Manual – book FIT-flights

Page 3-6 create an option with flight

Add flight to confirmed booking

PACKAGING – CREATE OPTION MODE

In step 2 (Packaging), click Add Flight
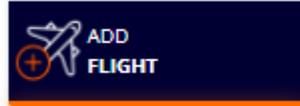
You select the outbound airport in the drop-down box "From" and click on "See results"

You are booking a flight for **2 Passenger** | C1(2a)

○ Return trip   ○ Return Only   ○ Outbound Only

Departure date	Return date	From	To
13/08/2022	20/08/2022	Stockholm,Arlanda ltl,	BARCELONA, SPAIN

Class: **Coach/Economy Class**

FLIGHT OPTIONS

You then get a number of different options on available flights and prices. To select a flight, click on "ADD". Before proceeding, read "Please Read these important notes before adding flights" at the bottom of the page. You then proceed by clicking on "PROCEED"

CHECKOUT

You are now adding the names of the travelers. It is enough with first names and surnames of the passengers as our system can not handle too long names in connection with the flight booking. Then click on "CREATE OPTION"

Passengers information

MSC Voyagers Club numbers added in this section are only informative and no discount will be applied

👤 **Adult1 TBAOnline** ⌄

👤 **Adult2 TBAOnline** ⌄

Passengers information

MSC Voyagers Club numbers added in this section are only informative and no discount will be applied

👤 **Adult1 TBAOnline** ⌃

Mandatory Data to confirm Booking ⌃

First Name ℹ️	Surname ℹ️	Gender
Lars	Larsson	○ F ● M

Date of birth	Nationality	MSC Voyagers Club number 🔍
01/01/1980	Sweden ⌄	MSC Voyagers Club number

Mandatory Data to Issue the eTicket ⌄

Insert additional passengers' information ⌄

CONFIRMATION PAGE

You can now see a summary of your option booking and you can send a booking confirmation to the customer via "SEND CUSTOMER RECAP" or if you wish to add more products, customer information and get further information about the booking then click on "MANAGE BOOKING"

BOOKING DETAILS

Cabin: **12344**   Experience: **Fantastica**

Cabin: PREMIUM BALKONG MED HAVSUTSIKT DÄCK 11-12 -

LARS LARSSON

Packaging (e.g. Flights, Hotel etc.):
**FLIGHTS
Stockholm,Arlanda Itl, Sweden - Frankfurt, Germany, 2022-08-13 at 06:00; Frankfurt, Germany - BARCELONA, SPAIN, 2022-08-13 at 09:50; BARCELONA, SPAIN - Frankfurt, Germany, 2022-08-20 at 16:00; Frankfurt, Germany - Stockholm,Arlanda Itl, Sweden, 2022-08-20 at 21:50
Booked**

Transfer from Airport to Port in Barcellona

Transfer from Port to Airport in Barcellona

SVEN SVENSSON

Packaging (e.g. Flights, Hotel etc.):
**FLIGHTS
Stockholm,Arlanda Itl, Sweden - Frankfurt, Germany, 2022-08-13 at 06:00; Frankfurt, Germany - BARCELONA, SPAIN, 2022-08-13 at 09:50; BARCELONA, SPAIN - Frankfurt, Germany, 2022-08-20 at 16:00; Frankfurt, Germany - Stockholm,Arlanda Itl, Sweden, 2022-08-20 at 21:50
Booked**

Transfer from Airport to Port in Barcellona

Transfer from Port to Airport in Barcellona

![MSC logo]

Get your existing booking through "Manage booking"

Then click on "Add flight" under "Additional items"

FLIGHT OPTIONS

You select the outdoor airport in the drop-down box "From" and click on "See results

You are booking a flight for **2 Passenger** | C1(2a)

◉ Return trip   ○ Return Only   ○ Outbound Only

Departure date	Return date	From	To	
13/08/2022	20/08/2022	Stockholm,Arlanda Itl, ▼	BARCELONA, SPAIN ▼	Class: **Coach/Economy Class** ▼

MSC

FLIGHT OPTIONS

You then get a number of different options on available flights and prices. If you just want to check availability and prices, make sure you click on "Exit without saving and return to booking".

Please note that flights and prices are subject to availability and may change until you wish to add flights.

Do not click on ADD if customers have not confirmed the selected flights and prices. When you click on ADD, the flight booking will be made directly with the airline and can not be changed or canceled free of charge. Before proceeding, read "Please Read these important notes before adding flights" at the bottom of the page. To select a flight, click on "ADD". You then proceed by clicking on "PROCEED"

ADDED SERVICES

You can now see your booked flights under "Added services"

Added services (3)

✈ Flight Booked	LH809 Lufthansa 13/08/2022	Stockholm,Arlanda Itl, Sweden ARN 06.00 Economy/coach discounted	＞	Frankfurt, Germany FRA 08.15	SVEN SVENSSON LARS LARSSON	Price **3591.01 kr (PP)** ATTENTION: Airline, timetables and prices are subject to confirmation and availability. The price of the flight may change.
	LH1126 Lufthansa 13/08/2022	Frankfurt, Germany FRA 09.50 Economy/coach discounted	＞	BARCELONA, SPAIN BCN 11.50		
	LH1129 Lufthansa 20/08/2022	BARCELONA, SPAIN BCN 16.00 Economy	＞	Frankfurt, Germany FRA 18.10		
	LH808 Lufthansa 20/08/2022	Frankfurt, Germany FRA 21.50 Economy	＞	Stockholm,Arlanda Itl, Sweden ARN 23.55		
🚌 Transfer Booked	**BCNBCNAP - 13/08/2022** Transfer from Airport to Port in Barcellona				SVEN SVENSSON LARS LARSSON	Price **0 kr (PP)**
🚌 Transfer Booked	**BCNBCNPA - 20/08/2022** Transfer from Port to Airport in Barcellona				SVEN SVENSSON LARS LARSSON	Price **0 kr (PP)**

MSC

IMPORTANT NOTES

<u>What is included in the price?</u>

• Transfer from and to the airport and luggage is always included

<u>Requirements for our flights</u>

• The flights you see in MSC Book are the flights we can offer today.

• We only offer flights that have a maximum of one stopover and follow the time parameters needed between the departure of the cruise and the arrival of the flight.

• We only offer flights the same day as the cruise starts / ends.

• You can only book round-trip flights - not an easy flight.

• You can only book economy places. If you wish for a higher booking class, we ask you to contact the aviation department for price information.

<u>Names of the travelers</u>

• It is enough with first names and surnames of the passengers as our system can not handle too long names in connection with the flight booking.

• Make sure that the names of the passengers are correct as it is not possible to make any changes to the selected flight without change costs.

• Do not add flights to a booking without a name - this means costs from the airline that are charged to the travel agency.

IMPORTANT NOTES

Number of people per booking

- Try not to add too many cabins per booking if you are also adding flights. It is then better that you book more bookings which can then be linked to each other.

- For large parties, we can not guarantee that all travelers will be able to travel on the same flight. This is because Amadeus does not upload too many places per departure.

Opportunity for changes

- Price for name change on a confirmed flight is dependent on the airline's rules, so contact our flight department for price information. Change costs for the cruise will also be added.

- If you have created an option with flights and you need to change the name, we can not guarantee that the flight times and price will be the same after the change.Efter det att ett flyg är inlagt i en bekräftat bokning så är det ej avbokningsbart utan kostnad.

- There is a 100% cancellation fee for flights, so always collect full payment for this from the customer.

Payment of flights:

- When you create an option with a flight, the down payment will include 100% payment of the flight.

- If you add a flight in an already confirmed booking, it is important that you have received full payment for the flight from the customer - or if you work with direct invoicing that you ask the Contact Center to send out a payment link to the customer, this then only goes via the website to pay final after down payment is paid.