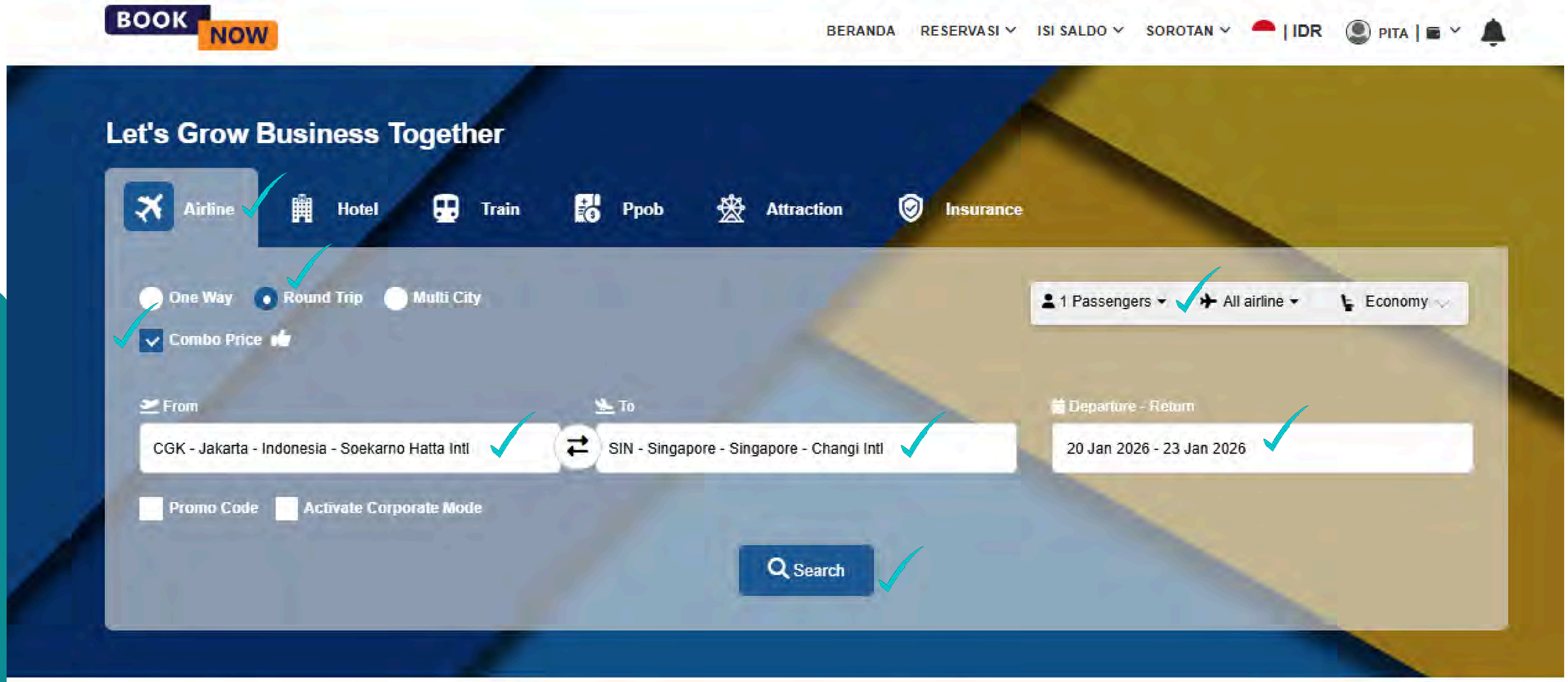
BOOST YOUR SALES !!

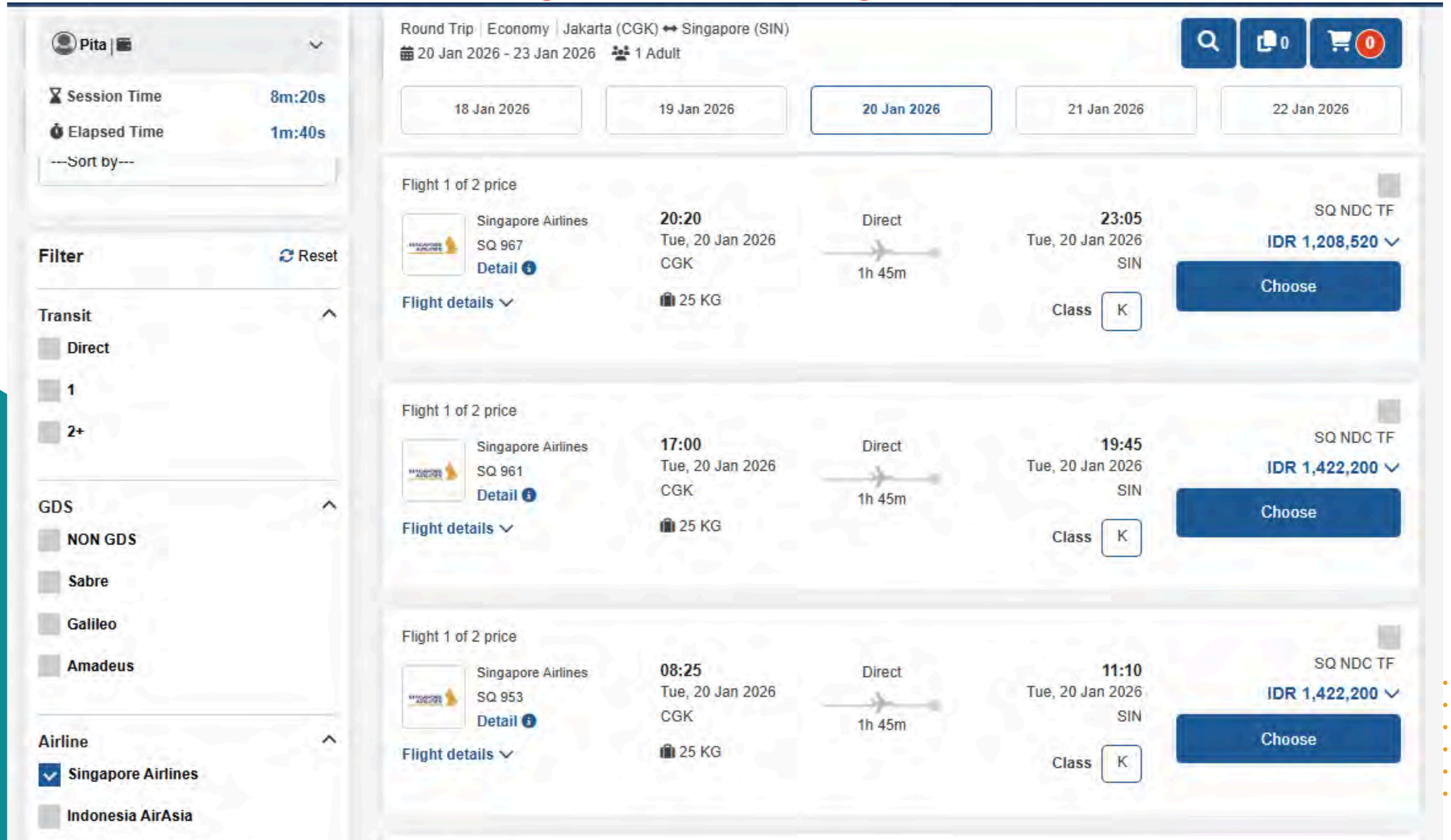
Strategi Jitu Menjual Airlines Travel Fair 2025

TUTORIAL BOOK & ISSUED SQNDC = BT03 =

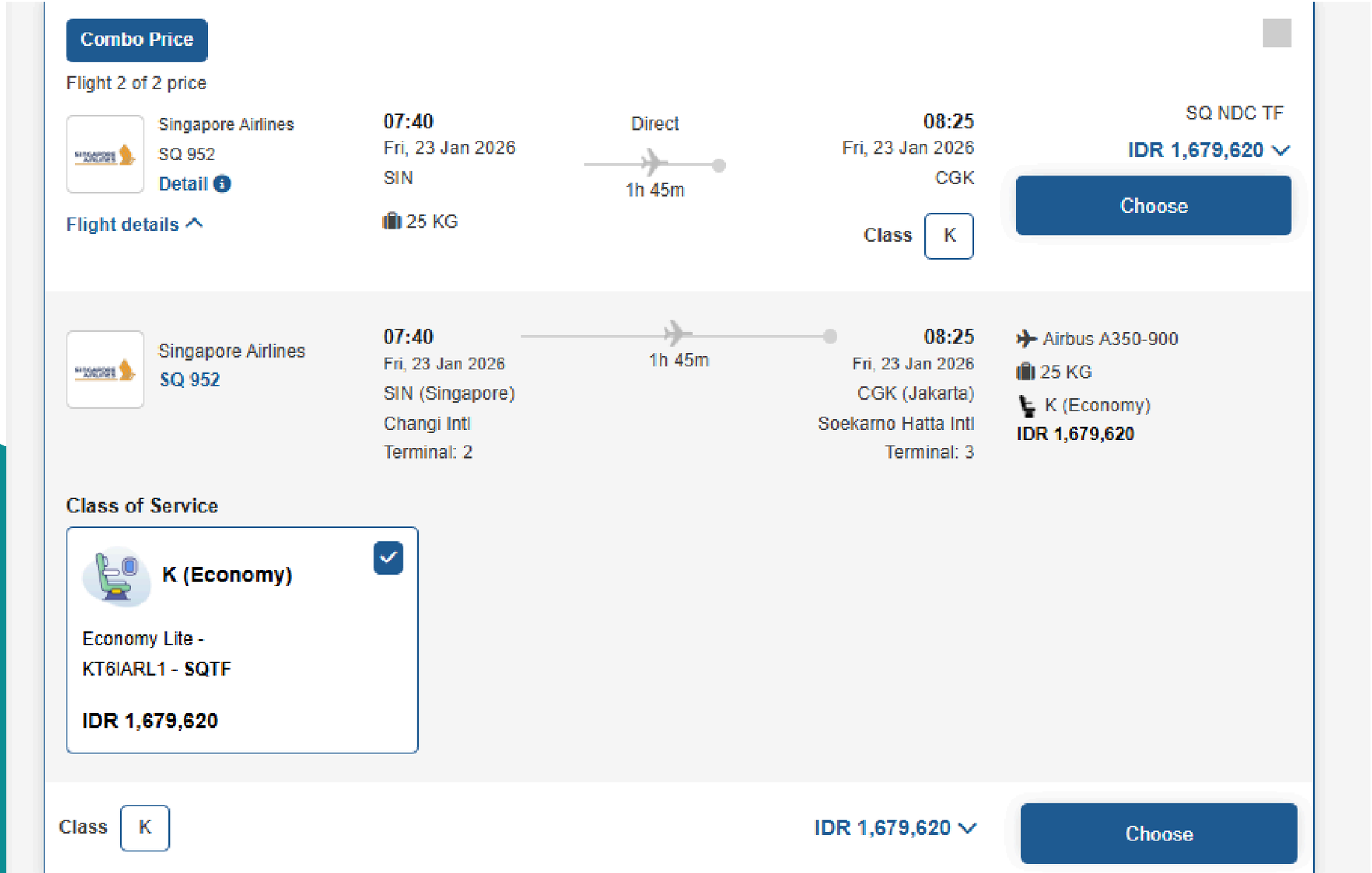
Pertama Pada Halaman Pencarian Silakan Pilih / Isi :

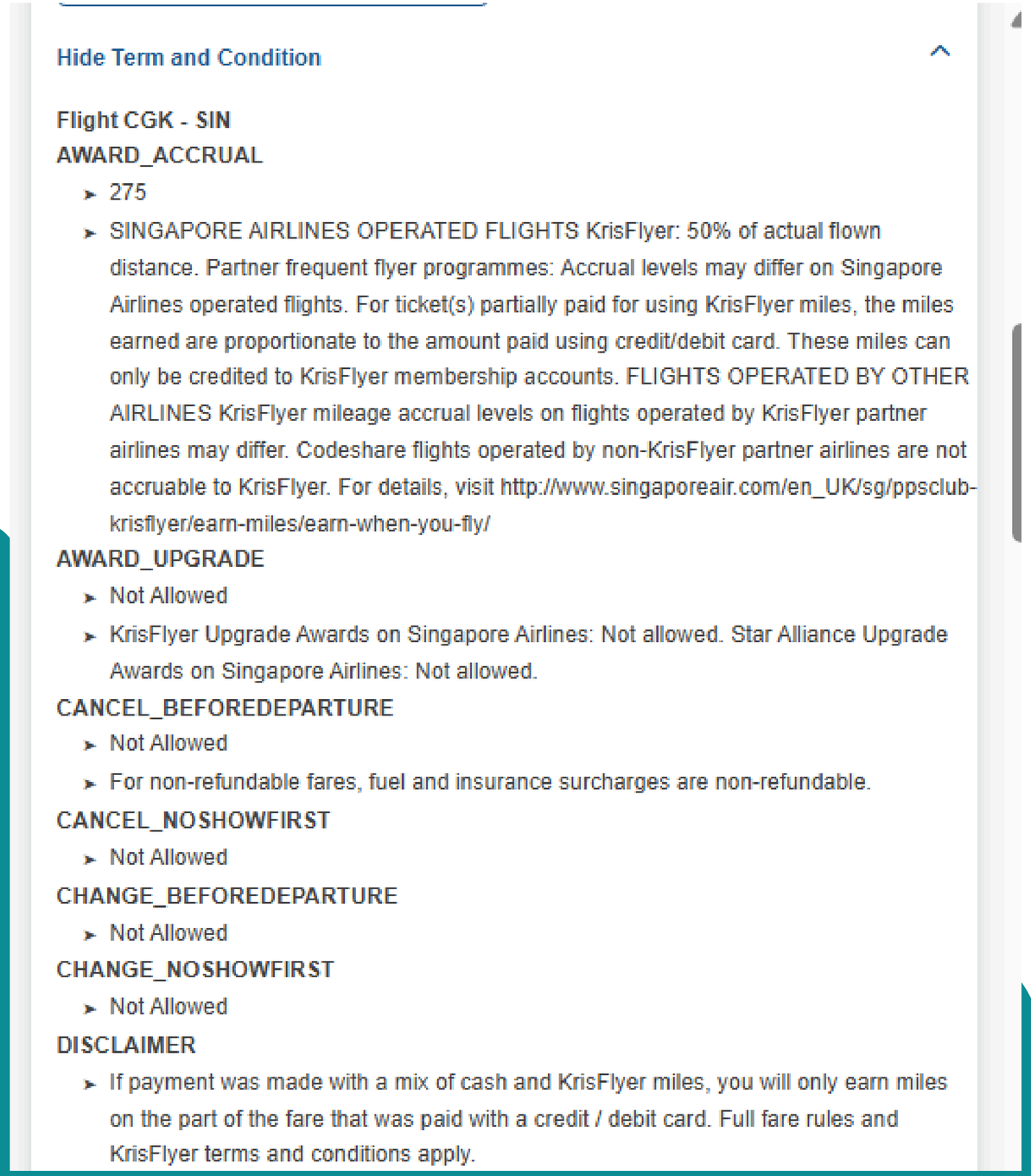


Setelah Tampil Hasil Pencarian silakan pilih Jadwal dengan Label : SQNDCTF atau SQ BIG PROMO



Lalu untuk jadwal kepulangan juga harus dipastikan memilih farebasis SQTF




Hide Term and Condition

Flight CGK - SIN

AWARD_ACCRUAL

- 275
- SINGAPORE AIRLINES OPERATED FLIGHTS KrisFlyer: 50% of actual flown distance. Partner frequent flyer programmes: Accrual levels may differ on Singapore Airlines operated flights. For ticket(s) partially paid for using KrisFlyer miles, the miles earned are proportionate to the amount paid using credit/debit card. These miles can only be credited to KrisFlyer membership accounts. FLIGHTS OPERATED BY OTHER AIRLINES KrisFlyer mileage accrual levels on flights operated by KrisFlyer partner airlines may differ. Codeshare flights operated by non-KrisFlyer partner airlines are not accruable to KrisFlyer. For details, visit http://www.singaporeair.com/en_UK/sg/ppsclub-krisflyer/earn-miles/earn-when-you-fly/

AWARD_UPGRADE

- Not Allowed
- KrisFlyer Upgrade Awards on Singapore Airlines: Not allowed. Star Alliance Upgrade Awards on Singapore Airlines: Not allowed.

CANCEL_BEFOREDEPARTURE

- Not Allowed
- For non-refundable fares, fuel and insurance surcharges are non-refundable.

CANCEL_NOSHOWFIRST

- Not Allowed

CHANGE_BEFOREDEPARTURE

- Not Allowed

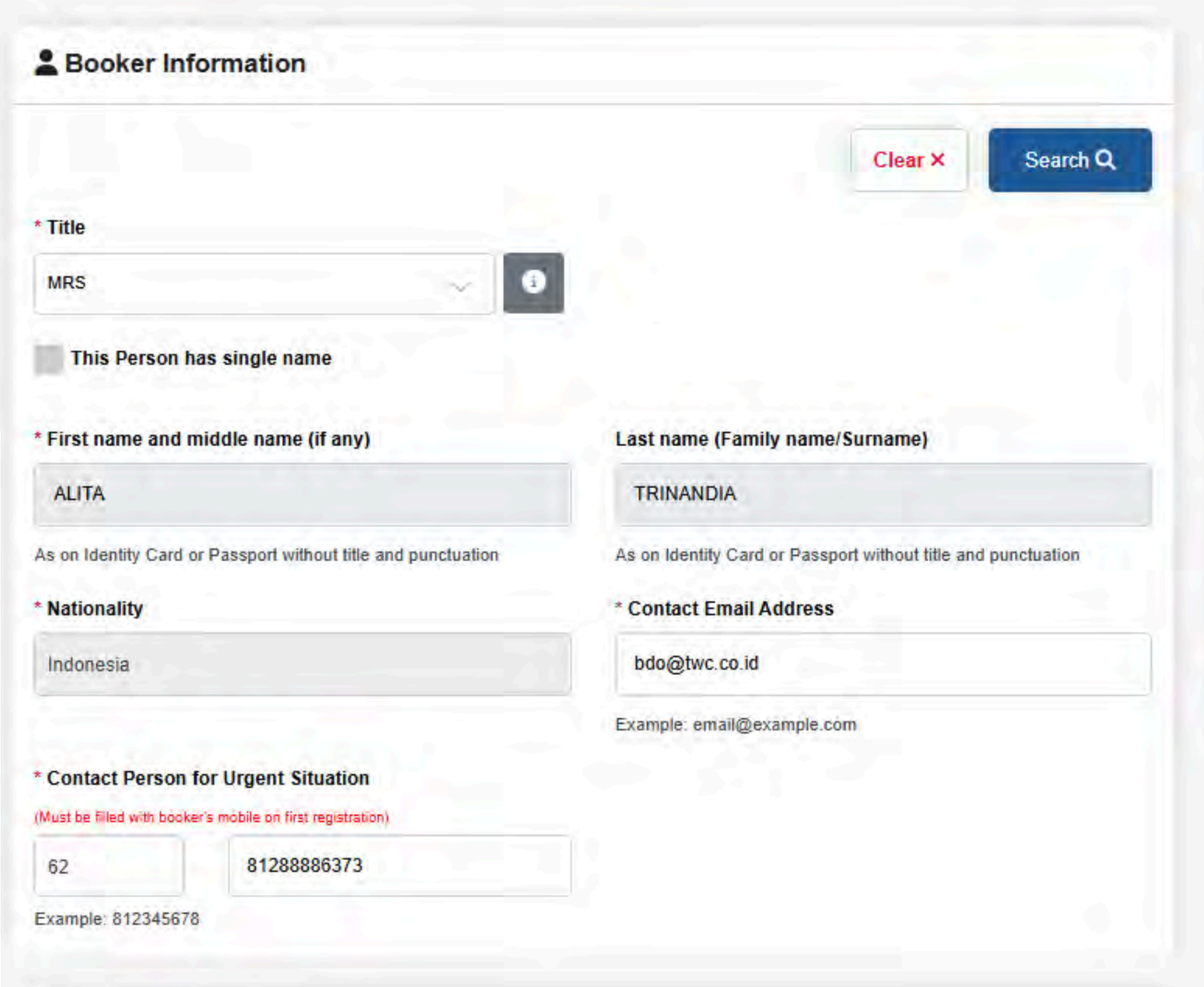
CHANGE_NOSHOWFIRST

- Not Allowed

DISCLAIMER

- If payment was made with a mix of cash and KrisFlyer miles, you will only earn miles on the part of the fare that was paid with a credit / debit card. Full fare rules and KrisFlyer terms and conditions apply.

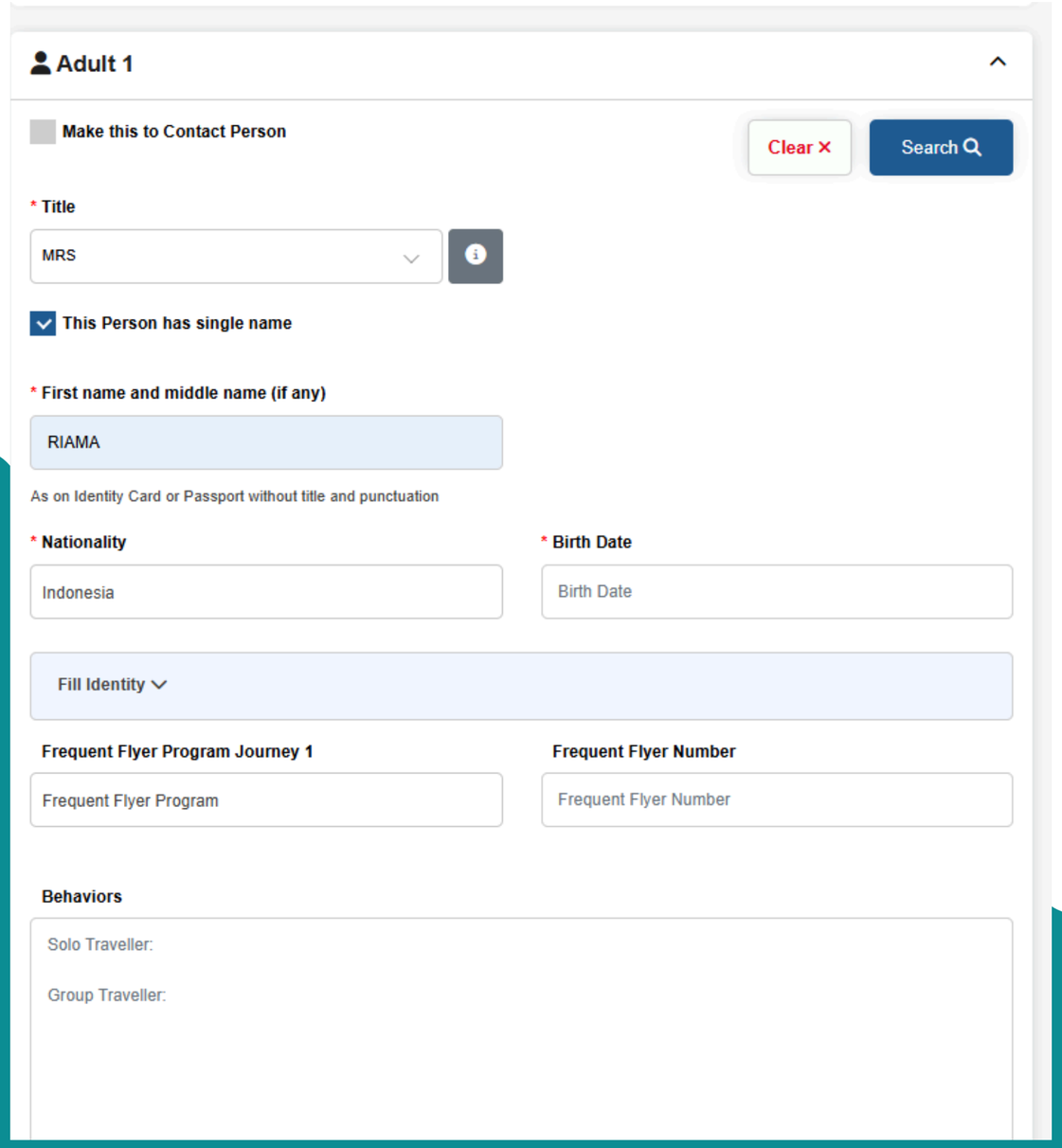
Selanjutnya pada gambar disamping Mohon di perhatikan fare rules pada sistem untuk melakukan perubahan / refund.



1.Isi data bookers information dengan nama agent yang melakukan proses booking reservasi

2. Perubahan jadwal, dan tiket asli dari SQ akan di kirimkan ke data bookers

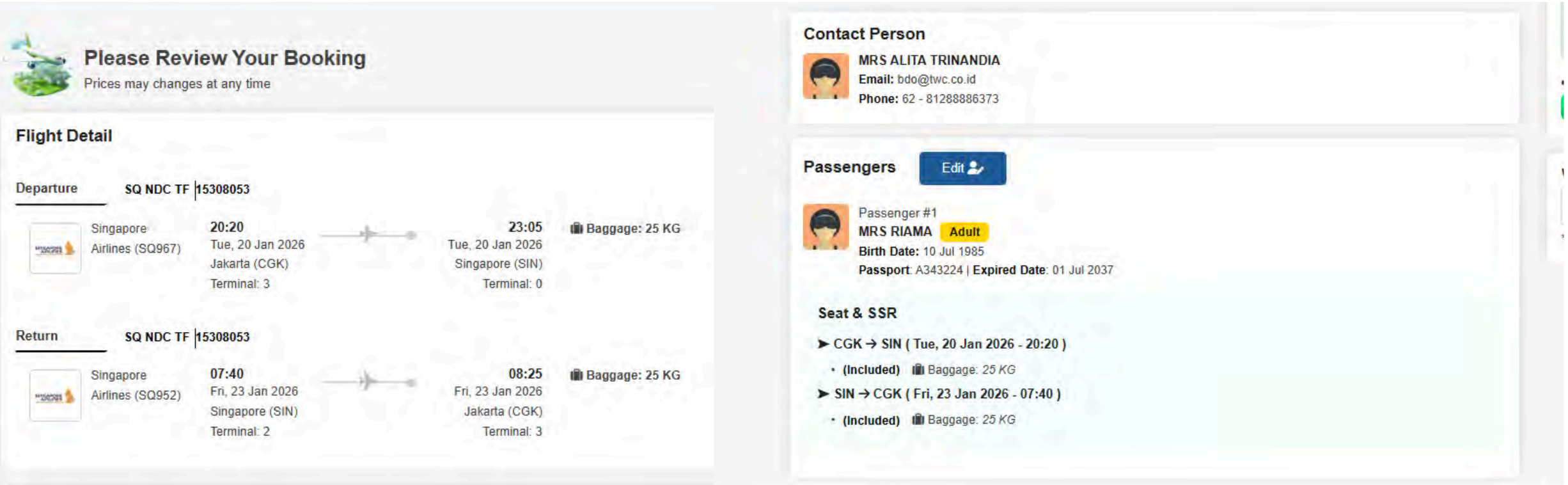
ISI DATA PASSANGER / SINGLE NAME :



1.Isi data penumpang sesuai passport

2.Apabila nama yang diisikan hanya terdiri dari satu kata (single name), mohon centang kolom ‘This Person has single name’

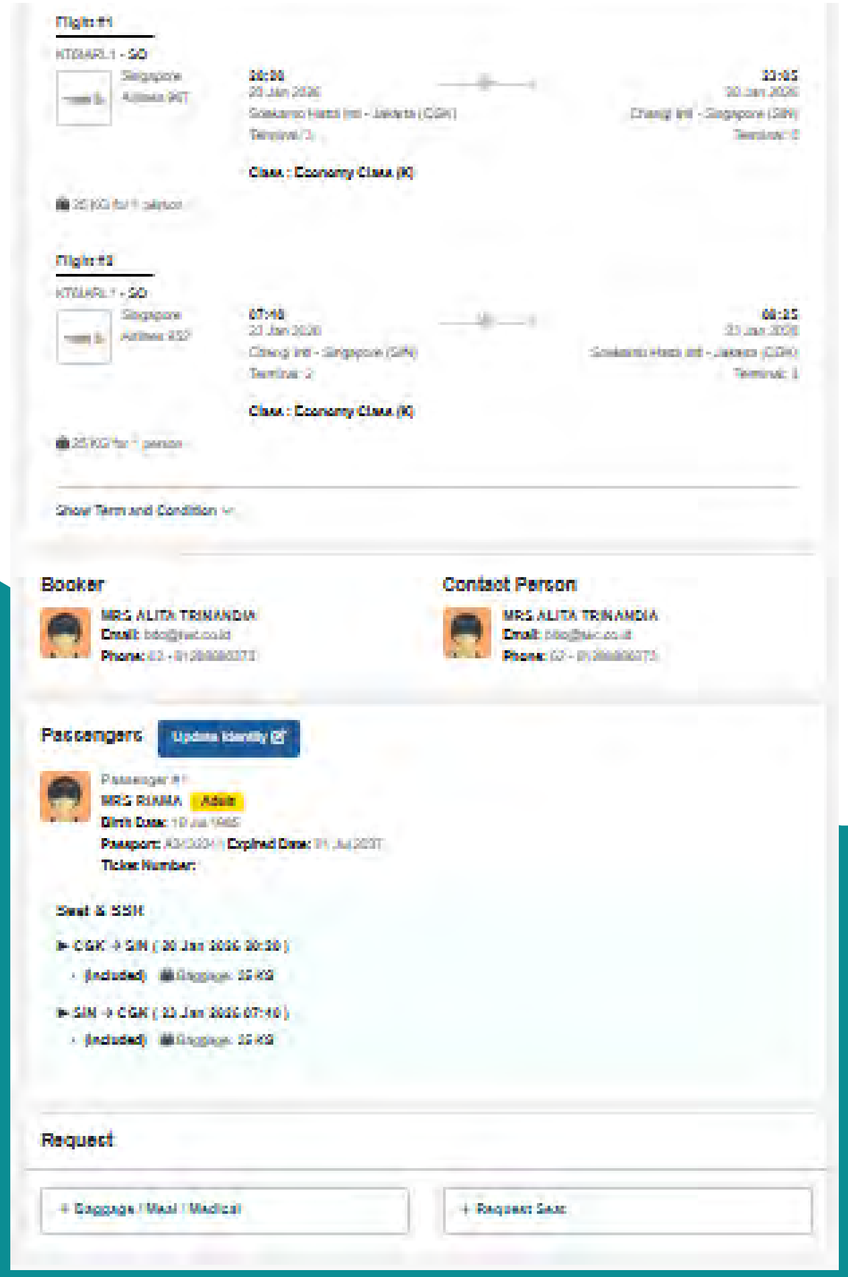
3.Kolom Frequent flyer bisa di isi apabila passanger memiliki krisflyer



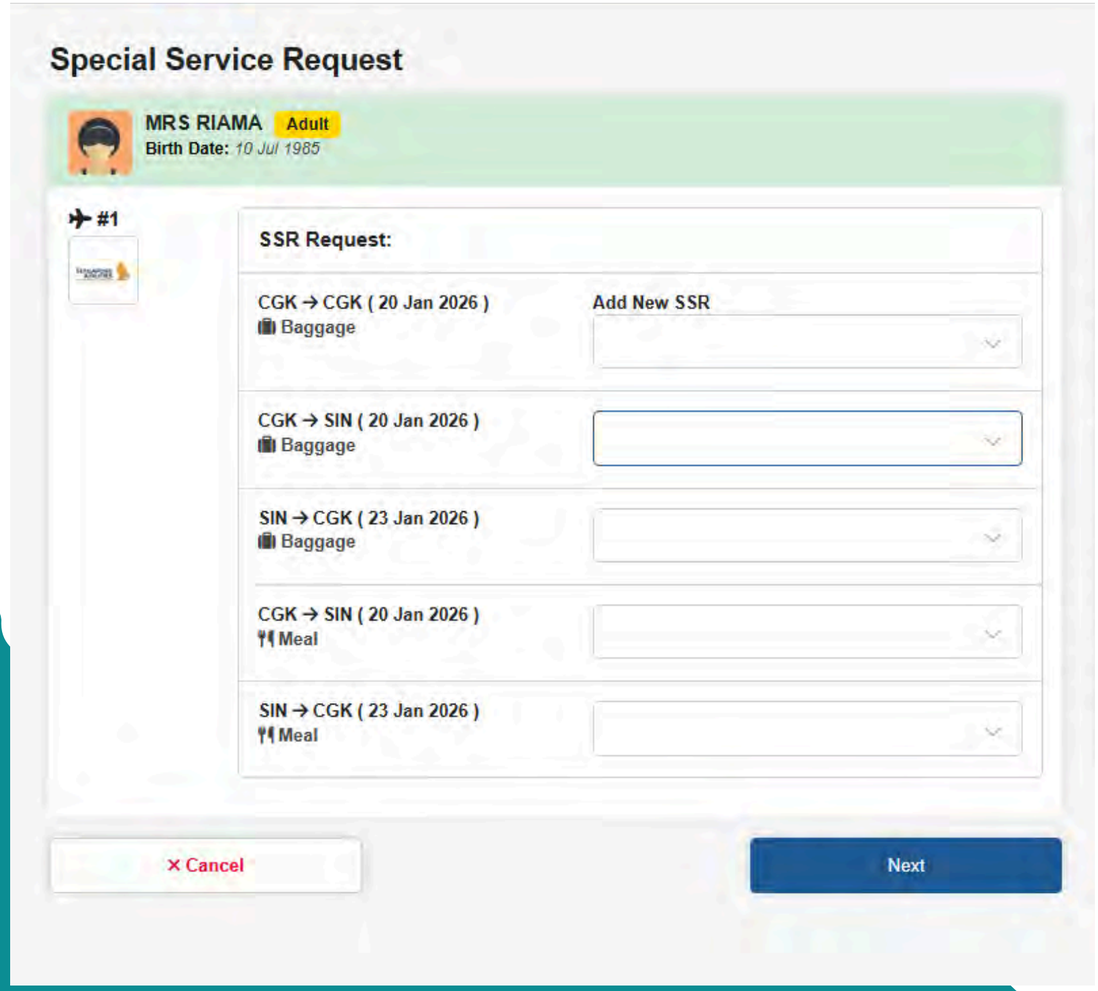
1.Setelah melakukan input data penumpang dan jadwal sudah di pilih, agent dapat melakukan review booking pada bagian ini, apabila terdapat kesalahan nama maupun data passport

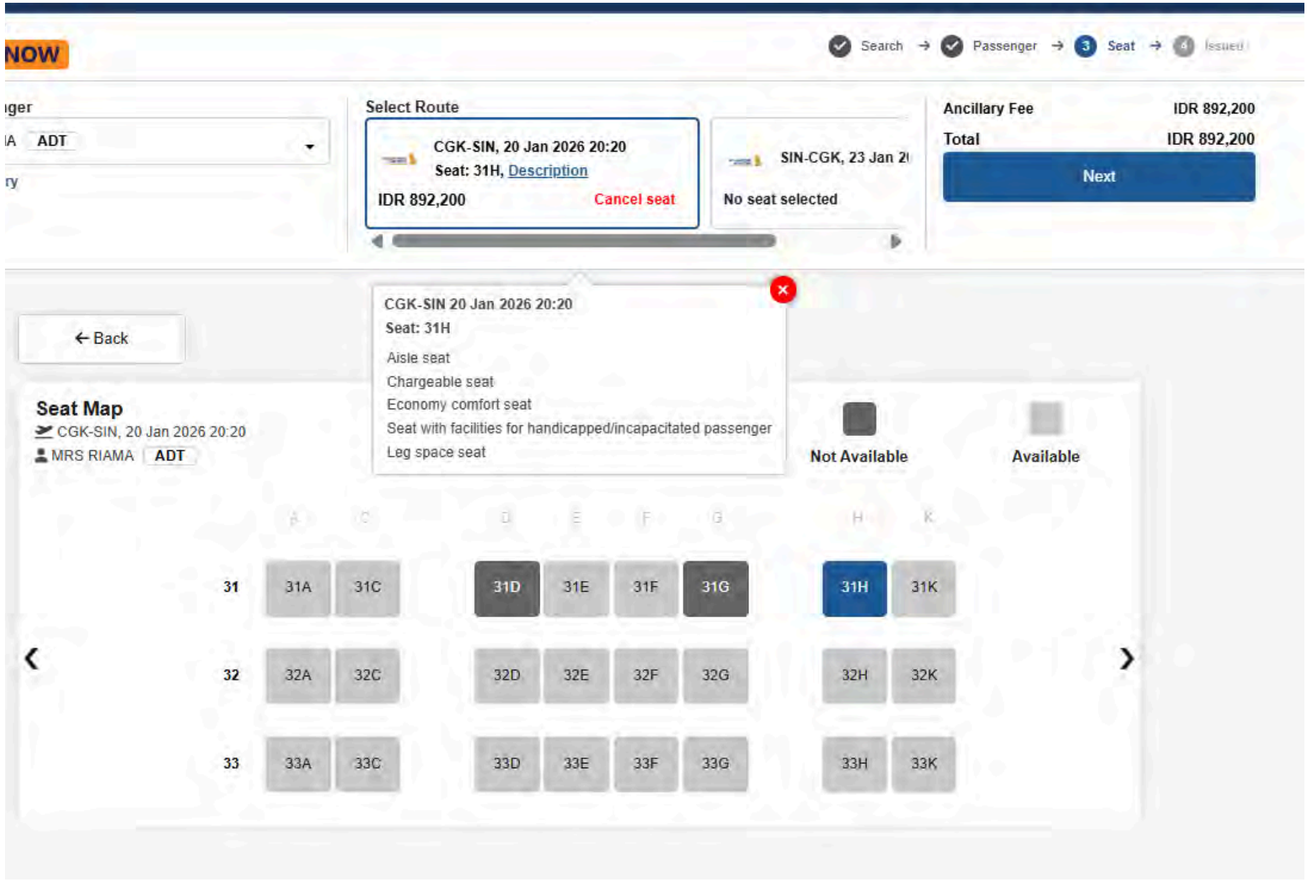
2.Tombol edit dapat digunakan untuk melakukan perubahan data passport dan tidak bisa untuk melakukan perubahan “NAMA”

CARA MENAMBAH SSR DAN SEAT

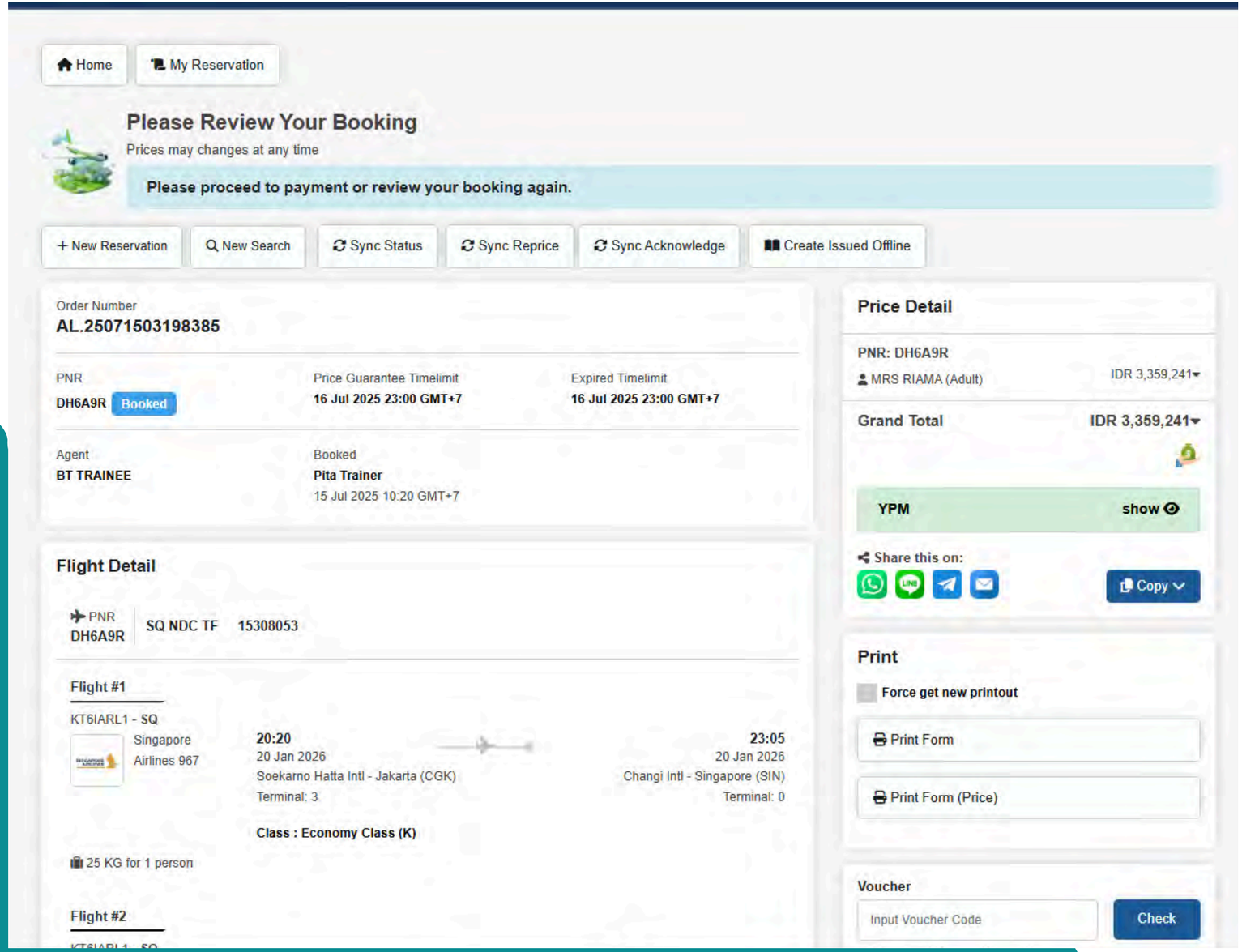


Scroll ke bawah untuk melakukan Request SSR dan Choose Seat, seperti tampilan pada gambar di samping.



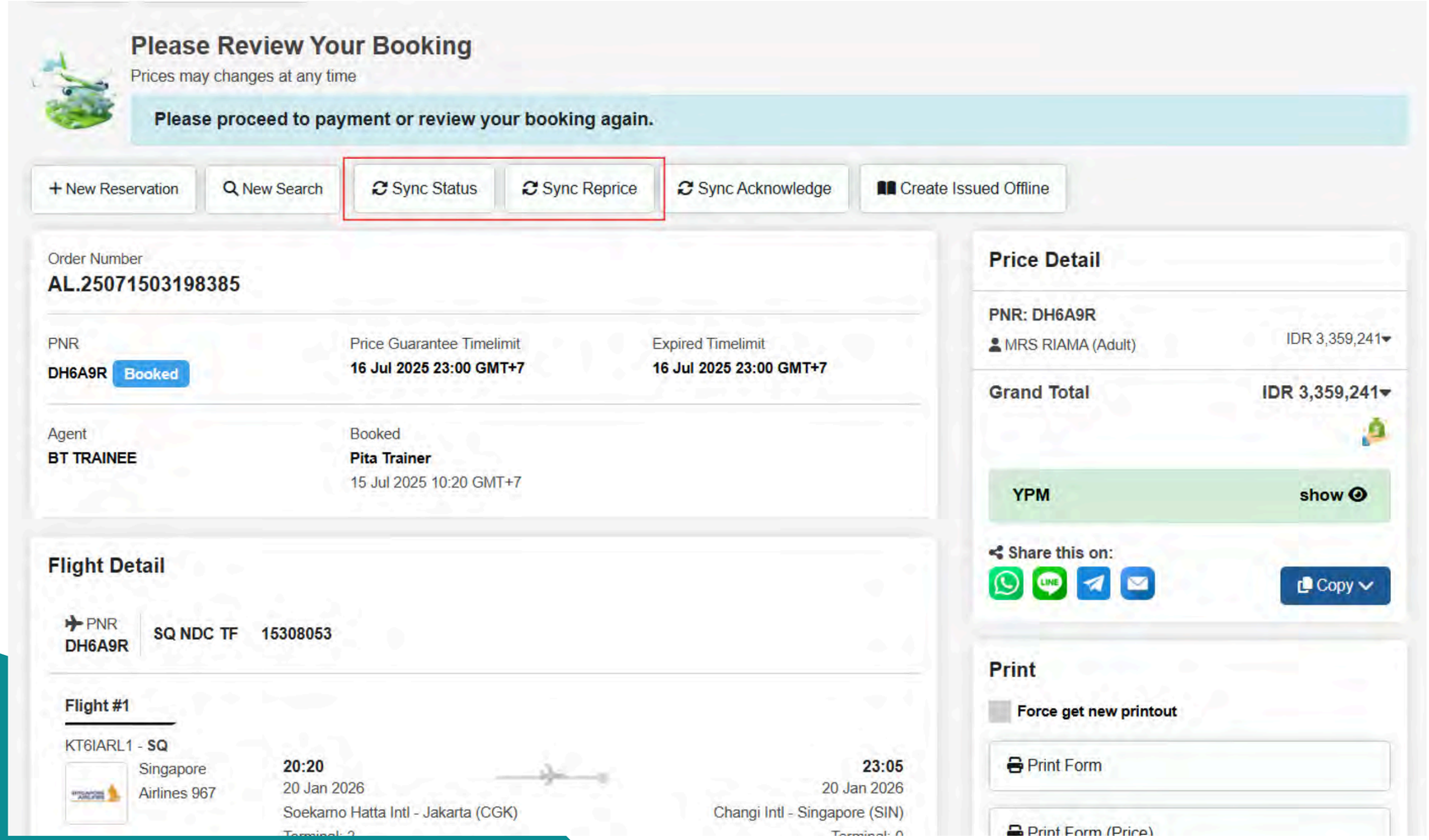


Gambar diatas adalah pilihan tambahan Baggage dan juga pemilihan seat (bisa disesuaikan dengan kebutuhan passenger).



Setelah klik “Hold Booking” maka tampilan akan berubah seperti di samping.

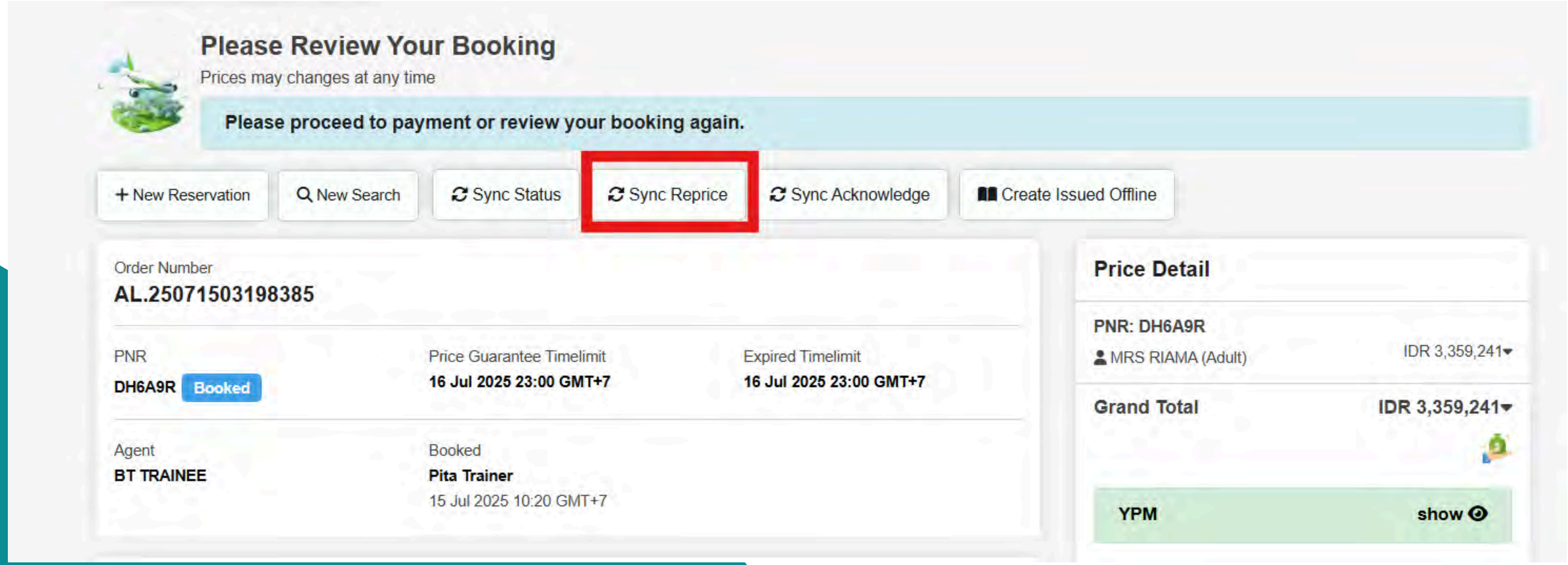
CARA SYNC DAN REPRICE



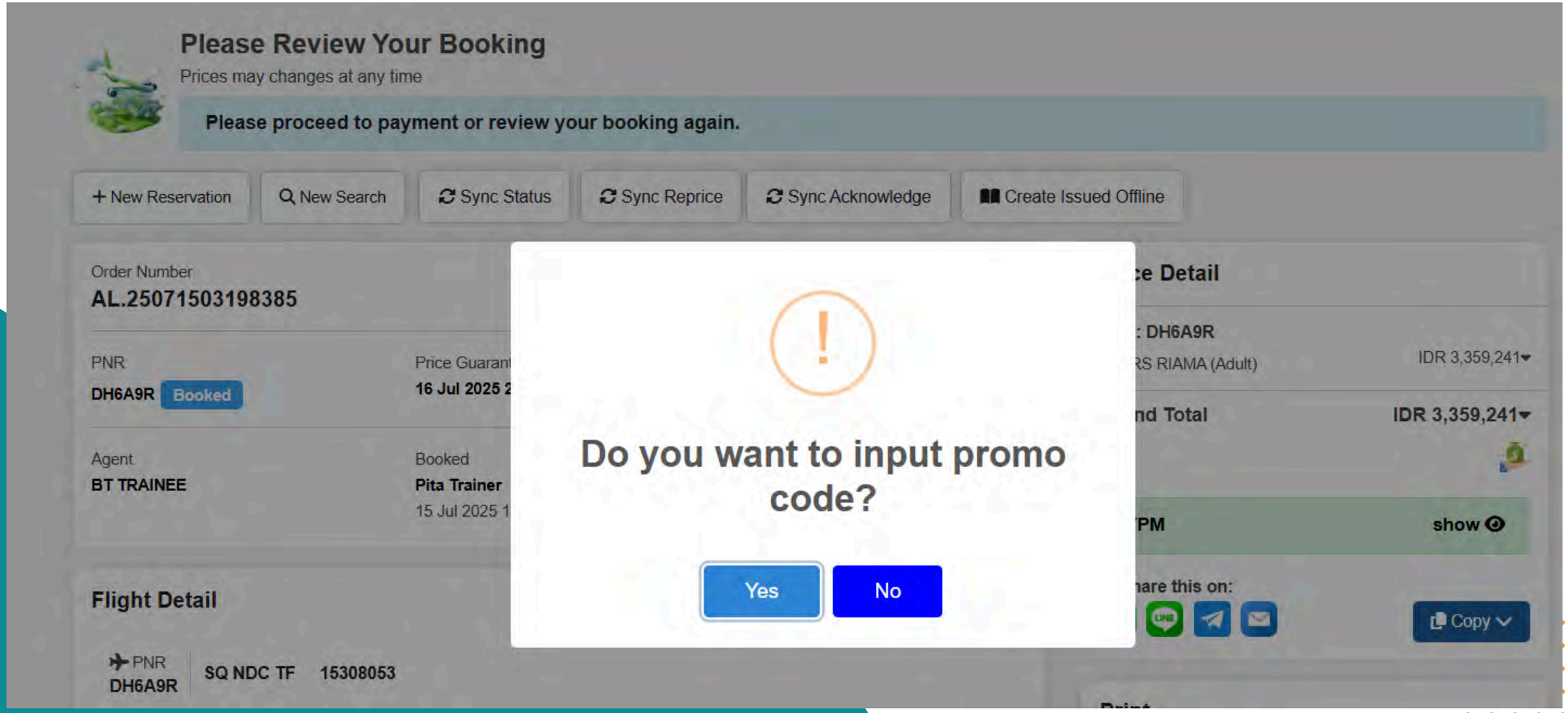
Tombol Sync Reprice dan Sync Status terletak di halaman frontend ketika sudah melakukan booking ataupun issued

- **Sync Status berfungsi untuk melakukan sinkronisasi status data dari vendor dengan tampilan di sistem juga digunakan apabila ada DAPO atau CORENAME**
- **Fungsi Sync Reprice adalah untuk menyinkronkan harga dari airlines dengan tampilan sistem.**

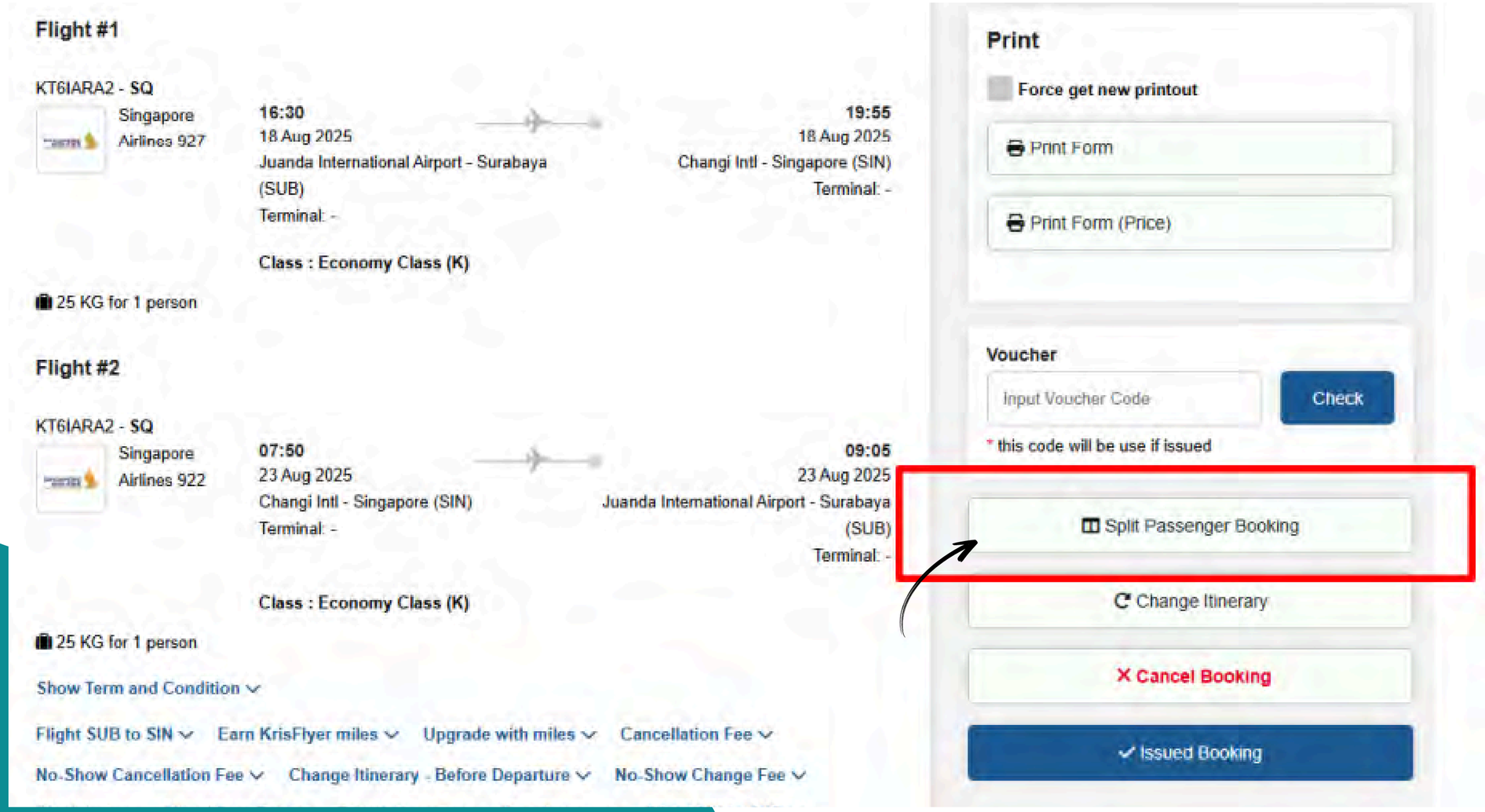
NOTE : PASTIKAN KLIK SYNC REPRICE PADA HARI H PAMERAN APABILA HARGA YANG MUNCUL MASIH HARGA LAMA, AGAR HARGA UPDATE MENJADI HARGA PAMERAN .



KLIK “ NO “ UNTUK INPUT PROMO CODE



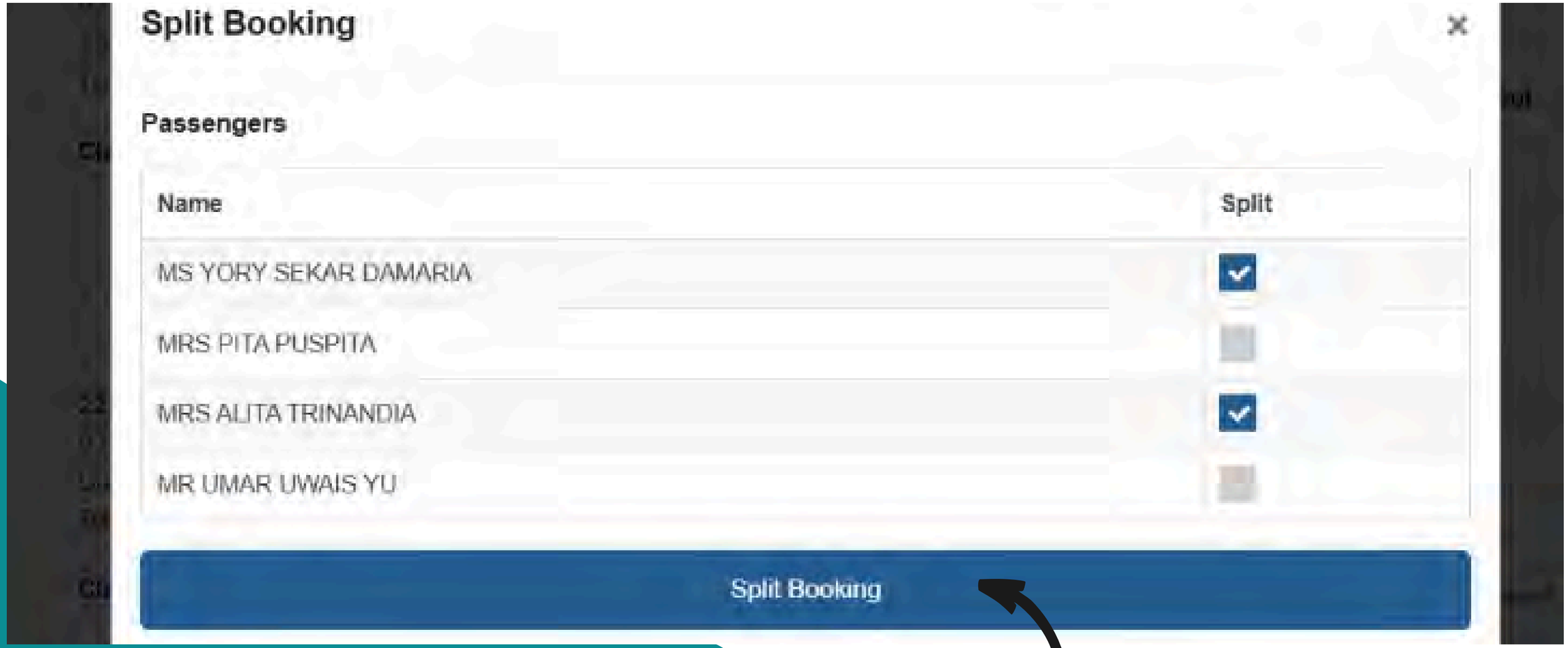
SPLIT BOOKING



1.Buka bookingan melalui frontend

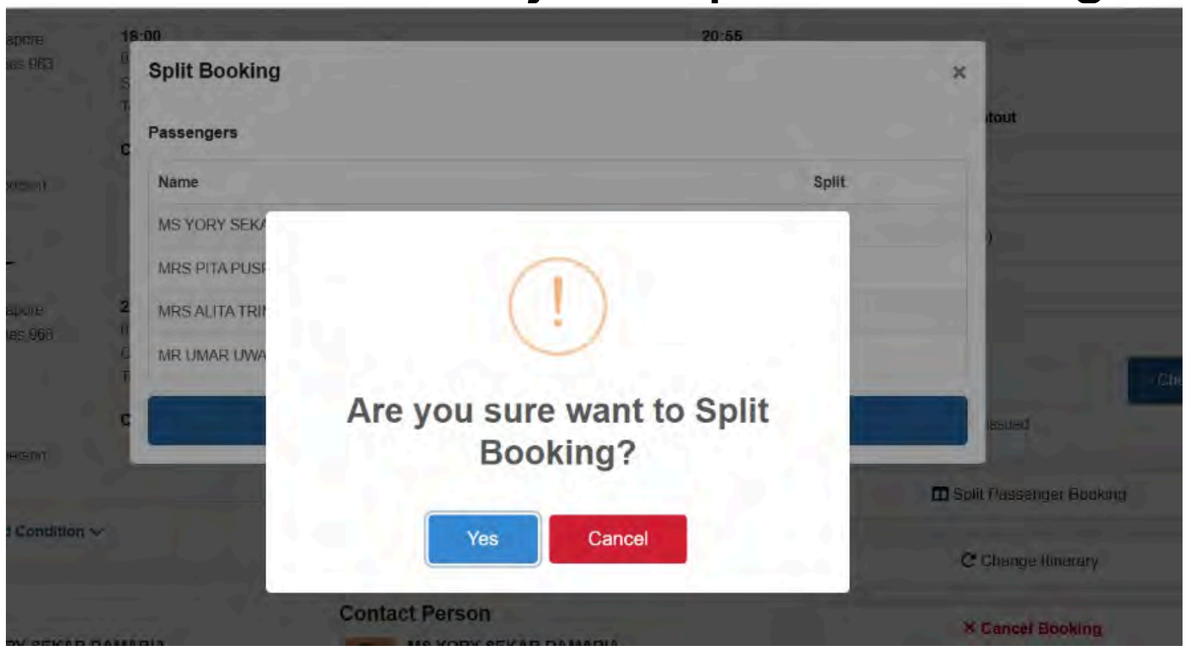
2. Klik “Tombol Split Booking”

Gambar Centang Passenger yang di Split

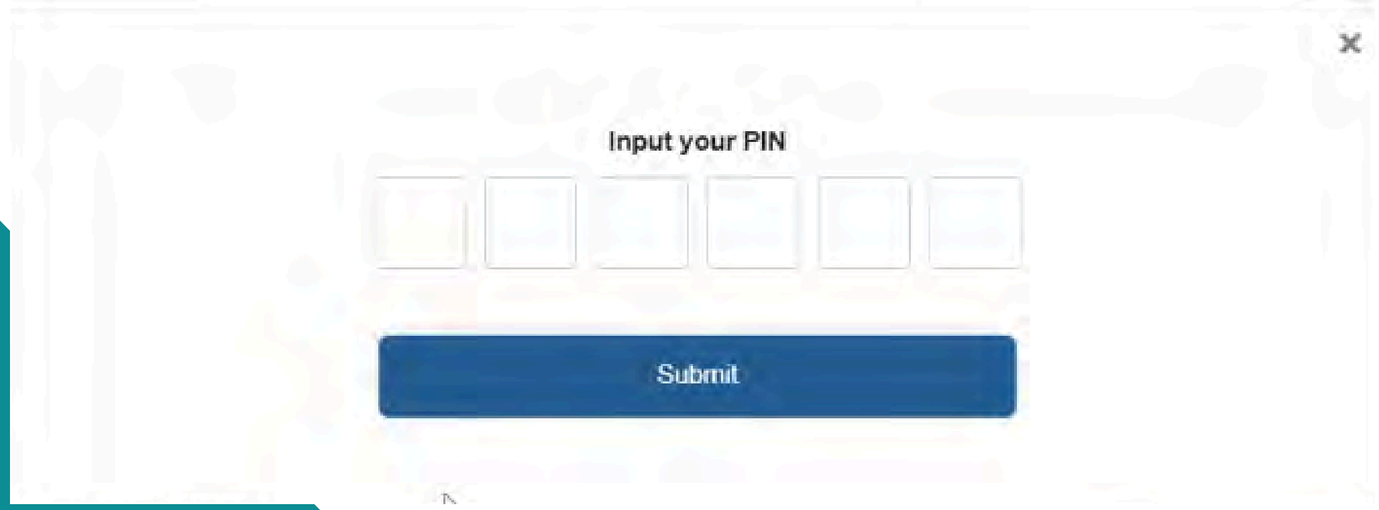


- Pilih passengers yang ingin di split
- Klik “Split Booking”

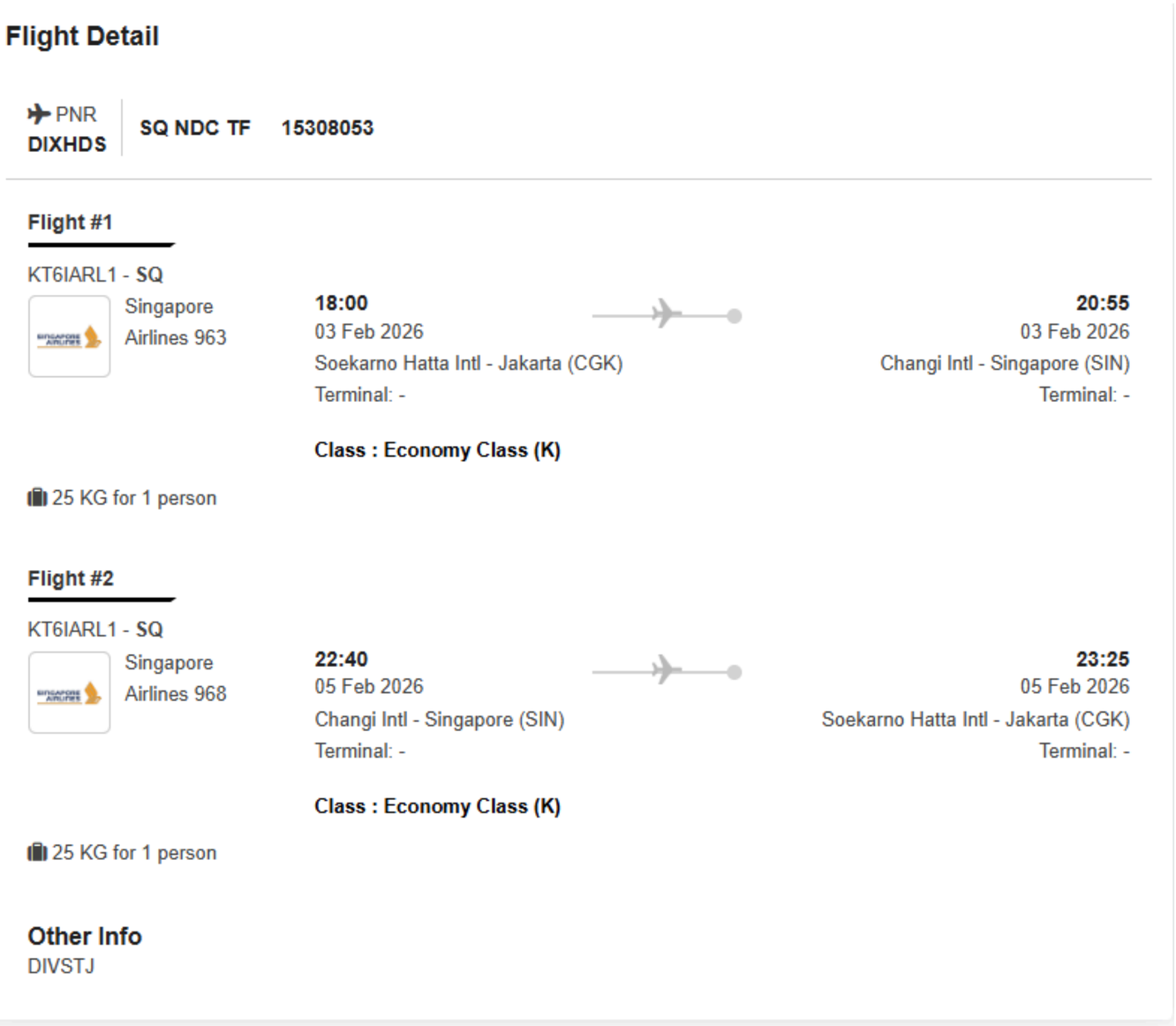
Klik “YES” untuk melanjutkan split kode booking



Input “PIN” untuk melanjutkan proses split booking



TAMPILAN SETELAH SPLIT PASSANGER

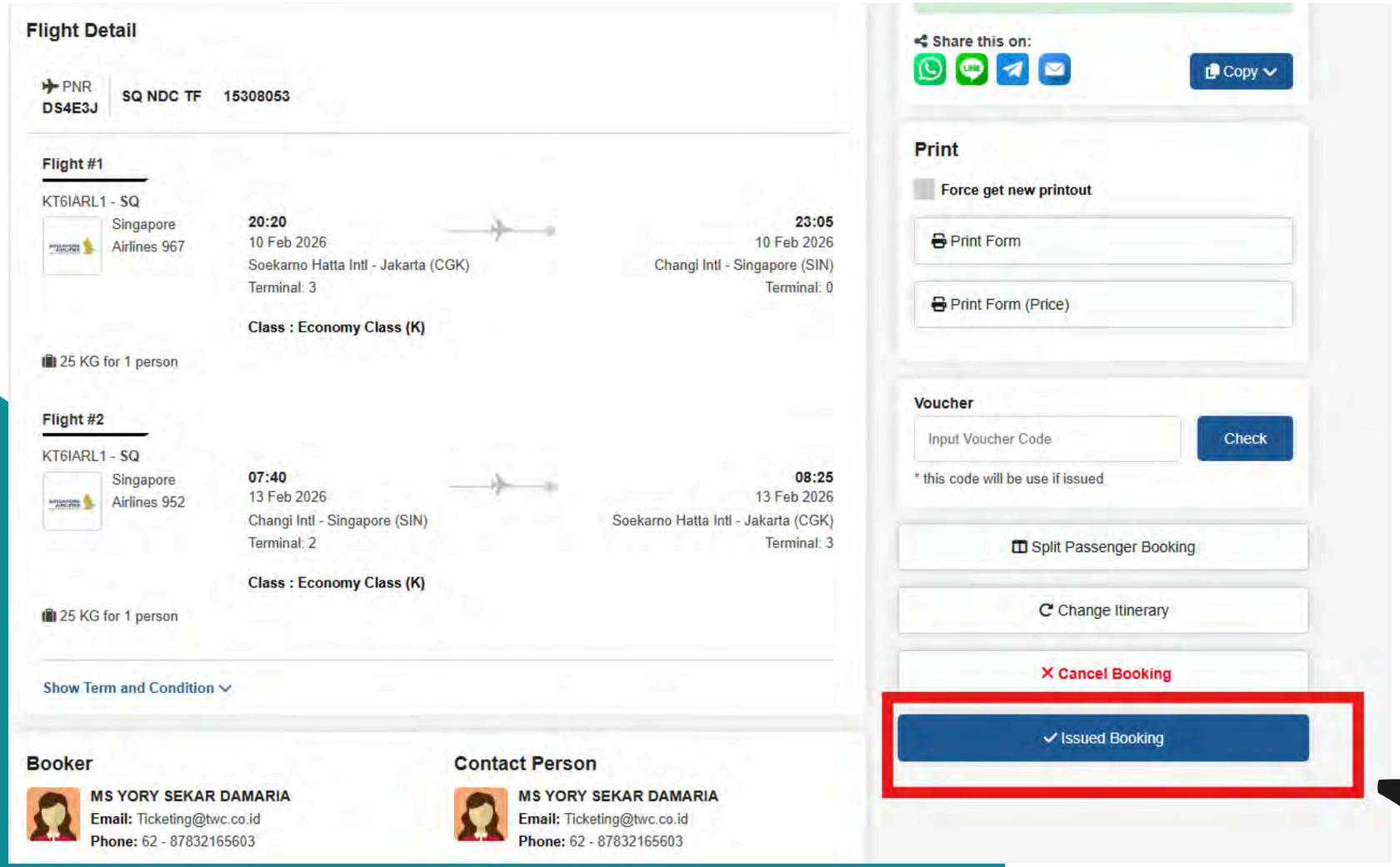


Jika sudah di split booking maka akan tampil seperti gambar di samping

- **Untuk PNR hasil split tersebut ada di keterangan Other Info DIVSTJ**

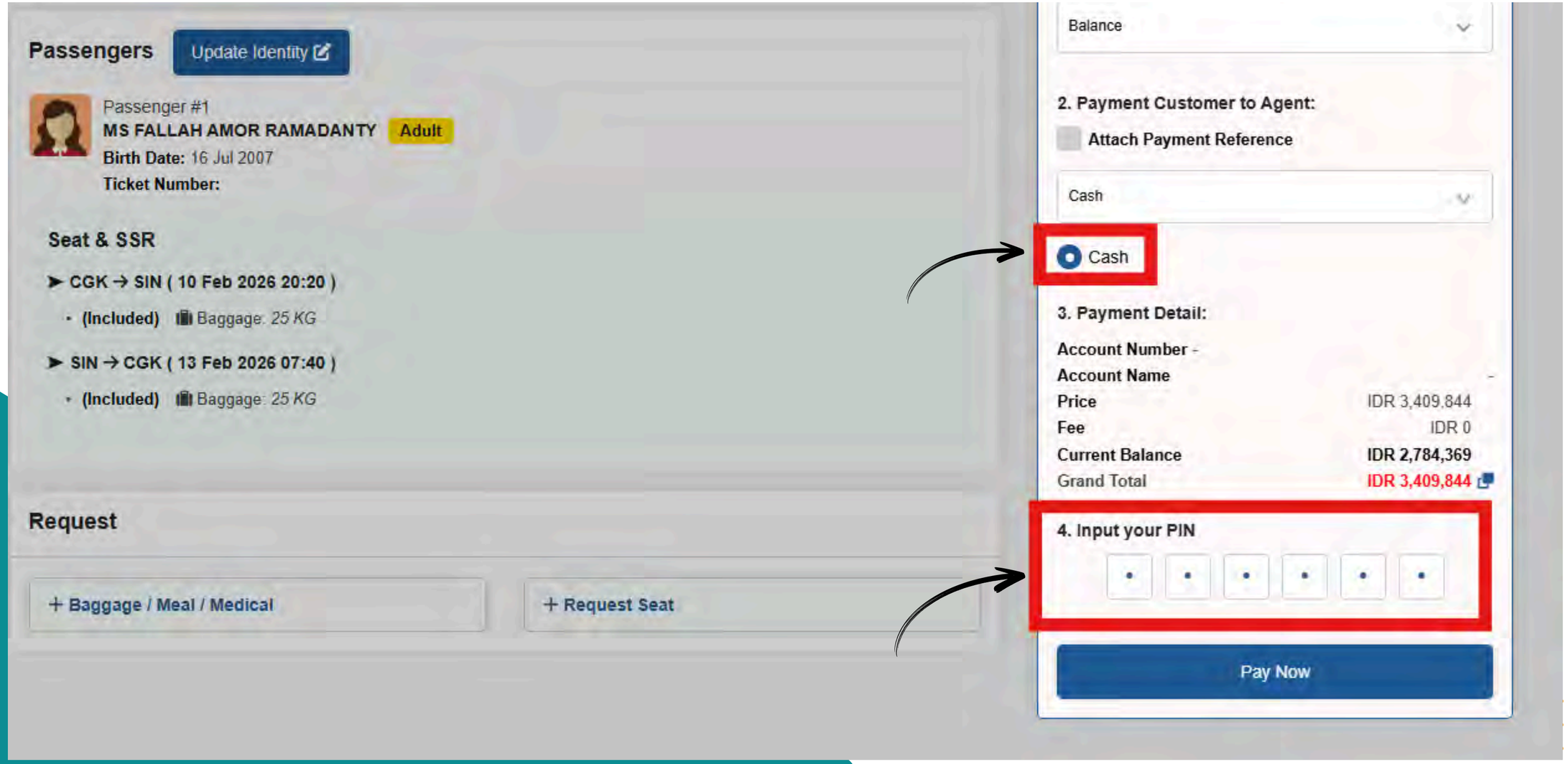
NOTE : Jika di Other Info PNR masih sama dengan PNR awal bisa di klik Sync Status.

PROSES ISSUED TIKET



Jika semua reservasi sudah sesuai Klik “ Issued booking”

Pastikan saldo mencukupi untuk proses issued dan selalu pilih “ CASH “ dan input “PIN” untuk melanjutkan proses issued



THANK
YOU
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