

# General (Company Tab)

## Overview

**General**

Parent company

Parent company

Q

Customer no.

Customer no.

Company name

Company name

Short name

Short name

Street

Street

Street 2

Street 2

ZIP

ZIP

Place

Place

Country

Switzerland

Q

Phone

Fax

E-mail

E-mail

E-mail 2

E-mail 2

E-mail 3

E-mail 3

Itinerary / e-ticket

☒

Form of payment / credit cards

Card type

-

▼

Creditcard no.

Creditcard no.

Expiration

Expiration

Remark

Remark

Use as form of payment (Air Tickets)

☐

Add new

Other forms of payment

-

▼

Rail form of payment

-

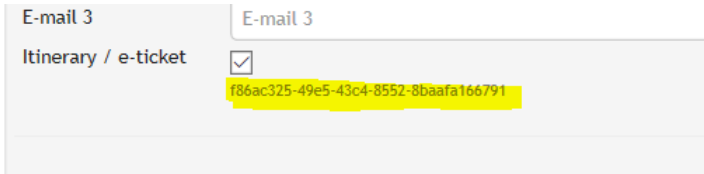
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Personal cards

FP and guarantee

▼

## Description

Field	Description
Parent company	Administrative assignment of a company, which is the main company
Customer No.	AIAN of the company (also synchronized as PIN). In case the customer number is the same as the parent company, no PIN is published
Company name	Enter the full name of the company
Short name	Must be unique in the GDS (PCN)!
Street	Register the street of the company
Street 2	Add additional street address
ZIP	Register the ZIP code of the compan
City	Enter the city where the company is located
Country	Choose the country.
Phone	Enter the main phone number
Fax	Enter the main fax number
E-Mail, E-Mail 2, E-Mail 3	Enter the main E-Mail addresses of the company
Itinerary / e-ticket	
UUID	<p>The unique number just below the field "Itinerary / e-ticket" is automatically generated when a profile is created in Faces. It is relevant for CSV Uploads (column: company.uuid)</p> <p>Below highlighted value illustrates an example of a company uuid</p>  <p>The screenshot shows a form with fields for 'E-mail 3' and 'Itinerary / e-ticket'. Below the 'Itinerary / e-ticket' field, there is a checkbox and a highlighted yellow box containing the UUID: f86ac325-49e5-43c4-8552-8baafa166791.</p>
Subsidiaries	Register the parent company or companies, which are associated to the parent Company
Form of payment / Credit Cards	Register multiple credit cards
Card Type	Register card type
Creditcard No.	Register the Credit card number
Expiration	Add the expiration date of the credit card (Format DD/YY)
Remark	Register additional remarks to the credit card
Use as form of payment	This credit Card is written as FoP (F. or FP) in the GDS's
Add new	Register unlimited credit cards
Other forms of payment	Drop down of cash or invoice - <i>This has been specifically implemented for only some circles</i>
Rail form of payment	Drop-down of cash or invoice and stored credit cards. Only available in the company profile and if Rail module is activated in the agency.

Personal cards	<p>Here you can specify how the traveller may use a personal credit card</p> <ul style="list-style-type: none"><li>• FP and guarantee: Travellers are allowed to enter a credit card in their profile. This credit card can be used as form of payment, hotel guarantee and web-card.</li><li>• Guarantee only: Travellers are allowed to enter a credit card in their profile. This credit card can be used for hotel guarantee and as web-card</li><li>• None: Travellers are not allowed to use a personal credit card</li></ul>
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