

User Manual for Agencies:

Access to Online B2B sales platform for Hotels.

Access available through:

<https://www.vuelandiaglobal.com/>



Username and password assigned by means of commercial agreement. If you still do not have these details, please get in touch with your commercial agent.

Once you enter your username and password, you will have access to the system:

Hotels Zoeken

Bestemming / naam van het hotel:

Check-in: 12 Maart '15

Aantal kamers: 1 kamer

Vertrek: 13 Maart '15

Aantal personen per kamer: 1⁺ 2 volwassenen

Hotel + Skipas
 Ouder dan 55 jaar

Zoeken

ADELANTATE AL VERANO

VROEGBOEKKORTING

Hotel PLAYACALIDA SPA HOTEL VANAF 11/03 TOT DE 14/03 VANAF **52,66 €**

Hotel 4*, HP, prijs per nacht

Reserva ahora y no pagues nada hasta 10 días antes...

ONZE SELECTIE VAN HOTELS

GRENADA

Hotel Macia Real de la Alhambra

VEN CON NOSOTROS A DISFRUTAR DE LA SEMANA SANTA

RECARGA ENERGÍA

Hotel Lima 1

In this area you can make bookings for the different products available at prices for professionals. These rates may be net rates or commissionable rates in accordance with the existing commercial agreement.

In certain cities, guests will be required to pay a city tax. This will be specified in the observations section of the booking and will be payable directly in the hotel.

1. Hotels:

You can search by Hotel Name or Destination. The suggestions tool will help you adjust your search.

Once you obtain results, you will be able to:

- Locate hotels on a map.
- Locate hotels according to nearby places.
- Filter your search by: category – price – rating – board plan.

You will also be able to see an extended or short version of the results:


Order by: Popularity ▲ Price ▼ Category ▲ Evaluation ▲


RESULTS: [Extended version](#) | [Short version](#)

[See prices](#)

1 2 3 4 5 6 7 8 9 10 NEXT >>

Extended version: this shows the results for room type and board plans available at the hotel and destination selected.



CHAMARTIN ★★★★★
AGUSTIN DE FOXA, S/N. MADRID, Madrid
7.1 

DOUBLE ROOM

	Rooms / Night	Total price	
Accommodation only	58,78 €	58,78 €	Book
Bed and breakfast	78,95 €	78,95 €	Book

DOUBLE ROOM EXECUTIVE

	Rooms / Night	Total price	
Accommodation only	83,98 €	83,98 €	Book
Bed and breakfast	104,12 €	104,12 €	Book

Short version: this shows the available results in an abbreviated form, displaying the cheapest room type and board plan.

Hotel / Room type	Board	Rooms / Night	Total price
Chamartin ★★★★★			
+ Double Room	Accommodation only	58,78 €	58,78 € Book
AUDITORIUM MADRID ★★★★★			
+ Double Room	Accommodation only	76,58 €	76,58 € Book
Petit Palace Ducal Chueca ★★★			
+ Double Room	Accommodation only	88,47 €	88,47 € Book
Avenida Gran Via ★★★			
+ Double Room	Accommodation only	58,38 €	58,38 € Book

If you work with commissionable rates, you will be able to see the net rate of each booking, profit and commission percentage applied to the sale by checking on the “See prices” box:

RESULTS: [Extended version](#) | [Short version](#)

[See prices](#)

1 2 3 4 5 6 7 8 9 10 NEXT >>



CHAMARTIN ★★★★★

AGUSTIN DE FOXA, S/N. MADRID, Madrid

7.1

DOUBLE ROOM

Accommodation only

> C:51,73

> G:7,05

> P:11,99 %

Rooms / Night
58,78 €

Total price
58,78 €

[Book](#)

ADMINISTRATION AREA:



VUELANDÍA

BOOKINGS | ESTIMATES | NEWS | CONTACT | ADMIN |

1. **Bookings:** this tab can be used to access and search the confirmed bookings on the portal, as well as a list of bookings that will shortly be subject to cancellation fees. This tool enables you to control payment periods.

> BOOKING MANAGER

MANAGE MY BOOKINGS

IMPENDING CANCELLATIONS

1.1 Manage my bookings:

The hotel search engine appears by default. You can use this tool to search by booking reference, date the booking was made, client name, etc.

1.2 Impending cancellations:

This section displays a list of bookings ordered by the date they will be subject to cancellation fees. This tool also enables you to control bookings pending payment.

2. **Estimates:** This area has a search tool for the estimates requested by agency, distinguished by product.

> ESTIMATES

HOTEL ESTIMATES

CRUISE ESTIMATES

GROUPS

3. **News:** Agencies can access a news area that contains important system information regarding changes to the intranet, new functions, etc.
4. **Contact:** This area shows contact details for the different departments and banks details.
5. **Admin:** This is the administration section. Here, you will be able to control payments and invoices as well as manage your details and users:

> CONTROL PANEL VUELANDIA TEST

ACCOUNT MANAGEMENT

INCREASE BALANCE

ADMINISTRATOR

Account Management: this section enables you to control agency payments and invoices/remittances.

> ACCOUNT MANAGEMENT

PAYMENTS/TRANSACTIONS

INVOICES/REMITTANCES

1. Payments/Transactions: this part details balance changes, such that the total for bookings that are about to become subject to cancellation fees is automatically subtracted. This tool enables you to see your balance in real time as well as view cash payments made by the agency.

> BALANCE AND TRANSACTION HISTORY

[See payments and refunds](#)

From: 12 March 2015 Until: 12 March 2015 Filter

Page

	Payment date	Booking Reference	Type	Balance Transfer	Balance
1	04/03/2015 10:43:42	--	Refund	-25,28 €	0,00 €
2	04/03/2015 10:38:22	--	Payment	+25,28 €	25,28 €
3	04/03/2015 09:33:13	--	Refund	-1,00 €	0,00 €
4	04/03/2015 09:32:18	--	Payment	+1,00 €	1,00 €

2. Invoices/Remittances: here you will be able to access invoices issued according to time period, remittances issued for completed stays during the specified period and confirmed non-refundable rate bookings for this period. If there is credit available, the tool will use it to verify billing and issue payments for the pending remittances issued.

Increase balance: This tab is of crucial importance as it is associated with the booking payment system. Within this section, you will be able to make payments by:







- Credit card: For last-minute payments if you do not have enough time to make a bank transfer and you would like to avoid last-minute cancellations

- Bank transfer: When you make a bank transfer, don't forget to indicate the booking/remittance number you wish to pay with the transfer. The administration department will then associate the payment with your agency.

MY BALANCE:0,00 €
MY PENDING BOOKINGS EQUAL 0.00 €

PAYMENT BY CREDIT CARD BANK TRANSFER

Amount to be deposited: (format 9999999.99)

      We do not accept American Express cards

[Help](#) [Next step](#)

Bank: Rabobank
Account Number: 0300687028
SWIFT: NL07RABO
IBAN: RABONL2U0300687028

Bank: RABOBANK
Account Number: 0300687028
SWIFT: NL07RABO
IBAN: RABONL2U0300687028

Observations: Enter the word Balance and the name of the agency.
Sender: Name of the Agent and Agency.
Once the transfer has been made you'll need to send us the bank statement via email: online@wuelandia.nl

The system will automatically cancel bookings that have not been paid by 6pm on the day before the booking will be subject to cancellation fees.

In case you had selected Bank transfers as payment method, you will be redirected to Buckaroo, where you will be able to pay trough different methods:

- Bancontact /Mr Cash
- iDEAL
- PayPal
- Sofortbanking

Your payment

Beneficiary: vuelandia.es
Invoice: 507110245136
Amount: EUR 20.00
Description: Booking payment

Choose your payment method

Bancontact / Mr Cash



iDEAL



PayPal



Sofortbanking



Cancel

Processing by Buckaroo Online Payment Services B.V. - [Privacy Statement](#)

IMPORTANT: Bear in mind that the booking must be paid, which is to say that we must have received the money in our account, the day before the booking will be subject to cancellation fees. Bank transfers made on Fridays, weekends or public holidays will not be accepted for bookings that expire immediately: payment should be made by credit card or by a direct deposit into the account.

Once the balance increase has been made, it will be possible to assign this payment to a specific booking. To do this, search for the booking using the search engine and click the "Pay" button. Assign the balance to the desired booking. Otherwise, the system will assign the payment automatically according to the proximity of the date it will be subject to cancellation fees, taking the payment from 3 days before the booking is subject to cancellation fees.

Administrator (*Adminstrador*): this area provides access to the agency's details, agency users and offers visible on the home page. You will also be able to manage these details in this section.

> **CONTROL PANEL VUELANDIA TEST**

MANAGE USERS

MANAGE AGENCY INFORMATION

MANAGE HOMEPAGE