



Amadeus cytric online booking tool **User guide**

March 2020

Home Page

Welcome to the Amadeus cytric home page. This modern user interface comes with intuitive screen shots that will make your browsing and booking experience quick and easy.

The screenshot shows the Amadeus cytric home page interface. It features a top navigation bar with the cytric logo and user profile 'Alison Carpenter'. Below this is a secondary bar with 'Travel Arranger Dashboard(tm)' and 'Travel Manager Dashboard(tm)'. The main content area includes the CWT logo, a 'Selected travellers' section with a card for 'Carpenter, Alison (Y...)', and a row of service icons (airplane, train, car, etc.). A calendar for June 2020 is displayed, with a red circle '2' highlighting a flight icon on the 15th. Below the calendar, a 'Flight Booking' card for KLM is shown, with a red circle '3' highlighting the booking details. A red circle '1' points to the 'Selected travellers' section.

1. The numbering will give you access to help explain what each screen shot is and how it works

2. This shows you the calendar view of any trips already booked

3. Any existing bookings will show here

Travel Arranger

Travel Arranger

As a travel arranger, it is easy to book a trip for another traveller via access to the travel arranger dashboard.



1. Search for the traveller(s) for which you wish to make a reservation for in the search bar by typing their name
2. Select the traveller(s) and their name will appear at the top of the page
3. Calendar view will show all of your travellers' current trips
4. Start the booking procedure by clicking on the appropriate button
5. To return to your own reservation page click here


The screenshot shows the CWT Travel Arranger dashboard. At the top, there's a navigation bar with 'My Trips', 'My Expense Statements', 'Administration of User Profiles', and a user profile for 'Alison Carpenter'. Below this is a secondary bar with 'Personal Portal(tm)', 'Travel Manager Dashboard(tm)', and 'Services'. The main section is titled 'Selected travellers' and lists 'Carpenter, Alison (Y...)' with a 'demo_UK_specialist_ed' ID. Below the list are five buttons: a plane icon (4), a train icon, a car icon, a hotel icon, and a 'Travel WIZZARD (tm)' button. A search bar for travellers and a location dropdown (1) are present. Below these are filters for 'Show only favourite travellers', 'Travellers with:' (bookings, requests, only active bookings/requests), and a calendar view for June 2020. The calendar shows a grid of dates from 1 to 31. On the left, a list of travellers is shown with checkboxes: 'Admin, Amadeus', 'Admin, CWT', 'Antoni, Krisztian', 'Armada, Monika', and 'Carpenter, Alison (Y...)' (2). The 'Carpenter, Alison (Y...)' row has a blue plane icon on the 15th and 18th of June, with a red circle (3) next to the 15th. A red box highlights the bottom section of the calendar and traveller list.


Flight reservation


Flight reservation


Selected travellers


 **Carpenter, Alison (Y...** 
demo_UK_specialist_ed












 Travel **WIZZARD** (tm)

Search for travellers

carpenter

Location

☐ Show only favourite travellers

Travellers with:

☐ bookings

☐ requests

☐ only active bookings/requests

April 2020

20

21

22

23

24

25

26

27

28

29

30

MON

TUE

WED

THU

FRI

SAT

SUN

MON

TUE

WED

THU

May 2020

1

2

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4

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8

9

10

11

12

FRI

SAT

SUN

MON

TUE

WED

THU



FRI

SAT

SUN

MON

TUE

  **Carpenter, Alison (Y...**
demo_UK_specialist_ed

1. Select the button for air or air/train

© 2020 CWT 6

Flight reservation

Amadeus cytric is recommended for single or round trips. For complex trips please contact your team of offline travel consultants.

The screenshot shows the CWT flight reservation interface. At the top, there's a navigation bar with 'cytric' logo and user information 'Alison Carpenter'. Below this, a progress bar indicates the steps: 1 Start, 2 Select flights, 3 Select fare, 4 Complete booking, 5 Confirmation. The main form is divided into sections for trip details. The 'From' field is set to 'Manchester (MAN)' and the 'To' field is 'Paris (PAR)'. The 'Only non-stop flights' checkbox is checked. The departure date is 'Tue, 12 May 2020' at '08 : 00', and the return date is 'Fri, 15 May 2020' at '18 : 00'. Below this, there's a section for events scheduled between two days before and two days after the arrival at the destination or nearby. The events listed are 'Foire de Paris International Trade Fair, Paris Porte de Versailles (VIPARIS), Paris' and 'MUSICORA International Exhibition of Music, Grande Halle de la Villette, Paris'. At the bottom, there are fields for 'Airlines', 'Service Class' (set to 'Economy'), and 'Trip purpose' (set to 'External Meeting, Customer'). A blue arrow button is on the right.

1 Start 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation

You are booking for: Carpenter, Alison (You)

One Way ☒ Round Trip Multi city

From Manchester (MAN) United Kingdom To Paris (PAR) France

☒ Only non-stop flights

Departure Date: Tue, 12 May 2020 Departure Time: 08 : 00 Return Date: Fri, 15 May 2020 Return Time: 18 : 00

These events are scheduled between two days before and two days after the arrival at the destination or nearby

30.04.2020 - 11.05.2020 Foire de Paris International Trade Fair, Paris Porte de Versailles (VIPARIS), Paris
08.05.2020 - 10.05.2020 MUSICORA International Exhibition of Music, Grande Halle de la Villette, Paris

Airlines (optional, free of charge) Service Class: Economy Trip purpose: External Meeting, Customer

1. Indicates where you are in the reservation process.
2. Click here to book one way only
3. Complete your search criteria – departure/arrival can be a city or an airport.
4. Click here to search for direct connections. Click direct if you want to see direct flights only
5. Enter the dates and times of the trip
6. If there are any special events on at your destination on the dates you are travelling you can view them here
7. Optional refinement of request
8. Depending on your company configuration you may be asked to add a reason for travel
9. Start the air search

Flight Reservation

The screenshot shows the CWT flight reservation interface. At the top, there's a navigation bar with 'My Trips', 'My Expense Statements', and 'Administration of User Profiles'. The user 'Alison Carpenter' is logged in. The main header shows 'CWT' and a progress bar with five steps: 1. Start, 2. Select flights, 3. Select fare, 4. Complete booking, 5. Confirmation. The current step is '2. Select flights'. Below this, it says 'Round trip Manchester ⇌ Paris'. There are two tabs: 'MAN → PAR Tue, 12 May' and 'PAR → MAN Fri, 15 May'. The first tab is selected. To the right, it says 'You are booking for: Carpenter, Alison (You)'. Below the tabs, there's a 'Sorted by' dropdown set to 'Earliest departure' and a 'Filter' button. The flight results are displayed in a table with three rows. Each row shows the airline, flight number, origin, departure time, nonstop status, total time, destination, arrival time, and an 'Instant purchase' button. The first row is for FlyBE - 3121, Manchester, GB, 06:15 MAN, Nonstop, Total time: 1h 35m, Paris, FR, 08:50 CDG, Total trip prices from £135.79. The second row is for Virgin Atlantic - 8360 (operated by FlyBE), Manchester, GB, 06:15 MAN, Nonstop, Total time: 1h 35m, Paris, FR, 08:50 CDG, Total trip prices from £170.79. The third row is for Air France - 5023 (operated by FlyBE), Manchester, GB, 06:15 MAN, Nonstop, Total time: 1h 35m, Paris, FR, 08:50 CDG, Total trip prices from £151.79. A note at the top left says 'Prices do not include any payment fee that may apply to your form of payment.' and a note at the top right says 'Time difference: +1h 00m'.

1. Indicates where you are in the booking process

2. Display tab for outward or return flights

3. Options for sorting results

4. Options to filter results

5. Traffic light shows green for in policy and red for out of policy

The results page will display the available flights. Company negotiated rates, CWT negotiated rates and low-cost airline rates are included in the offer.

1. Indicates where you are in the booking process
2. Display tab for outward or return flights
3. Options for sorting results
4. Options to filter results
5. Traffic light shows green for in policy and red for out of policy

Flight Reservation

The screenshot shows the CWT flight reservation interface. At the top, there's a navigation bar with 'My Trips', 'My Expense Statements', and 'Administration of User Profiles'. The user is logged in as 'Alison Carpenter'. Below the navigation bar, there's a progress bar with steps: 1 Start, 2 Select flights, 3 Select fare, 4 Complete booking, 5 Confirmation. The current step is '2 Select flights'. The search criteria are 'Round trip Manchester ⇌ Paris'. The selected flight is 'Air France - 5023 (operated by FlyBE)' on May 12, departing Manchester at 06:15 and arriving Paris at 08:50. The return flight is on May 15. A dropdown menu is open, showing sorting options: 'Earliest departure' (selected), 'Latest departure', 'Earliest arrival', 'Latest arrival', 'Shortest travel time', 'Fewest stops', 'Most stops', 'Lowest fare', and 'Lowest CO₂ emissions'. A filter bar is visible with 'Departure time' and 'Arrival time' sliders. The 'Airlines' filter is set to 'Air France'. At the bottom, there are two flight options listed with their respective prices and total trip prices in Economy class.

1. Change the sort order of your search

2. Filter by departure time

3. Filter by arrival time

4. Filter by airline

5. Apply filter

It is possible to change the sort order or filter by airline, departure or arrival time

1. Change the sort order of your search
2. Filter by departure time
3. Filter by arrival time
4. Filter by airline
5. Apply filter

Flight Reservation

It is possible to see expanded information about the flight:


1. Click on the arrow to see more details about the flight such as duration, terminals, CO2 emissions etc.
2. The orange triangle means there are only a few seats remaining on the flight

The screenshot displays a flight reservation interface. At the top, the outbound flight is Air France - 5023 (operated by FlyBE) from Manchester, GB to Paris, FR, departing at 06:15 MAN and arriving at 08:50 CDG. The total time is 1h 35m. Below this, a section titled "You can combine your outbound flight with one of these return flights and select them both at the same time." lists three return options. The first option, Air France - 1168 (Airbus A320), is highlighted with a red box and a red circle labeled '1'. It shows a return flight from Paris, FR to Manchester, GB, departing at 18:15 CDG and arriving at 18:40 MAN, with a duration of 1h 25m. It also displays CO2 emissions (Economy/Premium Economy: 86kg, Business: 109kg) and a total travel time of 1h 25m. A red box and a red circle labeled '2' highlight an orange triangle icon and the text "Few seats remaining" next to the total travel time. The second option is Air France - 5010 (operated by FlyBE) from Paris, FR to Manchester, GB, departing at 16:50 CDG and arriving at 17:20 MAN, with a duration of 1h 30m. The third option is FlyBE - 3128 from Paris, FR to Manchester, GB, departing at 16:50 CDG and arriving at 17:20 MAN, with a duration of 1h 30m. Each option includes a "Total trip prices in Economy" section with a price and a button to view more details.

Flight	From	To	Departure	Arrival	Duration	CO2 Emissions	Total Travel Time	Notes	Price (Economy)
Air France - 1168 (Airbus A320)	Paris, FR	Manchester, GB	18:15 CDG	18:40 MAN	1h 25m	Economy/Premium Economy: 86kg, Business: 109kg	1h 25m	Few seats remaining	from £151.79
Air France - 5010 (operated by FlyBE)	Paris, FR	Manchester, GB	16:50 CDG	17:20 MAN	1h 30m				from £183.79
FlyBE - 3128	Paris, FR	Manchester, GB	16:50 CDG	17:20 MAN	1h 30m				from £610.79

Flight Reservation


It is possible to see outward flights combinable with return flights:

 **AF** Air France - 5023
(operated by FlyBE)


Manchester, GB
06:15 MAN


Nonstop
Total time: 1h 35m

Paris, FR
08:50 CDG



You can combine your outbound flight with one of these return flights and select them both at the same time.



 **AF** Air France - 1168


 Paris, FR
18:15 CDG


Nonstop
Total time: 1h 25m

Manchester, GB
18:40 MAN

Total trip prices in Economy from **£151.79**



 **AF** Air France - 5010
(operated by FlyBE)


 Paris, FR
16:50 CDG


Nonstop
Total time: 1h 30m

Manchester, GB
17:20 MAN

Total trip prices in Economy from **£183.79**

 **flybe** FlyBE - 3128



 Paris, FR
16:50 CDG

Nonstop
Total time: 1h 30m

Manchester, GB
17:20 MAN

Instant purchase

Total trip prices in Economy from **£619.79**

Hide trip prices



Click on the double arrow to obtain return proposals that can be combined with the selected outbound flight.

Flight reservation

CWT

1 Start 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation

You are booking for: Carpenter, Alison (You)

Round trip **Manchester ⇌ Paris**

Flight	Class	From	To	Time	Duration
Air France - 5023 (operated by FlyBE)	MAY	Manchester, GB	Paris, FR	06:15 MAN	Nonstop
Air France - 1168	MAY	Paris, FR	Manchester, GB	18:15 CDG	Nonstop

Prices do not include any travel agency service fee that may apply or any payment fee that may apply to your form of payment.

Suggested fare

Service class	Change	Refund	Baggage	Fare type	Total price	Number of tickets
ECONOMY	£60.00	+£62.79 / -£89.00	X	LIGHT2	£151.79	1
ECONOMY	Changeable	+£276.79 / -£0.00	1 x	FLEX	£276.79	1

The first amount is your refund in case of cancellation. The second amount is the amount you lose. In case refund amounts are not shown, click on the fare family name or fare basis to see the cancellation and refund rules.

Once the flights have been selected, you can easily compare the prices including:

1. Amount to modify and cancel the booking
2. Details on whether or not the fare includes baggage
3. Tariff type/name
4. Flight price and compliance
5. Select the arrow for the desired fare

Flight reservation

The screenshot shows the CWT flight reservation interface. At the top, there's a navigation bar with 'My Trips', 'My Expense Statements', 'Administration of User Profiles', and a user profile 'Allison Carpenter'. Below this is a progress bar with five steps: 1 Start, 2 Select flights, 3 Select fare, 4 Complete booking, and 5 Confirmation. Step 3 is currently active. The main content area displays a round trip itinerary: Manchester, GB to Paris, FR on May 12 (Air France 5023, 06:15 MAN, 1h 35m) and Paris, FR to Manchester, GB on May 15 (Air France 1168, 18:15 CDG, 1h 25m). Below the itinerary, there's a summary of the booking: Service class ECONOMY, Change £60.00, Refund +£62.79 / -£89.00, Baggage X, and a total price of £151.79. A red circle with the number 1 is next to the total price. At the bottom, there are buttons for 'Select seats' (with a red circle 2), 'Add baggage', and 'Add ancillaries', all with a price of £0.00. A 'Trip Identification' field is also present. At the very bottom, a 'Ticketing date' of Tue, 3 Mar 2020 is shown.

3

1 Start 2 Select flights 3 Select fare 4 Complete booking 5 Confirmation

You are booking for:
Carpenter, Alison (You)

Flight	Class	Carrier	Flight No	Class	Carrier	Flight No	Origin	Destination	Depart	Arrive	Duration
Air France - 5023 (operated by FlyBE)	ECONOMY	AF	5023	ECONOMY	AF	1168	Manchester, GB	Paris, FR	06:15 MAN	08:50 CDG	1h 35m
Air France - 1168	ECONOMY	AF	1168	ECONOMY	AF	5023	Paris, FR	Manchester, GB	18:15 CDG	18:40 MAN	1h 25m

Service class: ECONOMY
Change: £60.00
Refund: +£62.79 / -£89.00
Baggage: X
Total price: £151.79
Number of tickets: 1

Select seats £0.00 Add baggage £0.00 Add ancillaries £0.00

Trip Identification

Ticketing date: Tue, 3 Mar 2020

1. Confirmation of the price for the flights you have reserved
2. Seat reservation (subject to availability depending on the time of fare)
3. Go back and re-choose flights by starting again or selecting flights



Scroll down the page

Flight reservation

A

Carpenter, Alison

Traveller data

Ms. Alison Carpenter, acarpenter@carlsonwagonlit.com, France

▼

Ticket

E-ticket, ID for electronic ticket: Use unstored Government Issued PID

▼

Payment or guarantee

Test AX Card (AX), Payment Fee:£2.60

▼

Billing address

6 TEST STREET, WINDSOR, SL1 2BC, United Kingdom

▼

Frequent traveller number

No card used

▼

Meal request

Standard Meal

▼

Remarks

Add your own remarks

▼

Booker

Alison Carpenter, acarpenter@carlsonwagonlit.com

▼

Want to add another booking to your trip after this one?

Select the booking type here.

Flight

Car

Hotel

£154.39

Details ▼

Complete Booking

Unable for payment

4. Traveller information

5. It may be necessary to enter additional values such as cost centres or any other information required by your company


6. It is possible to add another traffic type such as hotel, car rental, train, flight – click this before clicking complete booking


7. Click on Complete Booking to finalise the flight booking

CWT

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Flight reservation






Confirmation for Alison Carpenter 1

Trip Purpose: External Meeting, Customer


Itinerary




Tuesday, 12May2020 to Paris

Alison Carpenter ()
AF 5023 Economy Class (Y), Airline Reference: M2PGSF
This flight will be operated by FlyBE

06:15 Manchester, GB (MAN), Manchester International (MAN), Terminal 3
08:50 Paris, FR (PAR), Charles de Gaulle Airport (CDG), Terminal 2E
Status: Confirmed
Baggage: Hand baggage and item 12kg
Ancillary Services: Snack, Beverage, Light Miles Accrual
Flight Duration: 1h 35min, Time Difference: +1, Miles: 370, CO2 Emissions: 87 kg
Booking Code: M2PGSF, Booking Date: 03MAR20




[Change Flight Booking](#) | [Cancel Flight Booking](#)



Friday, 15May2020 to Manchester

Alison Carpenter ()
AF 1168 Economy Class (Y), Airline Reference: M2PGSF

18:15 Paris, FR (PAR), Charles de Gaulle Airport (CDG), Terminal 2E
18:40 Manchester, GB (MAN), Manchester International (MAN), Terminal 3
Status: Confirmed
Baggage: Opiece(s)
Ancillary Services: No additional service booked.
Flight Duration: 1h 25min, Time Difference: -1, Miles: 370, CO2 Emissions: 87 kg
Booking Code: M2PGSF, Booking Date: 03MAR20



[Change Flight Booking](#) | [Cancel Flight Booking](#)

Payment Information


Ticket #	Airline and Flight Number	Service Class	Fare
1	AF 5023	Economy	LIGHT2
	AF 1168	Economy	LIGHT2

This fare does not include free baggage.
Changes allowed with 60.00 GBP payment and possible surcharges for higher booking classes. If cancelled, the refundable amount is 62.79 GBP.

Fare per traveller in GBP: 151.79	Fare for all travellers in GBP:	151.79
	Credit Card Fee for Ticket 1 in GBP:	+2.60
Total fare for all travellers for all Air segments in GBP:		154.39
Total Cost of the complete Trip in GBP:		154.39

Additional Options
[Copy Booking](#) | [Printable View](#) | [Currency](#)


Forward additional Confirmation
eMail to:
acarpenter@carlsonwagonlit.
[Send](#)

Weather Forecast for Paris from 03MAR20 through 07MAR20
[Next Day](#)
Tuesday 03MAR20

36°F | 48°F



1. Reservation confirmation
2. Summary information on the reservation
3. Reservation confirmation number to be communicated to CWT or to the airline, if necessary


Train reservation


Train reservation





Selected travellers


 **Carpenter, Alison (Y...** 
demo_UK_specialist_ed












 Travel **WIZZARD** (tm)


May 2020

June 2020

23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON

1. Select the train button

Train reservation



1 Start

2 Select trains

3 Select fare

4 Complete booking

5 Confirmation

You are booking for:


4 Carpenter, Alison (You)

One Way



☒ Round Trip

1

From railway station

 **Reading (Any)**
Reading, United Kingdom

2


 

☐ Only direct trains or

Departure Date

Departure Time


3





Mon, 25 May 2020

06 : 00

To railway station


 **Liverpool (Any)**
Liverpool, United Kingdom

Alternative options for your return segment?


Return Date

Departure Time



Fri, 29 May 2020

16 : 00

 These events are scheduled between two days before and two days after the arrival at the destination or nearby


Hide ^

25.05.2020

Spring Bank Holiday


Service Class

Standard Class




Trip purpose | actions

External Meeting, Supplier



4



1. Select one way or return
2. Complete the search criteria – departure and arrival – can be a name of a city or station
3. Select dates and times
4. Continue by clicking the arrow

Train reservation

The screenshot shows the CWT train reservation interface. At the top, there's a progress bar with five steps: 1 Start, 2 Select trains, 3 Select fare, 4 Complete booking, and 5 Confirmation. The current step is '2 Select trains'. Below this, the route is 'Round trip Reading ⇌ Liverpool'. The dates are 'Mon, 25 May' for the outbound journey and 'Fri, 29 May' for the return journey. A red box highlights the 'Sorted by' dropdown menu, which is currently set to 'Earliest departure'. A red circle with the number 1 points to the 'Reading (Any) → Liverpool (Any)' section. A red circle with the number 2 points to the 'Liverpool Lime Street, Liverpool, GB' section. A red circle with the number 3 points to the 'Total trip prices from £98.00' section. A red circle with the number 4 points to the 'Filter' button. A red circle with the number 5 points to the blue arrow button next to the train options.

CWT

1 Start 2 Select trains 3 Select fare 4 Complete booking 5 Confirmation

You are booking for: Carpenter, Alison (You)

Round trip **Reading ⇌ Liverpool**

Reading (Any) → Liverpool (Any) Liverpool (Any) → Reading (Any)
Mon, 25 May Fri, 29 May

Sorted by: Earliest departure Filter

Prices do not include any payment fee that may apply to your form of payment. Time difference: 0h 00m

Train Details	Outbound (Mon, 25 May)	Return (Fri, 29 May)	Price
CROSSCOUNTRY - XC3040 EAST MIDLANDS RAILWAY - EM9258	Reading, Reading, GB 06:15 1 Stop Total time: 4h 12m	Liverpool Lime Street, Liverpool, GB 10:27 1 Stop Total time: 4h 12m	Total trip prices from £98.00
CROSSCOUNTRY - XC2060 CROSSCOUNTRY - XC4000 NORTHERN - NT7116	Reading, Reading, GB 06:45 2 Stops Total time: 4h 43m	Liverpool Lime Street, Liverpool, GB 11:28 2 Stops Total time: 4h 43m	Total trip prices from £98.00
CROSSCOUNTRY - XC2060 WEST MIDLANDS TRAINS - LM3037 AVANTI WEST COAST - VT4060 MERSEYRAIL - ME1385	Reading, Reading, GB 06:45 3 Stops Total time: 4h 13m	Liverpool Lime Street, Liverpool, GB 10:58 3 Stops Total time: 4h 13m	Total trip prices from £98.00

1. Onglets d'affichage des résultats aller ou retour.


2. In or out of policy indicator – green for in policy, red for out of policy – in line with your company's travel policy. Depending on your company travel policy, first class may be hidden

3. This is the fare display which will include any negotiated rates that your company may have

4. You can change the sort order of the display or filter the results.

5. Select desired train by clicking the arrow



Train reservation



1 Start2 Select trains3 Select fare4 Complete booking5 Confirmation

You are booking for:
4 Carpenter, Alison (You)

Round trip Reading ⇌ Liverpool 1





CROSSCOUNTRY - XC3040
EAST MIDLANDS RAILWAY - EM9258



MAY 25

Reading, Reading, GB
06:15

1 Stop
Total time: 4h 12m

Liverpool Lime Street, Liverpool, GB
10:27





MAY 29

Liverpool (Any), Liverpool, GB
-- : --

Reading (Any), Reading, GB
-- : --


Reading (Any) → Liverpool (Any)
Mon, 25 May

☒



Liverpool (Any) → Reading (Any)
Fri, 29 May 2

3 Sorted by
Earliest departure

Filter

 Prices do not include any payment fee that may apply to your form of payment.

Time difference: 0h 00m





WEST MIDLANDS TRAINS - LM3088
CROSSCOUNTRY - XC3740



Liverpool Lime Street, Liverpool, GB
16:05

1 Stop
Total time: 3h 35m

Reading, Reading, GB
19:40

4 Total trip prices in
Standard Class
from £98.00







AVANTI WEST COAST - VT8860
GREAT WESTERN RAILWAY - GW7359



Liverpool Lime Street, Liverpool, GB
16:47

2 Stops
Total time: 3h 29m

Reading, Reading, GB
20:16

Total trip prices in
Standard Class
from £149.80







WEST MIDLANDS TRAINS - LM3096
CROSSCOUNTRY - XC3760

Liverpool Lime Street, Liverpool, GB
17:05

1 Stop
Total time: 3h 38m


Reading, Reading, GB
20:43

Total trip prices in
Standard Class
from £98.00



1. Once the fare has been selected the train segment will be positioned on the banner at the top of the screen
2. The tab indicates the route on which the reservation process is at
3. Option to change the sort order
4. Select the return train

Train reservation




1 Start

2 Select trains



3 Select fare


4 Complete booking


5 Confirmation

You are booking for:
 Carpenter, Alison (You)

Round trip Reading ⇌ Liverpool

	CROSSCOUNTRY - XC3040 EAST MIDLANDS RAILWAY - EM9258	MAY 25	Reading, Reading, GB	1 Stop Total time: 4h 12m	Liverpool Lime Street, Liverpool, GB	10:27
	WEST MIDLANDS TRAINS - LM3100 CROSSCOUNTRY - XC2760	MAY 29	Liverpool Lime Street, Liverpool, GB	1 Stop Total time: 3h 35m	Reading, Reading, GB	21:06

Show more fares 

1  Filter ^

☐ At least one ticket in the fare must match the filter criteria (default is all tickets matching)

Service class

☐ Standard Class


☐ 1st Class

Cancel

Apply filter

Suggested fare


3

 Service class
STANDARD CLASS

Change
No info

Cancellation
No info

2 OFF-PEAK RETURN (SVR)

Total price
£98.00 

→

Number of tickets: 1


1. Results can be filtered by class
2. Fare tariff name – click on it for more details
3. Click the arrow to select the fare you want


Train reservation



1 Start 2 Select trains 3 Select fare 4 Complete booking 5 Confirmation

You are booking for:

 Carpenter, Alison (You)

	CROSSCOUNTRY - XC3040 EAST MIDLANDS RAILWAY - EM9258	MAY 25	Reading, Reading, GB	1 Stop Total time: 4h 12m	Liverpool Lime Street, Liverpool, GB 10:27
	WEST MIDLANDS TRAINS - LM3100 CROSSCOUNTRY - XC2760	MAY 29	Liverpool Lime Street, Liverpool, GB	1 Stop Total time: 3h 35m	Reading, Reading, GB 21:06
Service class STANDARD CLASS		Change No info	Cancellation No info	OFF-PEAK RETURN (SVR)	Total price £98.00 Number of tickets: 1

 Select seat preferences **£0.00**
Details

1

Trip Identification

1. Seat reservations will be subject to availability
2. Click complete booking at bottom of the page (not shown here)

Hotel reservation

Hotel reservation

Selected travellers

Carpenter, Alison (Y...)
×

demo_UK_specialist_ed

✈️

✈️🚆

🚆

🛏️¹

🚗

Travel **WIZZARD** (tm)

May 2020

23 SAT	24 SUN	25 MON	26 TUE	27 WED	28 THU	29 FRI	30 SAT	31 SUN
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June 2020

1 MON	2 TUE	3 WED	4 THU	5 FRI	6 SAT	7 SUN	8 MON	9 TUE	10 WED	11 THU	12 FRI	13 SAT	14 SUN	15 MON	16 TUE	17 WED	18 THU	19 FRI	20 SAT	21 SUN	22 MON
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1. Select the hotel button

Hotel reservation

1 Start

2 Select hotel

3 Select room

4 Complete this booking

5 Confirmation

You are booking for:

A

Carpenter, Alison (You)

Select a destination or a hotel

Frankfurt (FRA) (Frankfurt/Main)

60311 - 65936, HE, Germany

1

DE

or enter an [address](#).

Occupancy

☒ Single

☐ Double

4

Check-in and Check-out dates

Mon, 20 Apr 2020 – Fri, 24 Apr 2020

3

4 nights

Trip purpose

External Meeting, Supplier

5

6

Last booked hotels

★★★★★

Fleming's Selection Hotel Frankfurt-City

Frankfurt/Main, Eschenheimer Tor 2, 60313, HE, Germany

★★★★★

Lindner Hotel Düsseldorf Airport

Düsseldorf, Unterrather Strasse 108, 40468, NW, Germany

★★★★★

AC Hotel Coslada Aeropuerto

Madrid, C/ Rejas, 28022, MA, Spain

★★★★★

Grand Hôtel Dechampagne

Paris, 17 Rue Jean Lantier, 75001, France

1. Enter the destination of the city or address where you need the hotel to be.
2. Or click one of the last booked hotels
3. Enter the arrival and departure dates, these will be pre-populated if you are adding to an existing reservation but can be changed.
4. Select the room type
5. Enter a travel reason (depending on your company configuration – this may not appear)
6. Click the arrow to continue

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Hotel reservation

CWT

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

You are booking for:
A Carpenter, Alison (You)

Single room at Frankfurt/Main for 4 nights, Mon, 20. APR - Fri, 24. APR

1 323 of 323 hotels according to your criteria. Showing hotels from category "Preferred Hotels", Filtered within: 10 mi, having any stars 2

Select group
Preferred Hotels (2)

Sorted by
Preferred chain (A to Z) then by distance 3

InterContinental Frankfurt
Intercontinental (Intercontinental Group)
Wilhelm-Leuschner-Str. 43, 60329 Frankfurt/Main, HE, Germany
Distance: 0.8 mi
£161.69
Breakfast: not included
CWT Client Hotel Platform, Amadeus

Radisson Blu Hotel Frankfurt
Radisson Hotels
Franklinstr. 65, 60486 Frankfurt/Main, HE, Germany
Distance: 2.3 mi
£155.73
Breakfast: not included
CWT Client Hotel Platform, Amadeus

The results will be displayed according to the rules of your company's travel policy. In this example, preferred hotels are appearing as a default.

1. View of hotels on a map (click here)
2. Shows you the results and how they are filtered
3. Sort by price, distance, hotel name, hotel chain and preference
4. Travel policy compliance indicator – green for in policy, red for out of policy
5. Indicator showing whether it is a company or CWT negotiated rate

Hotel reservation

4

323 of 323 hotels according to your criteria. Showing hotels from category "Hotels", Filtered within: 10 mi, having any stars

MAP VIEW

1. Select your hotel from the list

2. Click here to book the hotel on the map

3. List of hotels marked on the map

4. Click here to return to list view

5. Travel policy compliance indicators

6. RoomIt by CWT indicator

3

1 of 9

Hotel Zentrum an der Hauptwache

★★★★★

£70.11

Moxy Frankfurt City Center

★★★★★

£113.04

1

RoomIt by CWT

Jumeirah Frankfurt

Jumeirah

Thurn-Und-Taxis-Platz 2, 60313 Frankfurt/Main, HE, Germany

Distance: 0.1 mi

5

£231.54

Breakfast: not included

CWT Client Hotel Platform, Amadeus

CORP The lowest available company rate without breakfast is £266.82.

City Centre Hotel NEUE KRÄME am Römer

★★★★★

£65.16

Residence Inn Frankfurt City Center

★★★★★

£101.52

Hilton Frankfurt

★★★★★

£180.15

Willy Hotel Frankfurt

★★★★★

£44.36

EXPO Hotel Frankfurt

★★★★★

£71.66

The Suite Hotel Garden

★★★★★

£108.09

RoomIt by CWT

★★★★★

Classic Selection Hotel Frankfurt

Hotel

Neutral

In policy

Out of policy

On Request

Hire Car Stations

CWT

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Hotel reservation

The screenshot shows the CWT hotel reservation interface. At the top, there's a progress bar with steps: 1 Start, 2 Select hotel, 3 Select room, 4 Complete this booking, 5 Confirmation. Below this, it says 'Single room at Frankfurt/Main for 4 nights, Mon, 20. APR - Fri, 24. APR'. A search bar shows '3 of 323 hotels according to your criteria. Showing hotels from ca. 10 miles'. A dropdown menu for sorting is open, showing options like 'Lowest price', 'Highest price', 'Distance', 'Name (A to Z)', etc. A 'Filter results' dialog is open, showing filters for search radius, star rating, and hotel type. The main list shows three hotel results: 'Hotel Zentrum an der Hauptwache' (£70.11), 'City Center' (£113.04), and 'Roomit' (£231.54). Each result includes a photo, name, address, distance, price, and breakfast status.

LIST VIEW

Several types of filters are available to improve the search for a hotel, services included or type of hotel

1. Change the sort order of the list view here
2. Change the type of hotel here – to see sold out properties, non-preferred hotels, budget hotels etc.
3. Additional filters to search by service type or hotel name


Hotel reservation

CWT

1 Start 2 Select hotel 3 Select room 4 Complete this booking 5 Confirmation

You are booking for:
A Carpenter, Allison (You)

Single room at Jumeirah Frankfurt for 4 nights, Mon, 20. APR - Fri, 24. APR







Jumeirah Frankfurt
Jumeirah
Thurn-Und-Taxis-Platz 2, 60313 Frankfurt/Main, HE, Germany
Distance: 0.1 mi

1

Roomit by CWT

Hide photo gallery



This is Your BestBuy 2

CWT
Refundable Deluxe Room

4

3 Expedia £960.57
Average price per night: £240.14
Select room

CWT
Refundable Deluxe Room

Expedia £1,021.99
Average price per night: £255.50
Select room

CWT
Refundable Deluxe Room

Booking.com £1,027.58
Average price per night: £256.89

Once the hotel is selected you will automatically see the photographs loaded by that property

1. These symbols show you the services at this hotel
2. The rates are displayed in accordance with your company policy
3. Content type indicator – e.g. Booking.com, Expedia. If none then this is coming from the CWT Global Distribution system.
4. These symbols indicate whether breakfast is included and how many people per room the rate includes

Hotel reservation

This is Your Best Buy

CWT

Refundable Deluxe Room

Single room: 1 In Policy

Breakfast: not included

Max occupancy: 1

Hotel rate information

Total Rate without taxes and fees:	£897.72
The total amount is:	£960.57
The average rate per day is:	£240.14

Detailed Hotel Room and Rate Description

Room Description:	Deluxe Room
Rate Classification:	Expedia - loyalty benefits will not apply to this rate(s)
Meal Info:	Breakfast is not included
Rate Amount Total:	1125.91 EUR, Tax Recovery Charges and Service Fees. The Total Amount for this booking 1125.91 EUR includes Tax Recovery charges and Service Fees.
Tax Info:	Inclusive: 73.67 EUR Tax is included in total amount. Exclusive: 8.00 EUR Mandatory Tax
Check-in & Checkout Time:	The hotel allows check-ins from 3:00 PM. Check-ins will be stopped by 3:00 PM. Guests must check out by 12:00 PM. Extra-person charges may apply and vary depending on property policy. Government-issued photo identification and a credit card, debit card, or cash deposit are required at check-in for incidental charges. Special requests are subject to availability upon check-in and may incur additional charges. Special requests cannot be guaranteed. Mandatory: You'll be asked to pay the following charges at the property: A tax is imposed by the city: EUR 2.00 per person, per night We have included all charges provided to us by the property. However, charges can vary, for example, based on length of stay or the room you book. Optional: The following fees and deposits are charged by the property at time of service, check-in, or check-out. Fee for buffet breakfast: EUR 38 per person (approximately) Airport shuttle fee: EUR 145 per vehicle (one-way) Self parking fee: EUR 32 per night Pet fee: EUR 25 per pet, per night Rollaway bed fee: EUR 60 per night The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change. Know before you go: This property offers transfers from the airport (surcharges may apply). Guests must contact the property with arrival details before travel, using the contact information on the booking confirmation. Only registered guests are allowed in the guestrooms. The property has connecting/adjoining rooms, which are subject to availability and can be requested by contacting the property using the number on the booking confirmation. Parking height restrictions apply.
Cost-Free Cancellation:	Cancellation possible until 20APR20 16:00 (local time)
Cancellation Policy:	Cancellations or changes made between 04:00 PM on Apr 20, 2020 and 05:00 PM on Apr 20, 2020 are subject to 90% penalty.
Cost-Free Cancellation:	Cancellation possible until 20APR20 16:00 (local time)
Cancellation Deadline:	2020-04-20 16:00
Credit Cards accepted for Guarantee:	AmericanExpress, Diners Club International, Maestro, MasterCard, Visa, Visa Electron

DETAILS:

1. The total price
2. Select the room
3. Breakfast information
4. Details on the proposed price, including any rate fluctuations per night
5. Additional information on the services included in the proposal and the cancellation policy

CWT

1 Start2 Select hotel3 Select room4 Complete this booking5 Confirmation

You are booking for:

Carpenter, Alison (You)

Jumeirah

★★★★★

Jumeirah Frankfurt

Jumeirah

Thurn Und Taxis Platz 2, 60313 Frankfurt/Main, HE, Germany

Check-in

Mon, 20. APR

Check-out

Fri, 24. APR

Nights

4

1

£960.57

Hotel and room information

Trip Identification

Carpenter, Alison

Traveller data

Payment or guarantee

Billing address

Frequent traveller number

Remarks

Ms. Alison Carpenter, acarpenter@carlsonwagonlit.com, France

Test AX Card (AX)

6 TEST STREET, WINDSOR, SL1 2BC, United Kingdom

Hotel chain, No card used

Airline programme, No card used

Add your own remarks

Booker

Alison Carpenter, acarpenter@carlsonwagonlit.com

Cancellation policy:Before 20APR20 16:00 (Local time) can be cancelled without penalty

Want to add another booking to your trip after this one?

Select the booking type here.

2

£960.57

Total price


Complete Booking

Update for payment



1. Total price
2. Add other services
3. Complete booking


Car rental reservation


Car rental reservation





Selected travellers


 **Carpenter, Alison (Y...** 
demo_UK_specialist_ed










 1

 Travel **WIZZARD** (tm)

May 2020

June 2020

23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON

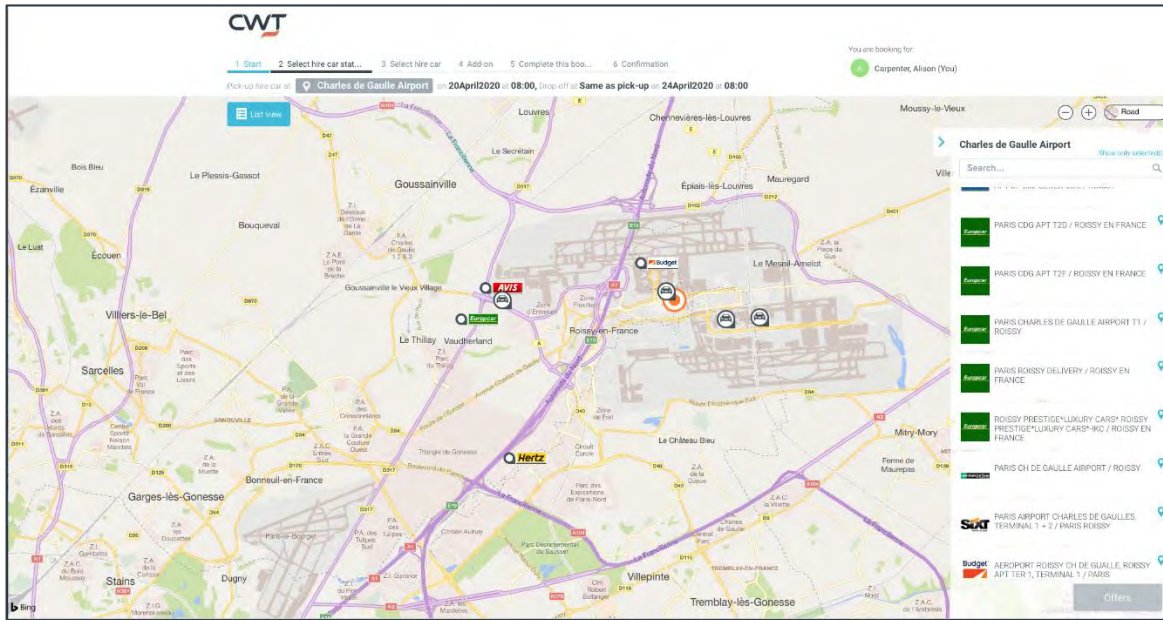
1. Select the car rental button

Car rental reservation

The screenshot shows the CWT car rental reservation interface. At the top left is the CWT logo. Below it is a progress bar with six steps: 1 Start, 2 Select hire car stat..., 3 Select hire car, 4 Add-on, 5 Complete this boo..., and 6 Confirmation. Step 1 is currently active. To the right of the progress bar, it says 'You are booking for:' followed by a green circle with the letter 'A' and the name 'Carpenter, Alison (You)'. The main form area contains four fields: 1. 'Pick-up' location: 'Charles de Gaulle Airport (CDG)' with address '95700, France' and a location pin icon. Below it is the text 'or enter an address.'. 2. 'Drop-off' location: 'Same as pick-up' with a location pin icon. Below it is the text 'or enter an address.'. 3. 'Pick-up and drop-off dates': 'Mon, 20 Apr 2020 08 :00 - Fri, 24 Apr 2020 08 :00' with a clock icon. Below it is the text '4 days'. 4. 'Trip purpose (optional)': 'External Meeting, Customer' with a dropdown arrow. To the right of this field is a large blue arrow button. Red circles with numbers 1 through 4 are placed over each of these four fields respectively.

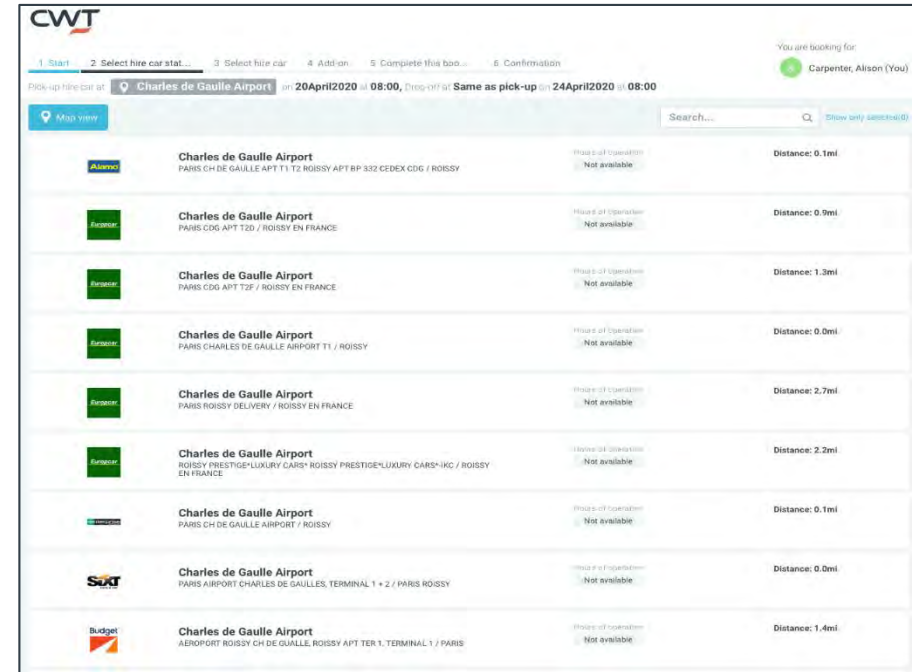
1. Enter the pick-up location from an airport / city or enter an address. These will default if you already have booked another service but you can overwrite them.
2. Enter the drop-off location from an airport / city or enter an address. If the same place as pick-up you do not need to fill anything in.
3. Enter the dates and times of the car rental.
4. Click the arrow to continue

Car rental reservation



MAP VIEW

1. Select the rental agency that you want to use
2. Click on search to get the offers



LIST VIEW

1. Select the rental agency
2. Click on search to get the offers

Car rental reservation

CWT

1 Start 2 Select hire car stat... 3 Select hire car 4 Add-on 5 Complete this boo... 6 Confirmation

24 hire cars found at **Charles de Gaulle Airport** on **20April2020** at **08:00**, drop-off at **Same as pick-up** on **24April2020** at **08:00**

You are booking for: **Carpenter, Alison (You)**

24 cars

From category: **All** Sorted by: **Lowest price**

Car Image	Company	Car Name	Mileage	Price	Buttons
	Enterprise	Mini	Mileage included (MCMR) Unlimited	£155.99	Select hire car
	Enterprise	Economy	Mileage included (EBMR) Unlimited	£161.19	Select hire car
	Enterprise	Economy 4-5 Door	Mileage included (EDMR) Unlimited	£188.89	Select hire car
	Enterprise	Compact 4-5 Door	Mileage included (CDMR) Unlimited	£190.78	Select hire car

The display of results will appear in accordance with your company's travel policy

1. Results filtered by vehicle rental companies, category of car and special equipment
2. Display by price
3. Price display and compliance
4. See more rental information
5. Select chosen rate

Car rental reservation

Several filters are available to refine the selection based on the initial request:

1. Filter by car company, special request, car category
2. Filter by in policy
3. Sort order
4. Travel policy compliance and rate selection

Filter results

Car hire companies (max 5)


☐ Unlimited km/mls included

Car category (max 5)


Special equipment (max 5)

CWT

1 Start 2 Select hire car stat... 3 Select hire car 4 Add-on 5 Complete this boo... 6 Confirmation

You are booking for:  Carpenter, Alison (You)




















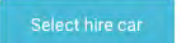







24 hire cars found at **Charles de Gaulle Airport** on **20April2020** at **08:00**, drop-off at **Same as pick-up** on **24April2020** at **08:00**

 1


24 cars

2 In policy
Out of policy
✓ All

3 ✓ Lowest price
Highest price
Car company
Distance

	Mini Mileage included (MCMR) Unlimited		 4  2	 £155.99		Amadeus
	Economy Mileage included (EBMR) Unlimited		 4  1  1	 £161.19		Amadeus
	Economy 4-5 Door Mileage included (EDMR) Unlimited		 5  1  1	 £188.89		Amadeus
	Compact 4-5 Door Mileage included (CDMR) Unlimited		 5  1  2	 £190.78		Amadeus

Car rental reservation



1 Start


2 Select hire car stat...

3 Select hire car


4 Add-on


5 Complete this boo...

6 Confirmation


You are booking for:
 Carpenter, Alison (You)


Pick-up hire car at **Charles de Gaulle Airport** on **20April2020** at **08:00**, drop-off at **Same as pick-up** on **24April2020** at **08:00**





**Compact 4-5 Door**


Mileage included **Unlimited**
(CDMR)



 5

 1


 2

 **£190.78**


1

Stations

Pick-up

Charles de Gaulle Airport,
 PARIS CH DE GAULLE AIRPORT / ROISSY
Distance: 0.1mi

Drop-off

Charles de Gaulle Airport,
 PARIS CH DE GAULLE AIRPORT / ROISSY
Distance: 0.1mi

Add special equipment

2

 **Snow tyres**

Subject to availability



 **Snow chains**

Subject to availability



 **Navigation System**

Subject to availability



 **Luggage Rack / Roof Rack**

Subject to availability




Please note: Selecting additional special equipment may cause impose additional fees.



Finalise the reservation:

1. Details of selected service
2. Optional special equipment (not guaranteed, subject to availability)

Car rental reservation




1

1 Start 2 Select hire car stat... 3 Select hire car 4 Add-on 5 Complete this boo... 6 Confirmation

You are booking for:
A Carpenter, Alison (You)


Enterprise



Compact 4-5 Door
Mileage included Unlimited (CDMR)

Pick-up
20April2020 at 08:00
PARIS CH DE GAULLE AIRPORT / ROISSY

Drop-off
24April2020 at 08:00
Same as pick-up station



£190.78

Car and fare info

Trip identification

Arrival information

Please enter airline code and flight number here, so that the system can notify the hire car provider.

Carpenter, Alison

Traveller data

Ms. Alison Carpenter, acarpenter@carlsonwagonlit.com, France

Payment or guarantee

Test AX Card (AX)

Billing address

6 TEST STREET, WINDSOR, SL1 2BC, United Kingdom

Frequent traveller number

Enterprise, Please provide information
Airline programme, No card used




Remarks

Add your own remarks

Booker

A Alison Carpenter, acarpenter@carlsonwagonlit.com

Want to add another booking to your trip after this one?
Select the booking type here.




2

3

£190.78
Total price

Complete Booking
Car and hotel payments

1. Confirmation of car rental reservation
2. Add flight, hotel etc.
3. Complete booking



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