT (x1)	IDR	377,400
Total Fare ADT (x1)	IDR	1,417,400
<hr/>		
Total Ticket Fare	IDR	1,417,400 ✓

Jakarta (CGK) → Singapore (SIN)
Wednesday, 16 Nov 2022

Citilink
CITILINK
QG 522
ECONOMY (O)

10 KG

SOEKARNO-HATTA
INTERNATIONAL AIRPORT
(CGK)
06:00

09H ADM

CHANGI INTERNATIONAL
AIRPORT (SIN)
08:40

3. Cara Melakukan Reservasi Tiket

Step 3.2 : Input Contact Details

INPUT PAX | FARE RULES | ANCILLARY

Contact Details ✓ SAME AS USER DETAILS ✓

<p>TITLE*</p> <p>MS.</p>	<p>FIRST NAME*</p> <p>ALITA</p> <p><small>As on ID Card/passport/driving license (without degree or special characters)</small></p>	<p>LAST NAME*</p> <p>TRAINER</p> <p><small>As on ID Card/passport (without degree or special characters)</small></p>
<p>CONTACT NUMBER*</p> <p>INDONESIA (+62)</p>	<p>81288886373</p> <p><small>e.g. +62818123456, for Country Code (+62) and Phone No. 818123456</small></p>	<p>EMAIL*</p> <p>INFO@TWCCO.ID</p> <p><small>e.g. email@example.com</small></p>

3. Cara Melakukan Reservasi Tiket

Step 3.3 : Input Travellers

Travellers

Adult #1

SAME AS CONTACT DETAILS

TITLE* MR. ✓	FIRST NAME* KEMAL ✓ <small>(without title and punctuation)</small>	LAST NAME* HAKIM ✓ <small>(without title and punctuation)</small>
DOB* 1992-06-17 ✓ <small>Adult Passenger (Age 12 and older from Departure Date)</small>	NATIONALITY* INDONESIA (+ID) ✓	
CONTACT NUMBER* INDONESIA (+62) 81265543234 ✓ <small>e.g. +62812123456, for Country Code (+62) and Phone No. 812123456</small>	EMAIL* INFO@TWC.CO.ID ✓ <small>e.g. email@example.com</small>	
PASSPORT NUMBER* A423452 ✓	PASSPORT EXPIRY DATE* 2025-08-12 ✓	
PASSPORT ISSUE COUNTRY* INDONESIA (ID) ✓	ID NO. (NIK)* IDENTITY NUMBER	
WHEEL CHAIR NO ✓		
FREQUENT FLYER (CITILINK) FREQUENT FLYER FOR CITILINK		

Please tick (v) if you want to save your data for future transaction. (optional)

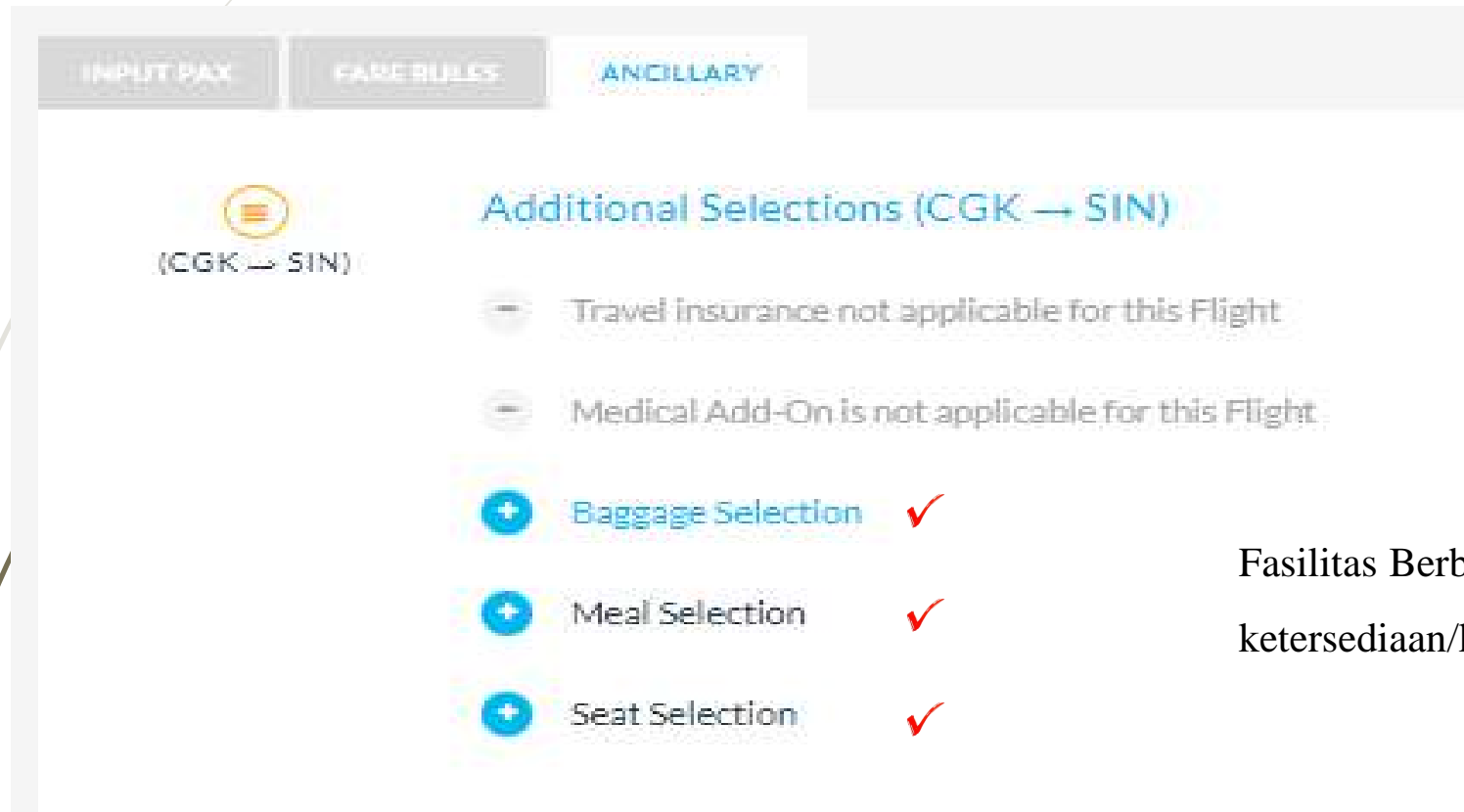
Please tick (v) to confirm the data you entered is correct, it cannot be changed after you click CONFIRM BOOKING button.

CONFIRM BOOKING

Please tick (v) if you want to save your data for future transaction. (optional)
=> Data Passanger bisa di Save sehingga jika Customer melakukan reservasi lagi, tidak perlu mengetik ulang datanya

3. Cara Melakukan Reservasi Tiket

Step 3.4 : Ancillary



The screenshot shows a flight booking interface with three tabs: 'INPUT PAY', 'FARE RULES', and 'ANCILLARY'. The 'ANCILLARY' tab is active. Below the tabs, there is a flight icon and the route '(CGK → SIN)'. The main heading is 'Additional Selections (CGK → SIN)'. There are three unselected options with minus signs: 'Travel insurance not applicable for this Flight', 'Medical Add-On is not applicable for this Flight', and 'Baggage Selection'. There are three selected options with plus signs and red checkmarks: 'Baggage Selection', 'Meal Selection', and 'Seat Selection'.

Fasilitas Berbayar sesuai dengan ketersediaan/kebijakan dari Airlines

3. Cara Melakukan Reservasi Tiket

Step 3.5 : Hasil Pembukuan

Reservation Detail FLIGHT RESERVATION DETAIL

Reservation Detail

TravOS PNR: **2L8SZ0** | SPNREF: **BT TRAINEE T&T** | Created By: **Alita Trainer** | Created Time: **21 Sep 2022 - 16:03**

FLIGHT | HOTEL

Passenger Info COPY ITINERARY | E-ITINERARY

NO	NAME	TYPE	DETAILS
1	MR. KEMAL HAKIM	ADT	CONTACT: (+62) - 81265543234 IDENTITY NO: N/A NATIONALITY: INDONESIA DOB: 17 JUN 1993 PASSPORT NO: A423452 PASSPORT EXP: 12 AUG 2025 FREQ.FLYER: N/A SERVICE: N/A

Flight Info

NO	FLIGHT	DEPARTURE	ARRIVAL	DETAILS
1	QG 522	SOEKARNO-HATTA INTERNATIONAL AIRPORT (CGK) 16 NOV 2022 - 06:00	CHANGI INTERNATIONAL AIRPORT (SIN) 16 NOV 2022 - 09:40	OPERATED BY: N/A AIRCRAFT: N/A SUB-CLASS: O FLIGHT DURATION: 09H 40M

PERHATIKAN :

- ✓ PNR CODE adalah Booking Code Airlines
- ✓ Harga akan tampil detail per pax (Adult/Child/Infant)
- ✓ Total Billing adalah Total Harga Nett To Bukatravel
- ✓ Hasil Pembukuan harap di Periksa Kembali sebelum melakukan Action Issue

Fare Info

NO	PNR CODE	ROUTING	AIRLINE	TIME LIMIT	STATUS	ACTION
1	2L8SZ0 (1G)	JAKARTA (CGK) → SINGAPORE (SIN) SINGAPORE (SIN) → JAKARTA (CGK)	GA (GARUDA INDONESIA)	25 SEP 2022 - 11:04	BOOKED	RE-PRICE ISSUE CANCEL
		# ADULT FARES (ADT X 1)	# CHILD FARES (CHD X 1)		# INFANT FARES (INF X 1)	
	Base Fare	IDR 3.708.000	Base Fare	IDR 2.781.000	Base Fare	IDR 371.000
	Tax	IDR 1.722.500	Tax	IDR 1.722.500	Tax	IDR 0
	Commission	IDR 222.480	Commission	IDR 166.860	Commission	IDR 22.260
	NTA	IDR 5.208.020	NTA	IDR 4.236.640	NTA	IDR 348.740
	Service Fee	IDR 25.000	Service Fee	IDR 25.000	Service Fee	IDR 25.000
	Ticket Fare (x 1)	IDR 5.233.020	Ticket Fare (x 1)	IDR 4.361.640	Ticket Fare (x 1)	IDR 373.740

Ancillary

NO	ROUTING	NAME	INSURANCE	BAGGAGE	SEATS	MEALS	RAPID TEST
1	JAKARTA (CGK) → SINGAPORE (SIN)	MRS. RORO DWIYANI	NO	N/A	N/A	N/A	N/A
		MISS. PUTRI SINDEN	NO	N/A	N/A	N/A	N/A
		MSTR. PUTRA JURAGAN	NO	N/A	N/A	N/A	N/A
2	SINGAPORE (SIN) → JAKARTA (CGK)	MRS. RORO DWIYANI	NO	N/A	N/A	N/A	N/A
		MISS. PUTRI SINDEN	NO	N/A	N/A	N/A	N/A
		MSTR. PUTRA JURAGAN	NO	N/A	N/A	N/A	N/A

Total Ticket Fare	IDR 9.968.400
Total Ancillary	IDR 0
Total Fare On The Ticket	IDR 10.305.000
VAT/PPN	IDR 9.250
Total Billing	IDR 9.976.650

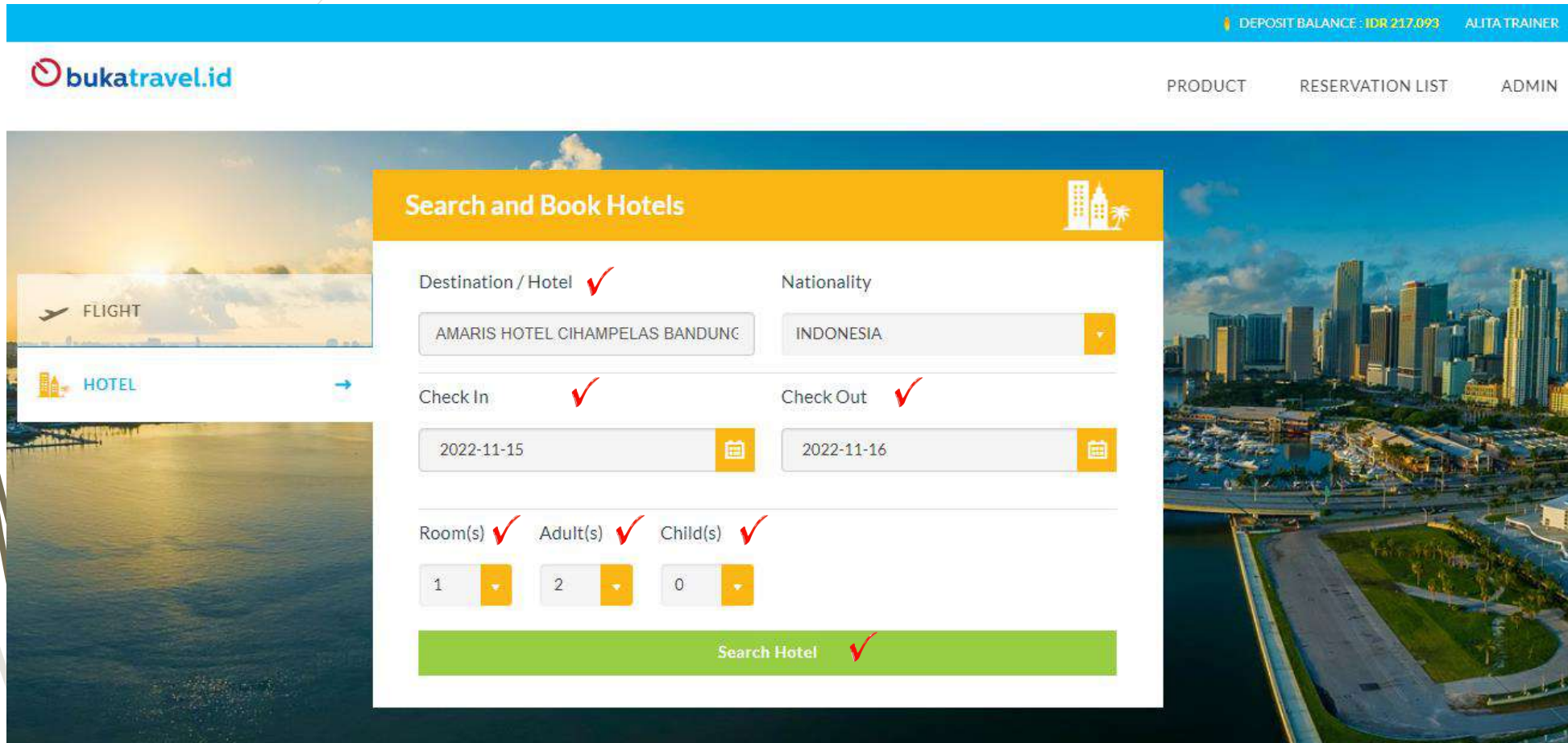
**Fare is subject to change unless immediate ticketing.*



4. Cara Melakukan Reservasi Hotel

4. Cara Melakukan Reservasi Hotel

Step 1 : Cari & Pilih Hotel (Pastikan Jumlah Kamar & Tamu sudah sesuai dengan kebutuhan)



The screenshot displays the Bukatravel.id website interface. At the top right, it shows a deposit balance of IDR 217,093 and the user name ALITA TRAINER. The main navigation menu includes PRODUCT, RESERVATION LIST, and ADMIN. The central focus is the 'Search and Book Hotels' form, which includes the following fields and options:


- Destination / Hotel:** AMARIS HOTEL CIHAMPÉLAS BANDUNG ✓
- Nationality:** INDONESIA ✓
- Check In:** 2022-11-15 ✓
- Check Out:** 2022-11-16 ✓
- Room(s):** 1 ✓
- Adult(s):** 2 ✓
- Child(s):** 0 ✓

A green 'Search Hotel' button with a checkmark is located at the bottom of the form. On the left side of the page, there are navigation tabs for 'FLIGHT' and 'HOTEL', with 'HOTEL' being the active selection. The background features a scenic view of a city skyline and a waterfront.

4. Cara Melakukan Reservasi Hotel

Step 2 : Hasil Pencarian

Detail Hotel HOTEL DETAIL HOTEL



Amaris Hotel Cihampelas Bandung
Jl. Cihampelas No.171 Bandung, 171
+62226071383

See all

AVAILABILITY DESCRIPTION AMENITIES

When: CHECK IN: 2022-11-15 CHECK OUT: 2022-11-16 Who: ROOMS: 1 ADULTS: 2 CHILDS: 0 [SEARCH NOW](#)

Available Rooms


SMART

173 x 107
Powered by HTML.COM
[View Room Detail](#)

Room Type: BABF
Cancellation Fee: IDR 0 From: 2022-11-13T00:00:00
IDR 300.000 From: 2022-11-11T00:00:00
Note(s):

IDR 300.000
[BOOK](#)

SMART ROOM



Room Type: Breakfast
Cancellation Fee: IDR 0 From: 2022-11-11T00:00:00
IDR 282.328 From: 2022-11-13T00:00:00
IDR 282.328 From: 2022-11-15T00:00:00
Note(s):

IDR 315.078
[BOOK](#)

Perhatikan Tipe Kamar, Fasilitas Kamar, Cancellation Policy, Sudah sesuai sebelum melakukan Booking, karena Pada Reservasi Hotel, SALDO / DANA Langsung Terpotong & Voucher tercetak.

4. Cara Melakukan Reservasi Hotel

Step 3 : Input Contact Details & Guest Name

The screenshot displays the 'Contact Details' and 'Room 1' sections of a reservation system. The 'Contact Details' section includes fields for Title (MS.), First Name (ALITA), Last Name (TRAINER), Contact Number (INDONESIA(+62) CONTACT NUMBER), and Email (INFO@TWC.CO.ID). The 'Room 1' section is divided into three adult entries: Adult 1 (Title MR., First Name EKO, Last Name HAQIM, Contact Number 812343234321), Adult 2 (Title MS., First Name TBA, Last Name TBA, Contact Number CONTACT NUMBER), and Adult 3 (Title MS., First Name TBA, Last Name TBA, Contact Number CONTACT NUMBER). A 'RESERVATION LIST' sidebar on the right shows details for 'Amaris Cihampelas', including check-in (2022-11-15), check-out (2022-11-16), 1 night, room type (SMART ROOM), board name (BREAKFAST), total room (1), pax per room (2 ADULT(S), 0 CHILD(S)), per room night price (IDR 315.078), VAT/PPN (IDR 550), and a total price of IDR 315.628. Red checkmarks are placed over the contact details and guest name input fields.

The screenshot displays the 'Remarks' and 'Cancellation Policies' sections of a reservation system. The 'Remarks' section includes a text area with 'DOUBLE BED'. The 'Cancellation Policies' section lists three policies: 'Cancellation Fee : IDR 0 From: 2022-11-11', 'Cancellation Fee : IDR 282.328 From: 2022-11-13', and 'Cancellation Fee : IDR 282.328 From: 2022-11-15'. A green 'CONFIRM BOOKING' button is visible at the bottom right. Red checkmarks are placed over the remarks and cancellation policies sections.

- Input Nama sesuai dengan Jumlah Kamar & Remarks (Jika Ada)
- Baca Kembali Cancellation Policy sebelum CONFIRM BOOKING

4. Cara Melakukan Reservasi Hotel

Step 4 : Hasil Pembukuan

The screenshot shows the Bukatrasel reservation list interface. At the top, there are navigation links for 'PRODUCT', 'RESERVATION LIST', and 'ADMIN'. The main header is 'Reservation List' with a sub-header 'FLIGHT RESERVATION LIST'. Below this, there are filters for 'BOOKING DATE' with two date pickers set to '26 SEP 2022'. A search bar is present with the text 'SEARCH'. Below the search bar, there is a table with columns: SUPPLIER, PNR CODE/CONF. NUMBER, CUSTOMER, TRAVELER/GUEST, ROUTE/CITY, DEPTIME/CHECK-IN, TIME LIMIT, STATUS, and CREATED BY. One row is visible with the following data: MG, AGID273128221, MR EKO HAQIM, BANDUNG, NOV 15 2022 12:00AM, ISSUED, ALITA TRAINER. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has pagination controls.

PERHATIKAN :

✓ Jika terdapat Tombol CANCEL pada kolom ACTION hanya tampil jika Hotel yang direservasikan mempunyai fasilitas FREE CANCELLATION

The screenshot shows the Bukatrasel reservation detail interface. At the top, there are navigation links for 'PRODUCT', 'RESERVATION LIST', and 'ADMIN'. The main header is 'Reservation Detail' with a sub-header 'FLIGHT RESERVATION DETAIL'. Below this, there are filters for 'TrevOS PNR' (AFCJHW), 'Organization' (BT TRAINEE T&T), 'Created By' (Alita Trainer), and 'Created Time' (26 Sep 2022 - 11:14). There are tabs for 'FLIGHT' and 'HOTEL'. Below the tabs, there is a section for 'Passenger Info Room 1' with a table:

NO	NAME	TYPE	DETAILS
1	MR EKO HAQIM	ADT	CONTACT: 81312605723
2	MS TBA TBA	ADT	CONTACT: N/A

Below the passenger info, there is a section for 'Hotel Info' with a table:

NO	HOTEL NAME	CHECK IN	CHECK OUT	ROOMS	MAX GUESTS/ROOM	ROOM TYPE	BOARD NAME	ACTION
1	AMARIS HOTEL CIHAMPÉLAS BANDUNG** JL. CIHAMPÉLAS NO.171 BANDUNG, 171.BANDUNG INDONESIA,40131 PHONE:+62226071383 / +622282062688 / +622282062689	13 NOV 2022	16 NOV 2022	1	2 ADT	SMART ROOM	BED AND BREAKFAST	E-VOUCHER CANCEL

Below the hotel info, there is a section for 'CANCELLATION POLICY' with a table:

CONFIRMATION NO.	STATUS	CANCELLATION POLICY
AGID2731282209664160	ISSUED	CANCELING YOUR RESERVATION BEFORE 11 NOV 2022 00:00, WILL RESULT IN NO CHARGE. CANCEL YOUR RESERVATION AFTER 11 NOV 2022 00:00, WILL RESULT IN A CHARGE FOR 0. CANCEL YOUR RESERVATION AFTER 13 NOV 2022 00:00, WILL RESULT IN A CHARGE FOR 252328.2. CANCEL YOUR RESERVATION AFTER 15 NOV 2022 00:00, WILL RESULT IN A CHARGE FOR 282328.2. (*DATE AND TIME IS CALCULATED BASED ON LOCAL TIME IN THE DESTINATION. IN CASE OF NO-SHOW, DIFFERENT FEES WILL APPLY. PLEASE REFER TO OUR T&C.)

At the bottom, there is a summary table:

Total Hotel Fare	IDR	315.078
PPN/VAT	IDR	550
Total Billing	IDR	315.628

There is a 'BACK' button at the bottom left.



5. Cara Melihat Transactional Report

5. Cara Melihat Transactional Report

Step 1 : Arahkan Crusor Pada Menu Admin dan Pilih Transaction Report

The screenshot displays the bukatravel.id website interface. At the top right, the user's status is shown as 'NULL BALANCE IDR 0' and 'ALITA TRAINER'. The main navigation menu includes 'PRODUCT', 'RESERVATION LIST', and 'ADMIN', with a red checkmark next to 'ADMIN'. A dropdown menu is open under 'ADMIN', listing 'Balance History', 'Transaction Report' (highlighted with a red checkmark), and 'Manage User'. On the left, there are buttons for 'FLIGHT' and 'HOTEL'. The central 'Search and Book Flights' form includes fields for 'Origin' and 'Destination' (both containing 'city or specific airport'), a 'Departure Date' field (containing 'YYYY-MM-DD'), a 'Return' checkbox, and dropdown menus for 'Adult(s)' (1), 'Child(s)' (0), 'Infant(s)' (0), and 'Class' (DEFAULT). A green 'SEARCH FLIGHT' button is at the bottom of the form. The background features a cityscape image.

5. Cara Melihat Transactional Report

Step 1 : Arahkan Crusor Pada Menu Admin dan Pilih Transaction Report

DEPOSIT BALANCE : IDR 800.001 ALITA TRAINER

bukatavel.id

PRODUCT RESERVATION LIST ADMIN

Transaction Report REPORT / TRANSACTION REPORT

PRODUCT -- PLEASE SELECT -- ✓

PRODUCT VENDOR -- ALL -- ✓

STATUS -- ALL -- ✓

PERIOD DATE 2023-04-10 ✓ 2023-04-10 ✓

VIEW DOWNLOAD

PNR CODE	MERCHANT ID	ORGANIZATION NAME	PRODUCT	SUPPLIER	PASSENGER'S NAME	ROUTING	TICKET NO.	TOTAL BILLING	STATUS
----------	-------------	-------------------	---------	----------	------------------	---------	------------	---------------	--------

Filter Report Berdasarkan :
Product, Vendor, Status & Date

PRODUCT -- PLEASE SELECT --

PRODUCT VENDOR -- PLEASE SELECT --

STATUS -- PLEASE SELECT --

PRODUCT DOMESTIC FLIGHT

PRODUCT VENDOR -- ALL --

STATUS ALL

PERIOD DATE 2023-04-10

PRODUCT DOMESTIC FLIGHT

PRODUCT VENDOR -- ALL --

STATUS -- ALL --

PERIOD DATE 2023-04-10

CONTOH E-ITINERARY (Tiket/Voucher Versi Bukatravel)

Tiket Pesawat



BT TRAINEE T&T
Jakarta
TEL: 02163851177
EMAIL: info@twc.co.id

e-Itinerary

RESERVATION DETAILS

Booking Date	25 Sep 2022
TravOS PNR	I8YF32

PASSENGER DETAILS

Passenger Name	Frequent Flyer No.
Mrs. NURHAYATI NURHAYATI (ADT)	N/A

ITINERARY DETAILS

Date/Day	Flight No.	Dep. Time	Origin City/Airport/Terminal	Class	Status
PNR	Airline Name	Arr. Time	Dest. City/Airport/Terminal	Aircraft	Time Limit
	Operated By	Flying. Time	Baggage		
29SEP/THU	SJ 187	08:00	PONTIANAK/Supadio Airport/N/A	Economy (A)	CONFIRMED
RVKNPR	SRIWIJAYA AIR	09:20	JAKARTA/Soekarno-Hatta International Airport/N/A	N/A	
	N/A	1H 20M	15 Kg		

ANCILLARY

Flight Route	Passenger Name	Insurance	Baggage	Seat	Meal	Rapid Test
PNK - CGK	Mrs. NURHAYATI NURHAYATI (ADT)	NO	N/A	N/A	N/A	N/A

Hotel Voucher



BT TRAINEE T&T
Jakarta
TEL: 02163851177
EMAIL: info@twc.co.id

HOTEL VOUCHER

HOTEL DETAILS

Amaris Hotel Cihampelas Bandung **
Jl. Cihampelas No.171 Bandung, 171 Bandung
Indonesia ,40131
Phone : +62226071383 / +622282062688 / +622282062689

GUEST DETAILS

Room-1
Guest Name #1 MR EKO HAQIM (ADT)
Guest Name #2 MS TBA TBA (ADT)

RESERVATION DETAILS

Travos PNR	AFCJHW	Supplier Ref.	-
Reference No.	AGID2731282209664160	Issued By.	BT TRAINEE T&T
Check In.	15 Nov 2022	Max Guests/Room	2 Adults
Check Out.	16 Nov 2022	Room Type	SMART ROOM
Number of Night(s)	1 Night(s)	Breakfast	Included
Number of Room(s)	1 Room(s)		
Special Request	double bed		
General Information	-		

NOTES FOR HOTEL

THIS IS A PREPAID RESERVATION. PLEASE DO NOT COLLECT PAYMENT FROM THE GUEST. EXCEPTION FOR IN-ROOM PAID FACILITIES AND/OR OPTIONAL SERVICE CHARGES. PLEASE KINDLY RECHECK FOR SPECIAL REQUEST NOTES WHEN RESERVATION IS MADE. SHOULD YOU HAVE ANY DOUBTS OR QUESTION, PLEASE CONTACT OUR CUSTOMER CARE AT +622129220000.



THANK YOU
&
HAPPY SELLING