

APA ITU

Apollo adalah sistem atau program di Bukatravel.id yang memungkinkan travel agent membuat dan mengelola akun corporate client (CORP) di dalam platform.

Melalui sistem ini, agen dapat:

- Membuat akun perusahaan klien
- Mengatur harga khusus corporate
- Melakukan booking atas nama corporate
- atau Memberikan akses corporate untuk booking mandiri.



MANFAAT



Efisiensi Operasional

Mempermudah pengelolaan akun corporate dengan sistem yang cepat dan praktis.

Meningkatkan Penjualan

Membuka peluang memperbanyak transaksi dari klien corporate.

Administrasi Lebih Rapi

Proses booking, harga, dan invoice tercatat dalam satu sistem.

Tim Lebih Produktif

Tim dapat fokus pada pekerjaan utama tanpa terbebani proses administrasi.



Manajemen Akun Klien



DEMO TOUR & TRAVEL

PT. ABRACADABRA

PT. BLACK & WHITE

Dst.

Manajemen Akun Klien



3 Langkah Proses Pembuatan AKUN CORP		Dilakukan Oleh		Keterangan
1	Create Akun Corp	Agent		Agent masuk Create Melalui Back End HO Agent
2	Approval & Setting Corp Formula Price	Agent	TWC-BT	Agent Infokan keterangan CORP kepada Tim TWC-BT melalui Email info@twc.co.id : - Nama - Nama PIC - Email - Formula Pricing
3	Test Before Live	Agent		Setelah Tim Admin Approved & Setup, Agent WAJIB melakukan Test Pada Akun CORP



Manajemen Akun Klien

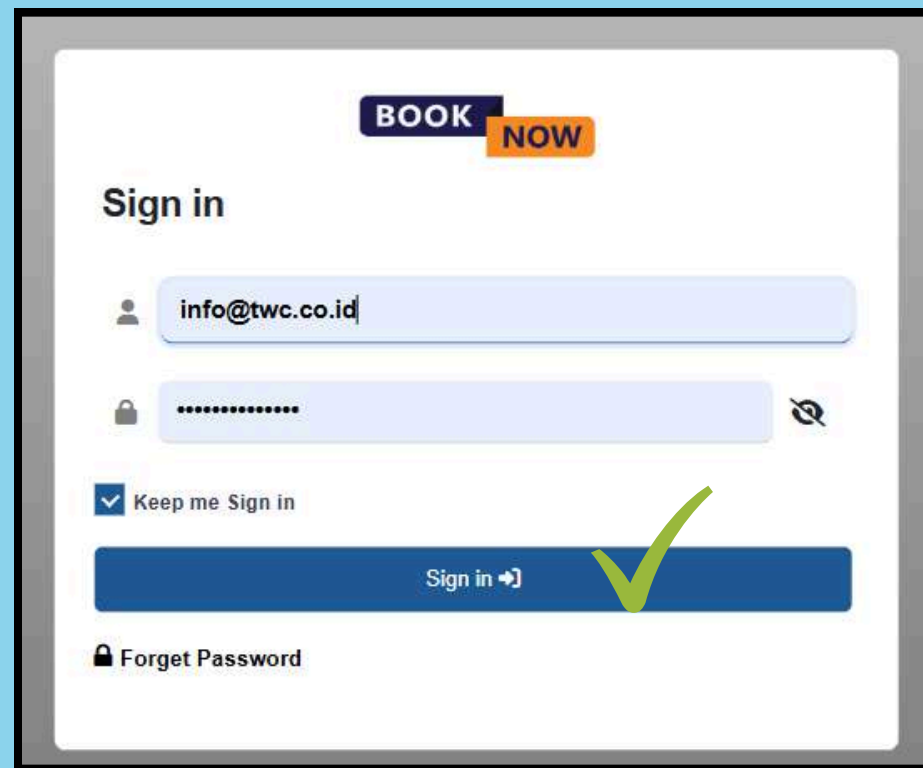


Hal Yang Harus diperhatikan :

1. Harga yang sudah di setup adalah harga Jual Agent ke CORP dengan Formula :
HARGA ON THE TICKET + MARK UP + VAT)
(dengan pilihan Formula Persentase atau Nominal)
2. Biaya yang ditagihkan kepada agent adalah HARGA NTA AGENT (Harga Jual TWC-BUKATRAVEL.ID ke AGENT)
3. Invoice yang tersedia pada Sistem BT Adalah :
 - Invoice AGENT
 - Invoice UNTUK CORP
4. Saldo HO Agent Harus tersedia, Saldo Akun Corp dapat di isi dengan cara mengajukan kepada Tim TWC-BT.

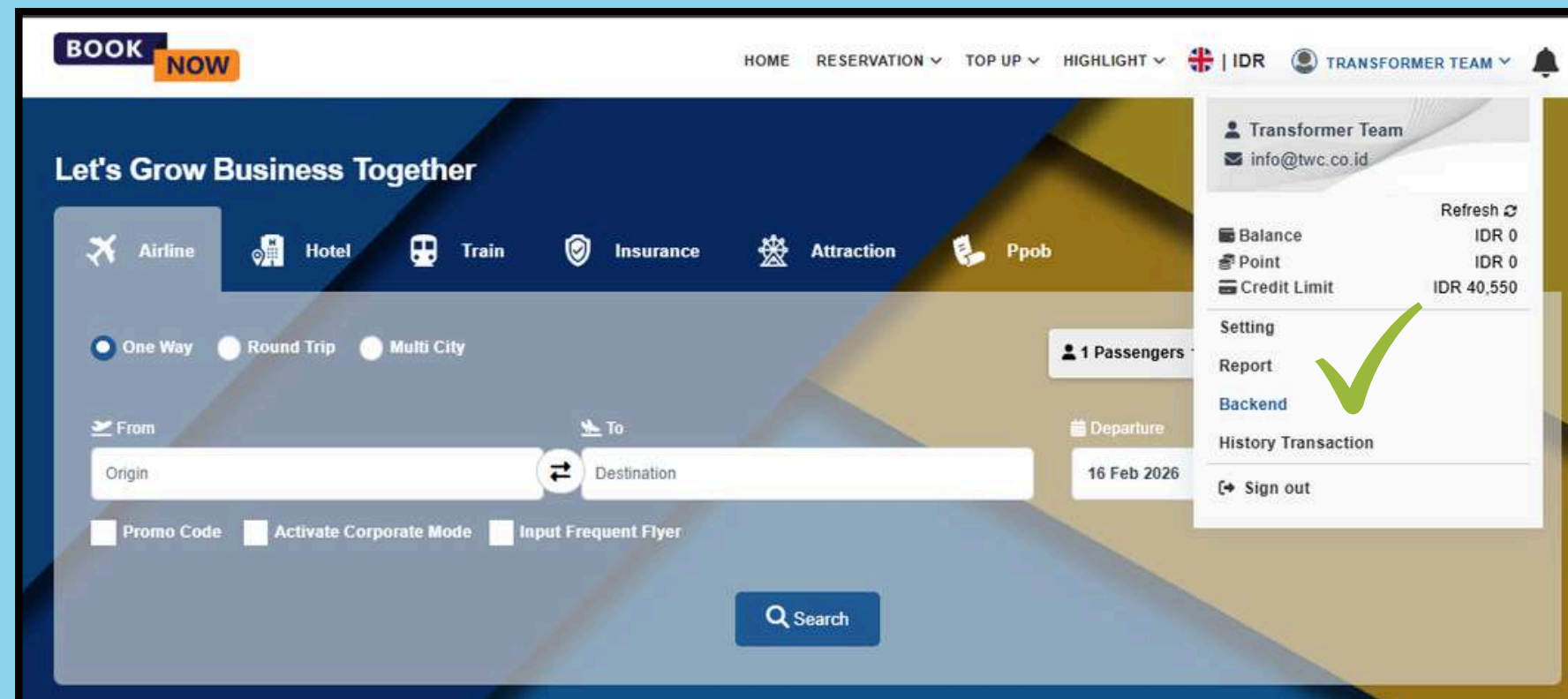
CREATE AKUN CORP

Step 1 : Masuk ke Akses FRONT



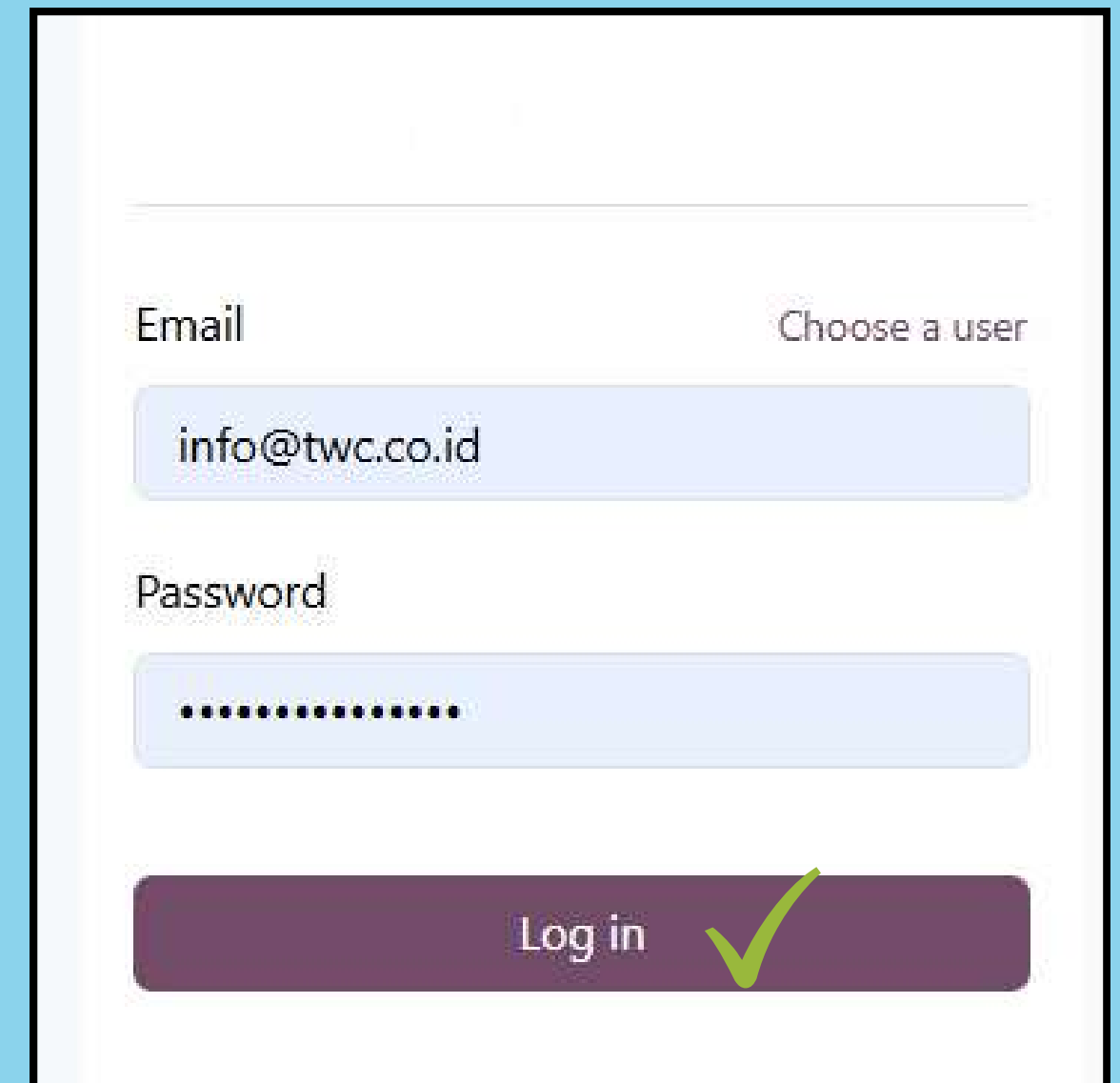
The screenshot shows a login interface with a 'BOOK NOW' button at the top. Below it, the text 'Sign in' is displayed. There are two input fields: one for the email address 'info@twc.co.id' and one for a password, which is masked with dots. A 'Keep me Sign in' checkbox is checked. A blue 'Sign in' button with a right-pointing arrow and a green checkmark is highlighted. A 'Forget Password' link is located at the bottom left.

Step 2 : Arahkan Tanda Panah ke Nama PIC, lalu pilih Back End



The screenshot shows the front-end system's main page with a user profile dropdown menu open. The menu lists the user's name 'Transformer Team' and email 'info@twc.co.id'. It also displays account details: 'Balance IDR 0', 'Point IDR 0', and 'Credit Limit IDR 40,550'. A 'Refresh' button is next to the balance. The menu options are: 'Setting', 'Report', 'Backend' (highlighted with a green checkmark), 'History Transaction', and 'Sign out'. The background shows a search bar and various service icons like Airline, Hotel, Train, Insurance, Attraction, and Ppob.

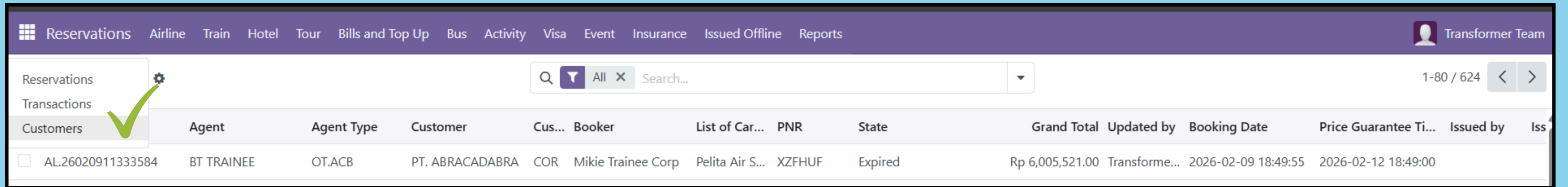
Step 3 : Masukkan kembali Username dan Password yang sama seperti di sisi FRONT



The screenshot shows a login interface for the back-end system. It features two input fields: 'Email' with the value 'info@twc.co.id' and a dropdown menu labeled 'Choose a user', and 'Password' with a masked password. A dark purple 'Log in' button with a green checkmark is highlighted at the bottom.

CREATE AKUN CORP

Step 4 : Pilih Menu : Customer Create Customer Parent



The screenshot shows the main application menu with various options like Reservations, Airline, Train, Hotel, etc. The 'Customers' menu item is highlighted with a green checkmark and a gear icon, indicating it is the selected option.



The screenshot shows the 'Customers' page with a dropdown menu open. The 'Create Customer Parent' option is highlighted with a green checkmark. The main table displays customer details.

First Name	Last Name	Birth Date	Email	Gender	Marital Status	Agent	Head Office
<input type="checkbox"/> ALITA	TRINANDIA	1990-02-14	bdo@twc.co.id	Female	Married	BT TRAINEE	TWC Head Office
<input type="checkbox"/> PITA	PUSPITA	2006-10-28	info@twc.co.id	Female	Married	BT TRAINEE	TWC Head Office
<input type="checkbox"/> RITA	NURITA		rita@twc.co.id	Female	Married	BT TRAINEE	TWC Head Office
<input type="checkbox"/> PUTRA	WIRO	1986-08-01		Male	Single	BT TRAINEE	TWC Head Office

CREATE AKUN CORP

Step 5 : Isi data

Name : (Isi nama Corp)

Customer Parent Type : (Pilih COR)

Parent : (ini Nama Travel Agent)

Email : (Isi Email Perusahaan Corp)

Setelah itu SUBMIT

The screenshot shows a web application interface with a 'Create Customer Parent Wizard' dialog box. The dialog box contains the following fields and values:

Field	Value	Status
Name	PT. BLACK & WHITE	✓
Customer Parent Type	COR	✓
Head Office	TWC Head Office	✓
Parent	BT TRAINEE	✓
Email	black_white@gmail.com	✓
Currency	IDR	

The 'Submit' button is highlighted with a green checkmark, indicating that the data has been successfully submitted.

CREATE AKUN CORP

Customers Customers Agent Report Transformer Team

Customer Parent PT. BLACK & WHITE Ledqers 4/4

Confirm Reject Draft Confirmed Requested Validated Done

Name **PT. BLACK & WHITE** ✓
CTP.16107393

Customer Parent Type COR Billing Cycle? **Daily**

Parent BT TRAINEE Billing Due Date (days)? 0

Customer Parent ID in Ext. Accounting Software

Billing Due Date?

User ID in Ext. Accounting Software

Compliance Mode Filter

Tax (%) 0.00

Setelah Pembuatan Nama CORP, Tahap Berikutnya adalah Create CORP Detail :

- Customer Name
- Booker
- Alamat
- Telepon

Email black_white@gmail.com

Email CC(s) (Split by comma for multiple CCs)

Users & Customers ✓ Booker Job Positions Job Divisions Sort Rules Departure Time Rules Banned Rules OSI Codes Airline Setting Addresses And Phones Customer Parent Relations Notes At

Open Users ↗

Open Customers ✓ ↗

Open Adjustment Balance ↗

Scroll Down, lalu Pilih Open Customers

CREATE AKUN CORP

Step 6 : Customer Name

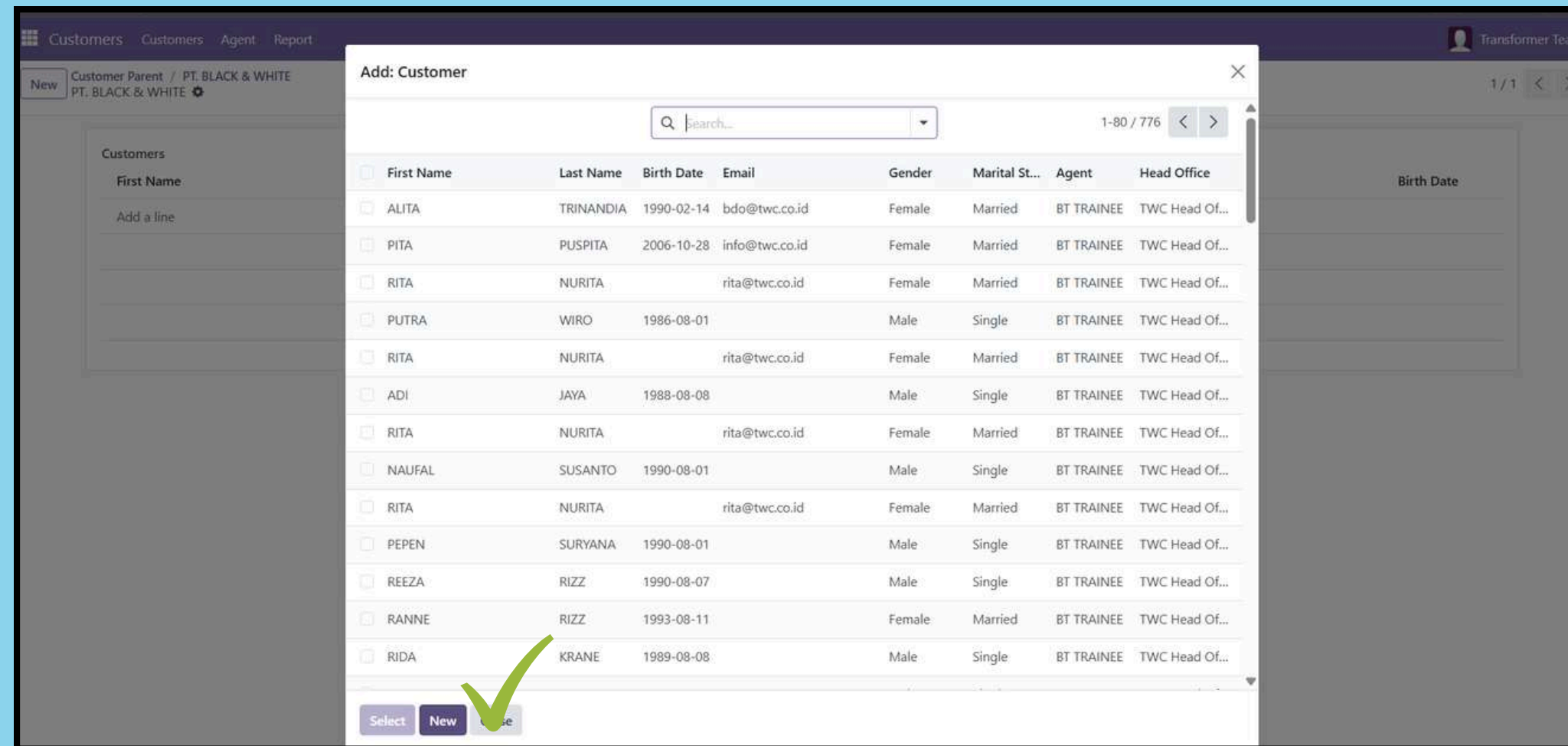
Pilih : Add A Line



The screenshot shows a web interface for adding a new customer line. At the top, it says "New Customer Parent / PT. BLACK & WHITE". Below this, there's a table with columns for "First Name", "Last Name", and "Birth Date". A row labeled "Add a line" is highlighted, and a green checkmark is placed over it.

Step 6.1 :

Pilih : NEW



The screenshot shows a dialog box titled "Add: Customer" with a search bar and a list of customer records. The records are as follows:

<input type="checkbox"/>	First Name	Last Name	Birth Date	Email	Gender	Marital St...	Agent	Head Office
<input type="checkbox"/>	ALITA	TRINANDIA	1990-02-14	bdo@twc.co.id	Female	Married	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	PITA	PUSPITA	2006-10-28	info@twc.co.id	Female	Married	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	RITA	NURITA		rita@twc.co.id	Female	Married	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	PUTRA	WIRO	1986-08-01		Male	Single	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	RITA	NURITA		rita@twc.co.id	Female	Married	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	ADI	JAYA	1988-08-08		Male	Single	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	RITA	NURITA		rita@twc.co.id	Female	Married	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	NAUFAL	SUSANTO	1990-08-01		Male	Single	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	RITA	NURITA		rita@twc.co.id	Female	Married	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	PEPEN	SURYANA	1990-08-01		Male	Single	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	REEZA	RIZZ	1990-08-07		Male	Single	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	RANNE	RIZZ	1993-08-11		Female	Married	BT TRAINEE	TWC Head Of...
<input type="checkbox"/>	RIDA	KRANE	1989-08-08		Male	Single	BT TRAINEE	TWC Head Of...

At the bottom of the dialog box, there are buttons for "Select", "New", and "Close". A green checkmark is placed over the "New" button.

CREATE AKUN CORP

6.2 Isi Keterangan :

- First Name
- Last Name

Lalu Pilih Save & Close

(Jika ada lebih dari 1 PIC, lakukan Hal yang sama)

Create Customer

Archive Dupe Customers

Kenzy
White

Searchable Active

Agent: BT TRAINEE Job Position: _____

Customer Parent ID in Ext. Accounting Software: _____ Religion: _____

User ID in Ext. Accounting Software: _____ Face Image: _____

Agent as Staff: _____ Endorsement Box (RIZ): _____

Name: Kenzy White

Email: _____

Gender: _____

Marital Status: Single

Nationality: _____

Birth Date: _____

Save & Close Save & New Discard

Berikut adalah Tampilan ketika Customer Name di Create

New Customer Parent / PT. BLACK & WHITE
PT. BLACK & WHITE

Customers

First Name	Last Name	Birth Date
Kenzy	White	x
Add a line		

CREATE AKUN CORP

Step 6.3 : Customer Booker Name Pilih : Add A Line

Customer Parent	Customer	Job Position	Job Division
Add a line			

Berikut adalah Tampilan ketika Customer Name di Create

Customer Parent	Customer	Job Position	Job Division
PT. BLACK & WHITE	Kenzy White		
Add a line			

Pada Tampilan Create Booker Pilihan Nama PIC yang sudah di Create Lalu Pilih Save & Close

Customer: Kenzy White

Customer Parent: PT. BLACK & WHITE

Job Position: [Empty]

Job Division: [Empty]

AUTHORIZED JOB DIVISIONS

Authorized Job Divisions	Name	Currency	Transaction Bu...	Customer Parent
Add a line				

Buttons: Save & Close, Save & New, Discard

CREATE AKUN CORP

Step 6.4 : Input Address

Pilih : Add A Line

Type Name	Address	Active
Add a line		

Description	Phone Type	Phone Number	Active
Add a line			

Isi Tipe Alamat & Alamat Corp

Lalu Save & Close

Create Addresses

Address Type: Work Active

Country: _____

Country State: _____

City: _____

District: _____

Sub District: _____

Address: Jakarta Pusat

Zip: _____

RT: _____

RW: _____

Sequence: 0

Save & Close Save & New Discard

Berikut adalah Tampilan ketika Alamat sudah di Create

Type Name	Address	Active
work	Jakarta Pusat	<input checked="" type="checkbox"/>
Add a line		

CREATE AKUN CORP

Step 6.4 : Input Phones

Pilih : Add A Line

Users & Customers | Booker | Job Positions | Job Divisions | Sort Rules | Departure Time Rules | Banned Rules | OSI Codes | Airline Setting | **Addresses And Phones** ✓ | Customer Parent Relations | Notes | At

Description	Phone Type	Phone Number	Active
Add a line ✓			

Isi Deskripsi Tipe Phone, Calling Code & Nomor

Lalu Save & Close

Open: Phones

Description: Pic Tix ✓

Phone Type: Work ✓

Country: ✓

Phone Number: 6281212368882 ✓

Calling Code (e.g 62, no +): 62 ✓

Calling Number (e.g 85123123): 81212368882 ✓

Active:

Save & Close | Save & New | Discard

Berikut adalah Tampilan ketika Alamat sudah di Create

Description	Phone Type	Phone Number	Active
Pic Tix ✓	Work ✓	6281212368882 ✓	<input checked="" type="checkbox"/>
Add a line			


CREATE AKUN CORP

Step 7 : Pilih Confirmed

Customers Customers Agent Report Transformer Team

Customer Parent PT. BLACK & WHITE Ledgers 4 / 4 < >

Confirm Reject Draft Confirmed Requested Validated Done

 Name
PT. BLACK & WHITE
CTP.16107393

Customer Parent Type	COR	Billing Cycle ?	Daily
Parent	BT TRAINEE	Billing Due Date (days) ?	0
Customer Parent ID in Ext. Accounting Software		Billing Due Date ?	
User ID in Ext. Accounting Software			
Compliance Mode	Filter		
Tax (%)	0.00		
Send Email to Parent Agent	<input type="checkbox"/>		
Actual Balance	Rp 0.00		
Balance	Rp 0.00		


CREATE AKUN CORP

Berikut adalah Tampilan ketika Pembuatan Akun sedang di Proses Approval oleh Tim TWC - BT

Customer Parent
PT. BLACK & WHITE ⚙️

Ledgers 4 / 4 < >

Reject Draft Confirmed Requested Validated Done

 Name
PT. BLACK & WHITE

CTP.16107393

Customer Parent Type	COR	Billing Cycle ?	Daily
Parent	BT TRAINEE	Billing Due Date (days) ?	0
Customer Parent ID in Ext. Accounting Software	<input type="text"/>	Billing Due Date ?	
User ID in Ext. Accounting Software	<input type="text"/>		
Compliance Mode	Filter		

CREATE AKUN CORP

Proses berikutnya adalah :

Infokan keterangan CORP kepada Tim TWC-BT melalui Email info@twc.co.id :

- Nama**
- Nama PIC**
- Email**
- Formula Pricing**

PENGECEKAN SETTINGAN AKUN CORP Melalui Akun HO AGENT

**Langkah Berikutnya setelah Tim TWC-BT Approved & Create
Formula Pricing**

**Tim HO AGENT HARUS / WAJIB
Lakukan PENGECEKAN**

CARA CEK CORP FORMULA PRICE

Masuk Ke Akun Agent :

- Pilih Rute
- Centang Fitur **ACTIVATE CORPORATE MODE**
- Lalu Pilih COP Yang dituju
- Selanjutnya **SEARCH**

The screenshot shows a travel booking website interface. At the top, there is a navigation bar with a 'BOOK NOW' button and links for HOME, RESERVATION, TOP UP, HIGHLIGHT, IDR, and TRANSFORMER TEAM. Below the navigation bar, the main heading is 'Let's Grow Business Together'. The interface is divided into several sections: 'Airline', 'Hotel', 'Train', 'Insurance', 'Attraction', and 'Ppob'. The 'Airline' section is active, showing options for 'One Way', 'Round Trip', and 'Multi City'. The search criteria are set to '1 Passengers', 'All Airline', and 'Economy'. The 'From' field is 'CGK - Jakarta - Indonesia - Soekarno Hatta Intl' and the 'To' field is 'DPS - Denpasar - Bali Ngurah Rai - Bali Ngurah Rai'. The 'Departure' date is '08 Apr 2026'. There are checkboxes for 'Activate Corporate Mode' (checked), 'Don't use OSI Code', and 'Input Frequent Flyer'. Below the search criteria, there are two input fields: 'Corporate' and 'Booker'. The 'Corporate' field contains 'PT,' and the 'Booker' field is empty. Below the 'Corporate' field, there are two suggestions: 'CTP.20087346 - PT. ABRACADABRA' and 'CTP.16107393 - PT. BLACK & WHITE'. A 'Search' button is visible at the bottom right of the search area.

CARA CEK CORP FORMULA PRICE

Ketika sudah tampil

“You are in Corporate Mode”

Artinya Tim HO AGENT masuk ke Akun Corp yang Dipilih

Saat lakukan Pencarian / reservasi atas Corp tersebut maka Harga Yang Tampil adalah FORMULA PRICE yang di setup

The screenshot displays a flight booking interface in Corporate Mode for PT. BLACK & WHITE (COR). The top navigation bar includes a 'BOOK NOW' button and a user profile for 'TRANSFORMER TEAM'. The main search area shows a one-way flight from Jakarta (CGK) to Denpasar (DPS) on 08 Apr 2026 for 1 adult. The flight results section shows two AirAsia options:

Flight	Departure	Arrival	Class	Price	Seats
Indonesia AirAsia QZ 802	06:20 Wed, 08 Apr 2026 CGK	09:10 Wed, 08 Apr 2026 DPS	Z	IDR 979,525	12 seats available
Indonesia AirAsia QZ 812	08:20 Wed, 08 Apr 2026 CGK	11:10 Wed, 08 Apr 2026 DPS	Z	IDR 979,525	1 seats left

CARA CEK CORP FORMULA PRICE TIKET

Contoh Lakukan Pengecekan (Tidak Perlu Lakukan Booking)
Skenario Pada Contoh adalah :
Akun Corp : PT. Black & White
Produk : Tiket Domestik
Mark Up Rp.20.000/pax
VAT : 11% dari Mark Up
Formula Price / Harga Jual Kepada CORP : OTT + Mark Up + VAT

Flight #1 CGK → DPS Wed, 08 Apr 2026

GA 402 07:05 Wed, 08 Apr 2026 Jakarta (CGK) Terminal: - 10:05 Wed, 08 Apr 2026 Denpasar (DPS) Terminal: -

Economy - Class Y
Baggage - 20 kg(s)

Class of Service

Y ✓
IDR 1,943,220
Seat left: 9

PENALTY CHANGES & REFUND APPLIES

Hide Detail

FARE IDR 1,431,000
TAX IDR 490,020
OTT IDR 1,921,020
BREAKDOWN
UPSELL IDR 22,200
COMMISSION IDR 50,820
NTA IDR 1,892,400
SERVICE FEE IDR 15,000
VAT IDR 1,650
NTA AGENT IDR 1,909,050
CUSTOMER SERVICE FEE IDR 20,000
CUSTOMER VAT IDR 2,200
TOTAL PRICE IDR 1,943,220

IDR 1,431,000
IDR 512,220
IDR 1,943,220

YPM Show

Share / Copy Next

FARE IDR 1,431,000	
TAX IDR 490,020	
OTT IDR 1,921,020	→ Harga OTT
BREAKDOWN	
UPSELL IDR 22,200	
COMMISSION IDR 50,820	
NTA IDR 1,892,400	
SERVICE FEE IDR 15,000	
VAT IDR 1,650	
NTA AGENT IDR 1,909,050	→ Agent Bayar ke TWC-BT
CUSTOMER SERVICE FEE IDR 20,000	→ Nilai MARK UP
CUSTOMER VAT IDR 2,200	→ Nilai VAT
TOTAL PRICE IDR 1,943,220	→ Biaya yang Agent Tagihkan kepada CORP

Catatan :
Jika Corp diberikan Akses untuk Melakukan Booking Mandiri.
Pada Tampilan harga di Akun CORP hanya akan TAMPIL TOTAL PRICE

CARA CEK CORP FORMULA PRICE HOTEL

Contoh Lakukan Pengecekan (Tidak Perlu Lakukan Booking)

Skenario Pada Contoh adalah :

Akun Corp : PT. Black & White

Produk : Hotel

Mark Up Rp.50.000/room/night

VAT : 11% dari Mark Up

Formula Price / Harga Jual Kepada CORP :

NTA AGENT + Mark Up + VAT

My Order

Ibis Styles Jakarta Simatupang
★★★★
Jalan Cilandak Tengah 23, Cilandak Barat, Jakarta Selatan 12430,
Jakarta, Jakarta, Jakarta & Surrounding, 12430
Date: 04 Mar 2026 - 05 Mar 2026

1x Twin room - Superior

Cancellation

- Please note that this room is non-refundable and non-amendable. If the booking is cancelled, no money will be refunded.

Room #1	
Twin room - Superior	
Meal Type: Room Only	
Date: 04 Mar 2026	IDR 754,909
Total	IDR 754,909

(For 1 Room, 1 Night)

FARE IDR 693,859
OTT IDR 693,859
BREAKDOWN
UPSELL IDR 61,050
COMMISSION IDR 55,500
NTA IDR 699,409
SERVICE FEE IDR 5,000
VAT IDR 550
NTA AGENT IDR 699,409
CUSTOMER SERVICE FEE IDR 50,000
CUSTOMER VAT IDR 5,500
TOTAL PRICE IDR 754,909

Agent Bayar ke TWC-BT

Nilai MARK UP

Nilai VAT

Biaya yang Agent Tagihkan kepada CORP

Catatan :

Jika Corp diberikan Akses untuk Melakukan Booking Mandiri.

Pada Tampilan harga di Akun CORP hanya akan TAMPIL TOTAL PRICE

CARA CEK CORP FORMULA PRICE TRAIN

Contoh Lakukan Pengecekan (Tidak Perlu Lakukan Booking)

Skenario Pada Contoh adalah :

Akun Corp : PT. Black & White

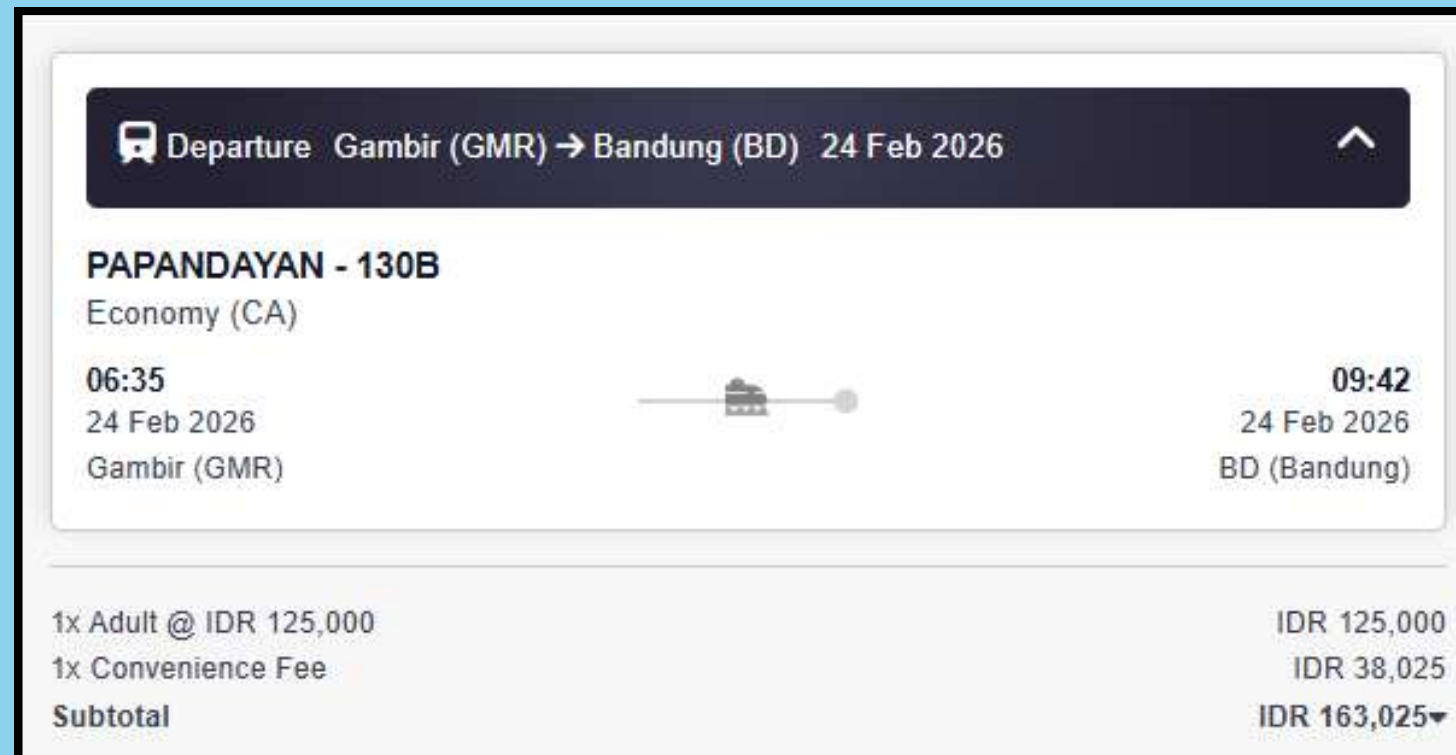
Produk : Train

Mark Up Rp.20.000/pax

VAT : 11% dari Mark Up

Formula Price / Harga Jual Kepada CORP :

NTA AGENT + Mark Up + VAT

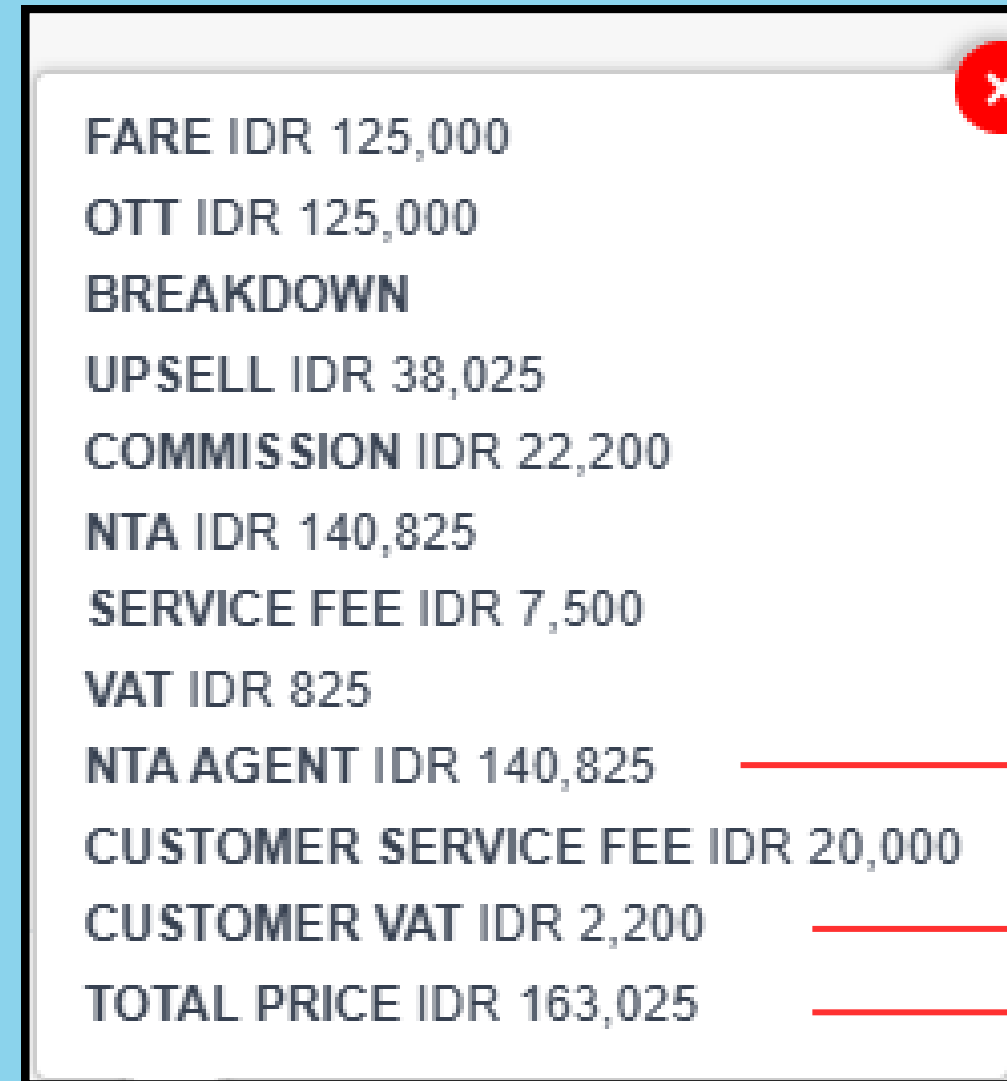


Departure Gambir (GMR) → Bandung (BD) 24 Feb 2026

PAPANDAYAN - 130B
Economy (CA)

06:35 24 Feb 2026 Gambir (GMR) → 09:42 24 Feb 2026 BD (Bandung)

1x Adult @ IDR 125,000	IDR 125,000
1x Convenience Fee	IDR 38,025
Subtotal	IDR 163,025



FARE IDR 125,000
OTT IDR 125,000
BREAKDOWN
UPSELL IDR 38,025
COMMISSION IDR 22,200
NTA IDR 140,825
SERVICE FEE IDR 7,500
VAT IDR 825
NTA AGENT IDR 140,825
CUSTOMER SERVICE FEE IDR 20,000
CUSTOMER VAT IDR 2,200
TOTAL PRICE IDR 163,025

Agent Bayar ke TWC-BT

Nilai MARK UP

Nilai VAT

Biaya yang Agent Tagihkan kepada CORP

Catatan :

Jika Corp diberikan Akses untuk Melakukan Booking Mandiri.

Pada Tampilan harga di Akun CORP hanya akan TAMPIL TOTAL PRICE

CARA CEK CORP FORMULA PRICE INSURANCE

Contoh Lakukan Pengecekan (Tidak Perlu Lakukan Booking)

Skenario Pada Contoh adalah :

Akun Corp : PT. Black & White

Produk : Insurance

Mark Up Rp.20.000/pax

VAT : 11% dari Mark Up

Formula Price / Harga Jual Kepada CORP :

NTA AGENT + Mark Up + VAT

Price Detail

GEGI Insurance ASEAN

1x Package Fare @IDR 54,000
1x Tax @IDR 32,200

IDR 86,200

Grand Total IDR 86,200 ▾

YPM Show 👁

Share this on

WhatsApp LINE Telegram Email

Copy

FARE IDR 54,000
TAX IDR 10,000
OTT IDR 64,000
BREAKDOWN
UPSELL IDR 22,200
COMMISSION IDR 38,400
NTA IDR 47,800
SERVICE FEE IDR 5,000
VAT IDR 550
NTA AGENT IDR 53,350
CUSTOMER SERVICE FEE IDR 20,000
CUSTOMER VAT IDR 2,200
TOTAL PRICE IDR 86,200

Agent Bayar ke TWC-BT

Nilai MARK UP

Nilai VAT

Biaya yang Agent Tagihkan kepada CORP

Catatan :

Jika Corp diberikan Akses untuk Melakukan Booking Mandiri.

Pada Tampilan harga di Akun CORP hanya akan TAMPIL TOTAL PRICE

The background features a light blue and white color scheme with faint illustrations of gears and circuitry. The gears are located in the upper left and center, while the circuitry, including lines and small colored dots, is visible in the lower half of the image.

Thank You