



Amadeus e-Travel Management (AeTM)

Quick Reference Guide for Self-Booking Travellers

Self-Booking Travellers in AeTM have the ability to book travel for themselves, modify their existing bookings to add or delete segments, and update their own traveller profile.

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.

Login

Please log in

Login name

Password

[Forgot your password?](#)

☐ Log in to a community other than your home community

Login >

Managing Your Profile

After you login for the first time, you will need to check your profile to ensure the details presented are correct. It is essential that your name in AeTM matches your passport exactly, and that the correct credit card has been loaded to your profile (if relevant).

home book review profile

My profile

Personal

Name as shown on passport

Title

Last Name

First Name

Middle Name

Gender

Date of Birth

Preferred Language

Making a Booking

In order to make a travel booking, you'll need to select the Home tab. From this screen you can specify the flight details you require. Once the details have been entered, click 'Search'.

air hotel car more services trip summary

You are currently planning travel for: Vernon Bear (APX Demo) [Click here](#) to return to the Travel Arranging view.

Search > Availability > Summary > Finish > Confirm

Round-trip One-Way Multi-Destination

From To

Outbound Inbound

Time window (hours) ☒ Direct itineraries only

Selected traveller(s) Trip reason

[More options \(class, preferred airline, ...\)](#)

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	
10 November 2015		Showing 1 out of 8 results					
Departure Time	Arrival Time	Provider	Duration	Seat ONLY	Seat + Bag	Semi Flexi	Flexi
Auckland (AKL) Auckland Internat...	Wellington (WLG)		1h05m Direct	63.00 NZD	Lowest 73.00 NZD	93.00 NZD	Lowest 113.00 NZD
09:45	10:50	Air New Zealand 417 ✳					
View details		View all results					

[View all details](#) / [Hide all details](#)

Inbound	Wellington (WLG - Wellington) / Auckland (AKL - Auckland International)				Too many results? Apply filters + Showing 1 out of 6 results			
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	Lowest 93.00 NZD	Lowest 102.99 NZD	Lowest 122.99 NZD	Lowest 143.00 NZD	
19:35	20:40							
View details				View all details / Hide all 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 'Add Segment' buttons at the top of the screen.

[Add Hotel](#) [Add Car](#) [Add Service](#)

Finalising Your Booking

Once you have specified all of the details you require for your booking, 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 you hold that relate to segments in your booking.

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 for your booking if relevant, and give the booking a name.

From this point on, you will be able to send the booking on 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 manually 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 Home tab under 'Travel Components'.

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.

Next trips pending approval

There are no arranged trips.

Ongoing and imminent trips

There are no arranged trips.

Last arranged trips

There are no arranged trips.

Search arranged trips

Community Login name Trip type Planned

☒ On Hold ☒ Pending Approval ☒ Approved ☒ Confirmed ☒ Rejected

☒ Pending Proposal ☒ Pending Acceptance

You may use the wildcard (*) in these fields to expand your search criteria

Search

☒ Calendar View ☐ Table View

First Name	Last Name	Trip Name	Departs	Community	Status / Reference
Test	Test	None	6 Mar 00:35	APX Demo	Confirmed ZHUJCO
Test	Test	None	1 Mar 07:05	APX Demo	Confirmed BQJ8FS

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