



Amadeus e-Travel Management (AeTM) Quick Reference Guide for Travel Arrangers

Travel Arrangers in AeTM can book and manage travel on behalf of others that have been assigned to them in the system. They can also update profiles for these travellers. Travel Arrangers can usually book their own travel in AeTM – however this will be determined by your company’s policy.

Login

In order to access AeTM, you will need your company’s unique URL which will be provided by APX. When you log in for the first time, simply enter your username (firstname.lastname) and hit the ‘forgot your password’ link. A password will be emailed to your work email address.

Making a Booking

In order to make a travel booking, you’ll need to select the Arranger tab. From this tab, you can specify who the booking is for by locating their name (using the search function or selecting them from the list) and add them to the booking by clicking the icon to the right of their name.

Once the traveller/s have been specified, you will be able to progress through the booking by clicking ‘Arrange Trip’.

Managing Profiles

After you login for the first time, you will need to check your profile and the profiles of the travellers assigned to you. Please ensure that the details are correct – it’s essential that the traveller’s name matches their passport exactly, and that the correct credit card has been assigned (if relevant).

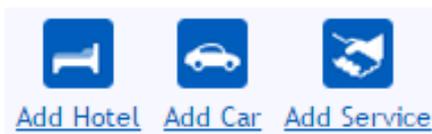
The following screen will provide a search function from which you can specify the flight details required. Once the details have been entered, click the ‘Search’ button.

A list of flights will appear. All flights within your company's travel policy will have a green shield, whereas flights out of policy will have a red shield. Any fares with a 'W' icon are instant purchase (such as Jetstar and Sounds Air). Once you have selected flights, the list will compress to allow for an easy summary of your trip thus far. If you are happy with your selection, click 'Continue'.

Outbound		Auckland (AKL - Auckland International) / Wellington (WLG - Wellington)				Too many results? Apply filters		
Departure Time	Arrival Time	Provider	Duration	Seat ONLY	Seat + Bag	Semi Flexi	Flexi	
Auckland (AKL) Auckland Internat...	Wellington (WLG)	Air New Zealand 417	1h05m Direct	63.00 NZD	73.00 NZD	93.00 NZD	113.00 NZD	View details

Inbound		Wellington (WLG - Wellington) / Auckland (AKL - Auckland International)				Too many results? Apply filters		
Departure Time	Arrival Time	Provider	Duration	Seat ONLY	Seat + Bag	Semi Flexi	Flexi	
Wellington (WLG)	Auckland (AKL) Auckland Internat...	Air New Zealand 476	1h05m Direct	93.00 NZD	102.99 NZD	122.99 NZD	143.00 NZD	View details

The search process is similar for hotels, cars and any services specified under the 'More Services' tab such as taxis. In order to add more segments to your booking, simply select one of the buttons at the top of the screen.



Finalising Your Booking

Once your segments have been selected, you will be required to agree to the Purchase Conditions relating to your booking. Once selected, click 'Finalise Trip'.

The final screen will allow you to see exactly how the booking is being paid for, as well as any traveller memberships that are linked to the segments you have booked.

Method of Payment

Airline Ticket Payment
Airline Ticket Payment * Charge Corporate Amex

Form of Identification

Air Details

Air section 1 Electronic Ticketing

General Preferences

Air Travel Preferences

Seat Preference: No preference

Meal Preference: No special meal

Frequent Flyer: Airline Code and Loyalty Number
Air New Zealand: None

Custom Fields

Company Profile CSX: J965QZ

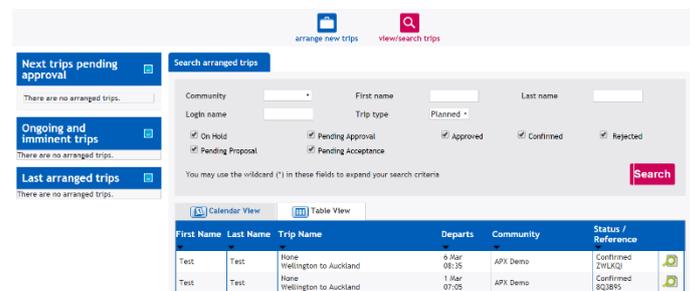
You will also be able to specify an approver if relevant, and give the booking a name.

From this point on, you will be able to send the booking for approval (if your policy requires authorisation) and/or hold the trip and come back to it later. Please note – any held bookings without a flight segment will need to be cancelled if no longer required, or you may be charged by the suppliers.

View or Amend Trips

If you wish to view any of your bookings, including any held bookings, you can do so using the 'View/Search trips' function in the Arranger tab.

You can view bookings in a calendar view or table view. You can click to open a booking to view the details, or to add or delete a segment such as a hotel or car.



APX Product Support

If you require assistance with AeTM, please contact your APX Partnership Manager or the APX Product Support team, who are available during business hours:

0800 500 095
support@apx.co.nz

We also have WebEx sessions and a video demo available for AeTM. Please visit our website to view the WebEx dates and the video:

www.apx.co.nz/aetm-training