

Preferences

Overview

Preferences

Seat Request

-

▼

We do our best to accommodate requests but cannot guarantee them.

Meal Request

-

▼

Smoker

☐

Web card

-

▼

Frequent flyer

Airline

-

▼

Number

Number

PIN

PIN

Add new

Hotel guarantee

Hotel Program

-

▼

Hotel chain

-

▼

Customer number

Customer number

Customer request

Customer request

Add new

Guarantee rental car

Car Program

-

▼

Company

-

▼

Customer number

Customer number

Customer request

Customer request

Special request

-

▼

Add new

Description

Field	Description
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Seat Request	Choose between window and aisle seat (the seating preference is taken into account when booking, but it is not guaranteed and is subject to change). Applies to air travel
Meal Request	Enter food preferences of travellers (eg: Gluten Intolerance). Applies to air travel
Smoker	Check, if the traveller is a smoker
Web-card	If there is a web-card on either the traveller or on the company profile, either can be entered in this field. These are relevant for online/ web bookings
Frequent flyer	
Airline	Enter your airline / alliance frequent flyer program here.
Number	Give in the loyalty program number of the traveller of the airline / alliance here.
PIN	Save the PIN number of the loyalty program in this field
Add new	Add a new "Frequent flyer" tab to enter multiple airline memberships
Hotel Program	
Hotel guarantee	Select the credit card to guarantee the hotel if available on the company or on the traveller profile
Hotel chain	The hotel chain can be selected from the comprehensive drop-down list
Number	Give in the hotel loyalty program number of the traveller here
Customer request	Enter specific customer requests here manually
Add new	Add a new "Hotel Program" tab to enter multiple hotel memberships
Car Program	
Guarantee rental car	Select the credit card to guarantee the car rental if available on the company or on the traveller profile
Company	Select the Rental car company
Customer number	Give in the car loyalty program number of the traveller here
Customer request	Enter specific customer requests here manually
Special request	Select a special request from the drop-down list i.e. Air Conditioning, Bicycle rack and so on
Add new	Add a new "Car Program" tab to enter multiple car memberships