

# Agent Portal

## Tutorial



AQUA EXPEDITIONS

## Agent Portal

Welcome to the Aqua Expeditions' Agent Portal.

You may check cruise availability, make a courtesy hold or book multiple cabins instantly. In this one-stop-shop agent platform, you may find all sales and marketing resources like brochures, itineraries, decks plans and webinars available at your fingertips.



### Travel Agents Reservations system

\* Username:

\* Password:

[Lost password?](#)

Login

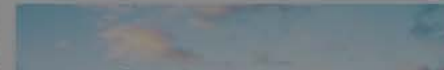
For new users

[Don't have access?](#)

[Request Access](#)

[Terms & conditions](#)

Enter username and password



Accessible after logging onto Agent Portal  
No additional login required!

Access past webinars  
Or  
Register for upcoming webinar

Destinations  Departure Dates

### My reservations

All (19)  Search

USD(\$)

| Booking number | Booking date | Departure date | Guest | Primary Guest   | Itinerary       | Net rate    | Commission | Discount | Gross rate  |  |
|----------------|--------------|----------------|-------|-----------------|-----------------|-------------|------------|----------|-------------|--|
| 583192         | 08/15/2018   | 05/01/2020     | 2     | Benjamin Seelos | 7NT Aqua Mekong | \$12,403.12 | \$4,134.38 | \$0.00   | \$16,537.50 |  |
| 582892         | 08/14/2018   | 11/30/2018     | 2     | Hanh Test1      | 4NT Aqua Mekong | \$10,125.00 | \$3,375.00 | \$0.00   | \$13,500.00 |  |
| 582867         | 08/14/2018   | 11/30/2018     | 4     | Hanh Test1      | 4NT Aqua Mekong | \$17,025.00 | \$7,925.00 | \$0.00   | \$24,950.00 |  |
|                |              |                |       |                 | 3NT Aqua        |             |            |          |             |  |

Records of all existing bookings under account

[Back](#)

## Booking Summary - Cancelled

Booking code **583357**  
 Booking date **16 August 2018**

Print

3 Nights  
**Aria Amazon Discovery Cruise**

Iquitos > Nauta

**1 Feb - 4 Feb 2019**

|                |                   |
|----------------|-------------------|
| <b>Suite 1</b> | <b>\$8,100.00</b> |
| Adult 1        | \$4,050.00        |
| Adult 2        | \$4,050.00        |

|                          |                   |
|--------------------------|-------------------|
| <b>Gross Total (USD)</b> | <b>\$8,100.00</b> |
| Net total (USD)          | \$6,075.00        |
| Discount                 | \$0.00            |
| Commission (25%)         | \$2,025.00        |

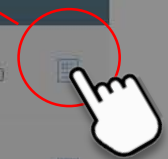
### Guest details

|                                |                                |
|--------------------------------|--------------------------------|
| <b>Suite 1</b>                 | <b>Adult 1 (Primary Guest)</b> |
| Design suite 108   Non balcony | John Smith                     |
|                                | <b>Adult 2</b>                 |
|                                | Jane Doe                       |

### Payment

|                   |               |
|-------------------|---------------|
| Paid Amount       | \$0.00        |
| Discount Amount   | \$0.00        |
| <b>Due Amount</b> | <b>\$0.00</b> |
| Total (USD)       | \$0.00        |

Click on view more icon for booking details.



|        |            |            |   |             |                 |             |            |        |             |  |
|--------|------------|------------|---|-------------|-----------------|-------------|------------|--------|-------------|--|
| 582867 | 08/14/2018 | 11/30/2018 | 4 | Hanh Test 1 | 4NT Aqua Mekong | \$17,025.00 | \$7,925.00 | \$0.00 | \$24,950.00 |  |
|--------|------------|------------|---|-------------|-----------------|-------------|------------|--------|-------------|--|

3NT Aqua

Welcome back TestAgent!

Test Agency

Destinations  Departure Dates

Destinations

- Amazon River - Peru
- Mekong River - Vietnam and Cambodia

Select by river

Feb-19 Mar-19

2018

Aug Sep Oct

Nov Dec

2019

Jan Feb Mar

Apr May Jun

Select travel period by months. Multiple selection is possible.

| Guest  | Itinerary               | Net rate | Commission |
|--------|-------------------------|----------|------------|
| 583192 | 08/15/2018 - 05/01/2020 | 2        |            |
| 582892 | 08/14/2018 - 11/30/2018 | 2        |            |
| 582867 | 08/14/2018 - 11/30/2018 | 4        |            |

Night

3 night    4 night    7 night

Travel period selected

|      |     |     |     |     |     |     |     |
|------|-----|-----|-----|-----|-----|-----|-----|
| 2018 | /   | /   | /   | /   | /   | /   | /   |
| 2019 | Jan | Feb | Mar | Apr | May | Jun | Jul |
| 2020 | Jan | Feb | Mar | Apr | May | Jun | Jul |
| 2021 | Jan | /   | /   | /   | /   | /   | /   |

Possible to include additional search range (by month)

|     |     |     |
|-----|-----|-----|
| Mar | Apr | May |
| Mar | Apr | May |

Select itinerary

Price and commission is in USD

| Date                                   | Available Suites | Price per adult | Commission (25%) |        |
|--|------------------|-----------------|------------------|--------|
| Iquitos > Nauta<br>1 Feb - 4 Feb 2019  | 10               | \$4,050.00      | \$1,012.50       | Select |
| Iquitos > Nauta<br>8 Feb - 11 Feb 2019 | 15               | \$4,050.00      | \$1,012.50       | Select |

View departure availability by pressing 'Select'

| Date                                  | Available Suites | Price per adult | Commission (25%) |        |
|---------------------------------------|------------------|-----------------|------------------|--------|
| Iquitos > Nauta<br>1 Feb - 4 Feb 2019 | 10               | \$4,050.00      | \$1,012.50       | Select |

### How many suites do you need?

1 suites  
2 suites  
3 suites  
4 suites  
5 suites

1. Select number of suites

**Suite 1**

\* Adult 0 Child 0

0  
1  
2  
3

2. Select number of adults for each suite

3 NIGHTS  
**Aria Amazon Discovery Cruise**


Iquitos > Nauta

1 Feb - 4 Feb 2019

|                   |        |
|-------------------|--------|
| Gross Total (USD) | \$0.00 |
| Commission (25%)  | \$0.00 |
| Net total(USD)    | \$0.00 |
| Deposit           | \$0.00 |

Next

## How many suites do you need?

 1 suites ▼

[Check the price detail](#)

### Suite 1 ▼

Adult  Child

Select your Suite

|             |                |                |                |                |
|-------------|----------------|----------------|----------------|----------------|
| First deck  | <del>102</del> | <del>104</del> | <del>106</del> | <del>108</del> |
|             | 101            | <del>103</del> | <del>105</del> | 107            |
| Second deck | 202            | 204            | 206            | 208            |
|             | 201            | 203            | 205            | 207            |

Interconnecting

Not available for selection

|                |                |
|----------------|----------------|
| <del>104</del> | <del>106</del> |
| <del>103</del> | <del>105</del> |



Select cabin

3 NIGHTS  
**Aria Amazon Discovery Cruise**

Iquitos > Nauta

1 Feb - 4 Feb 2019

|               |               |
|---------------|---------------|
| <b>Suite1</b> | <b>\$0.00</b> |
| Adult 1       | \$0           |
| Adult 2       | \$0           |

---

|                          |               |
|--------------------------|---------------|
| <b>Gross Total (USD)</b> | <b>\$0.00</b> |
| Commission (25%)         | \$0.00        |
| Net total(USD)           | \$0.00        |
| Deposit                  | \$800.00      |

[Next](#)



fields with \* are mandatory

### Select your Suite

|             |     |     |     |     |
|-------------|-----|-----|-----|-----|
| First deck  | 102 | 104 | 106 | 108 |
|             | 101 | 103 | 105 | 107 |
| Second deck | 202 | 204 | 206 | 208 |
|             | 201 | 203 | 205 | 207 |

Interconnecting

### Guest personal details

#### Adult 1 (Primary guest)

fields with \* are mandatory

\* First Name  \* Last/Family name

#### Adult 2

\* First Name  \* Last/Family name

Enter first and last/family name

3 NIGHTS

## Aria Amazon Discovery Cruise

Iquitos > Nauta

1 Feb - 4 Feb 2019

**Suite1** **\$8,100.00**

Design Suite 108

Adult 1 \$4,050.00

Adult 2 \$4,050.00

**Gross Total (USD)** **\$8,100.00**

Commission (25%) \$2,025.00

Net total(USD) \$6,075.00

Deposit \$800.00

Next

3 NIGHTS

## Aria Amazon Discovery Cruise

Iquitos > Nauta

1 Feb - 4 Feb 2019

**Suite1**

Design Suite 108

Adult 1

Adult 2

**Gross Total (USD)**

Commission (25%)

Net total(USD)

Deposit

Next

Review price calculation before proceeding

## Confirm your details

### Suite1

**Guests** [Edit](#)

2 Adults

**Suite**

Design suite 108 | Non-balcony

**Adults 1 (Primary Guest)**

Name  
John Smith

**Adult 2**

Name  
Jane Doe

3 NIGHTS  
**Aria Amazon Discovery  
Cruise**

Iquitos > Nauta

1 Feb - 4 Feb 2019

|                                  |                   |
|----------------------------------|-------------------|
| <b>Suite1</b>                    | <b>\$8,100.00</b> |
| <a href="#">Design Suite 108</a> |                   |
| Adult 1                          | \$4,050.00        |
| Adult 2                          | \$4,050.00        |
| <b>Gross Total (USD)</b>         | <b>\$8,100.00</b> |
| Commission (25%)                 | \$2,025.00        |
| Net total(USD)                   | \$6,075.00        |
| Deposit                          | \$800.00          |

[Make a reservation](#)

**Make a reservation**

Review booking details  
before confirmation

## Confirm and pay

How do you want to pay for this booking?

**Courtesy Hold for 7 days**  
Please note that we will release this reservation after 7 days if we do not receive payment from you

**Confirm my reservation now by making a deposit via bank transfer** **\$800.00**  
\$400 per person. Aqua Expeditions staff will contact you for the balance payment **\$7,300** by **3 Nov 2018**.  
Bank transfer instruction for Aqua Amazon [see here](#).

**Confirm my reservation now by making a deposit by credit card** **\$800.00**  
\$400 per person. Aqua Expeditions staff will contact you for the balance payment **\$7,300** by **3 Nov 2018**.

\*  I have read and accepted the booking [terms & conditions](#)



Confirm



- 3 options for cruise booked for departure >90 days
1. Courtesy Hold for 7 days
  2. Confirm reservation with deposit (bank transfer)
  3. Confirm reservation with deposit (credit card)

|                                     |                   |
|-------------------------------------|-------------------|
| 3 NIGHTS                            |                   |
| <b>Aria Amazon Discovery Cruise</b> |                   |
| Iquitos > Nauta                     |                   |
| 1 Feb - 4 Feb 2019                  |                   |
| <b>Suite1</b>                       | <b>\$8,100.00</b> |
| Design Suite 108                    |                   |
| Addit 1                             | \$4,050.00        |
| Addit 2                             | \$4,050.00        |
| <b>Gross Total (USD)</b>            | <b>\$8,100.00</b> |
| Commission (25%)                    | \$2,025.00        |
| <b>Net total(USD)</b>               | <b>\$6,075.00</b> |
| Deposit                             | \$800.00          |

\$800.00

fields with\* are mandatory

### Confirm and pay

#### Confirm and pay

How do you want to pay for this booking?

**Courtesy Hold for 7 days**  
Please note that we will release this reservation after 7 days if we do not receive payment from you

**Confirm my reservation now by making a full payment via bank transfer**   **\$4,781.25**  
Bank transfer instruction for Aria Amazon Discovery Cruise [see here](#).

\*  I have read and accepted the booking [terms & conditions](#)

Confirm

- 2 options for cruise booked for departure <90 days
1. Courtesy Hold for 7 days
  2. Confirm reservation with **full payment** (bank transfer)

#### 3 NIGHTS Aria Amazon Discovery Cruise

Iquitos > Nauta

1 Feb - 4 Feb 2019

Suite1   **\$8,100.00**

Design Suite 108

Suite1   **\$4,050.00**

Deposit   **\$800.00**

Gross Total (USD)   **\$8,100.00**

Commission (25%)   **\$2,025.00**

Net total(USD)   **\$6,075.00**

Deposit   **\$800.00**

Confirm

## For Courtesy Holds

An email confirmation will be sent to you shortly after every successful booking.



**Congratulations!**  
**Your booking is successful!**

Your booking number  
**583356**

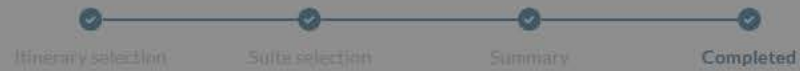
If you chose to pay via bank transfer, please view our payment instruction below

[Instructions for bank transfer](#)

[Make another booking](#)

## For Confirmed Reservations

An email confirmation will be sent to you shortly after every successful booking. Please proceed with payment as instructed



**Congratulations!**  
**Your booking is successful!**

If you chose to pay via bank transfer, please view our payment instruction below

[Instructions for bank transfer](#)

struction below

[Make another booking](#)

## Reservation notification via email

Our Reservations team will reach out to you to finalize the reservations process.

*Luxury Cruises on the World's Greatest Rivers*



**AQUA EXPEDITIONS**  
PERU CAMBODIA VIETNAM

*We have received your  
reservation request!*

Dear TestAgent,

Thank you for booking the Aria Amazon cruise!

Please take note of your booking details as follows:

- **Booking number:** 583357
- **Departure Date:** 01/02/2019 00:00
- **Booking status:** Option Bookings

Our Reservations team will reach out to you to finalize the reservations process.

Thank you for your continuing support!

Sincerely,  
The Aqua Expeditions team

*Visit us online at [www.aquaexpeditions.com](http://www.aquaexpeditions.com)*