

Preferences - (Company Tab)

Field	Description
Web-Card	
Web-Card	Payment for online bookings or none GDS bookings with a credit card (drop down of existing credit cards)
Used by traveller	Here you can whether and how the traveller is allowed to use the Web-Card • Traveller decides: Traveller can choose to use of the company credit card or not • Mandatory use: The use of the company credit card is automatically set for the travellers of the particular company. No personal credit cards can be used as Web-Card • Prohibited use: Traveller can not choose the company credit card
Airline Company program	
Airline	Choose the Company Airline loyalty programs by using the drop down menu
Published as	OSI, SK (only Amadeus) or SRCLID
Hotel Travel guidelines	
Guarantee hotel	Guarantee for hotel with a credit card (drop down of existing credit cards)
Used by traveller	Here you can specify how the traveller is allowed to use the credit card • Traveller decides: Traveller can choose to use of the company credit card or not • Mandatory use: The use of the company credit card is automatically set for the travellers of the particular company. No personal credit cards can be used as hotel guarantee. • Prohibited use: Traveller can not choose the company credit card
Hotel chain	Choose the Hotel chain from the drop down menu
Rate code	Definition of the rate code (e.g. RAC, COR). Comma needs to be used to add more than one rate code
Customer Request	Enter a free text
Car Travel guidelines	
Guarantee car rental	Select the credit card to be used as guarantee for a rental (drop down of existing credit cards)
Used by traveller	Here you can specify how the traveller is allowed to use the credit card • Traveller decides: Traveller can choose to use of the company credit card or not • Mandatory use: The use of the company credit card is automatically set for the travellers of the particular company. No personal credit cards can be used as guarantee for car rental • Prohibited use: Traveller can not choose the company credit card
Company	Drop down menu with relevant car rental companies
Corporate Discount Number	Customers Corporate Discount Number
Customer Request	Free text requests
Billing Number	The car providers billing number
Special Request	Drop-down list of possible requests i.e. Ski rack, snow chains and so on
Preferred Rental	Preferred Rental are registered as PPC in Amadeus CSX