TPISUITCASE

TPISUITCASE & CORE EXPLAINED:

YOUR GATEWAY TO EXPERT TRAVEL PLANNING

SUBMIT YOUR SALES VIA QUICKSUBMIT

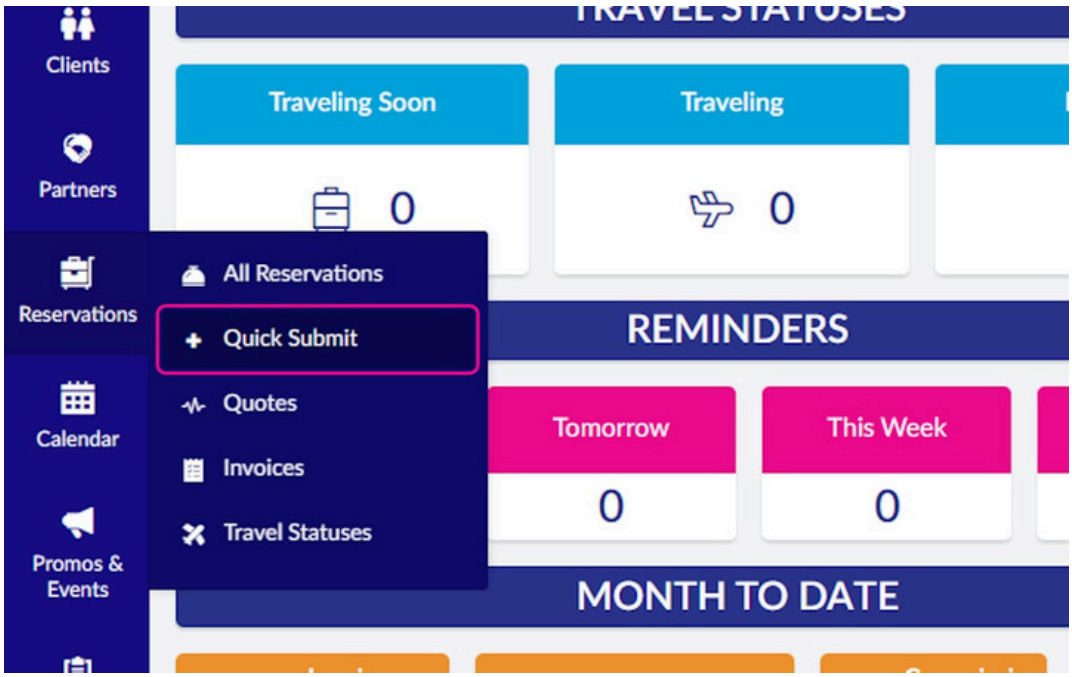
ELEVATE YOUR SKILLS WITH OUR DEFINITIVE GUIDE TO MASTERING TRAVEL PLANNERS INTERNATIONAL'S PREMIER PLATFORMS

Travel Planners International - TPISuitcase

8 Steps

STEP 1

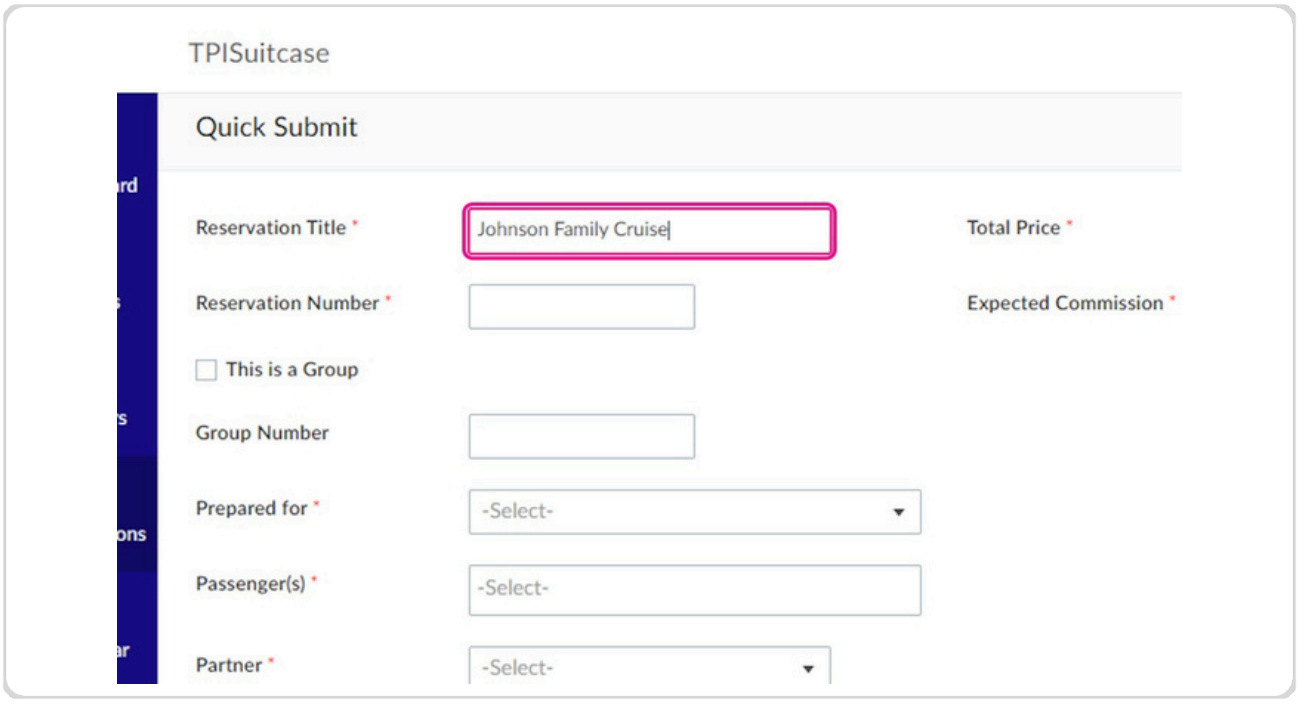
To submit your sale via Quick Submit, and not through the CRM, hover over "Reservations" in the left navigation bar. This will open related subfolders. Click on "Quick Submit."



STEP 2

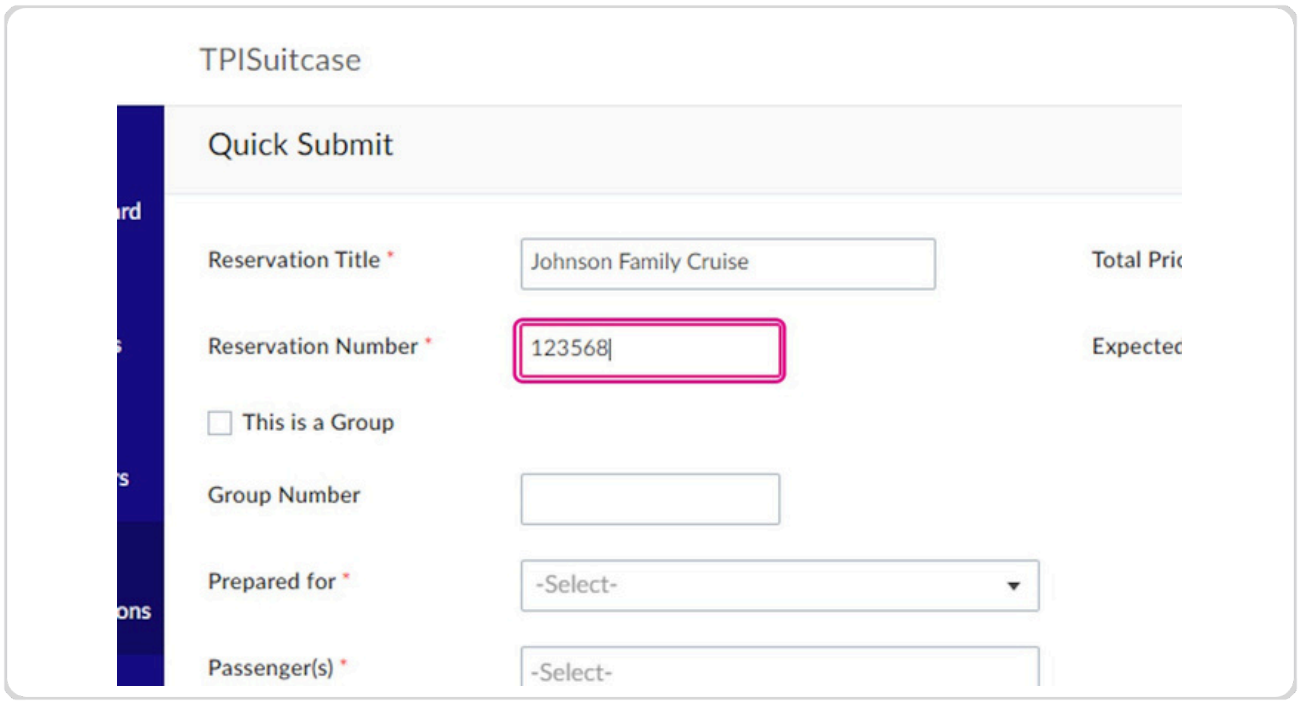
Fill in the reservation details. Lets start with the Reservation Title.

The Reservation Title should be something that you can remember easily, such as your client's last name and the type of vacation they are going on.



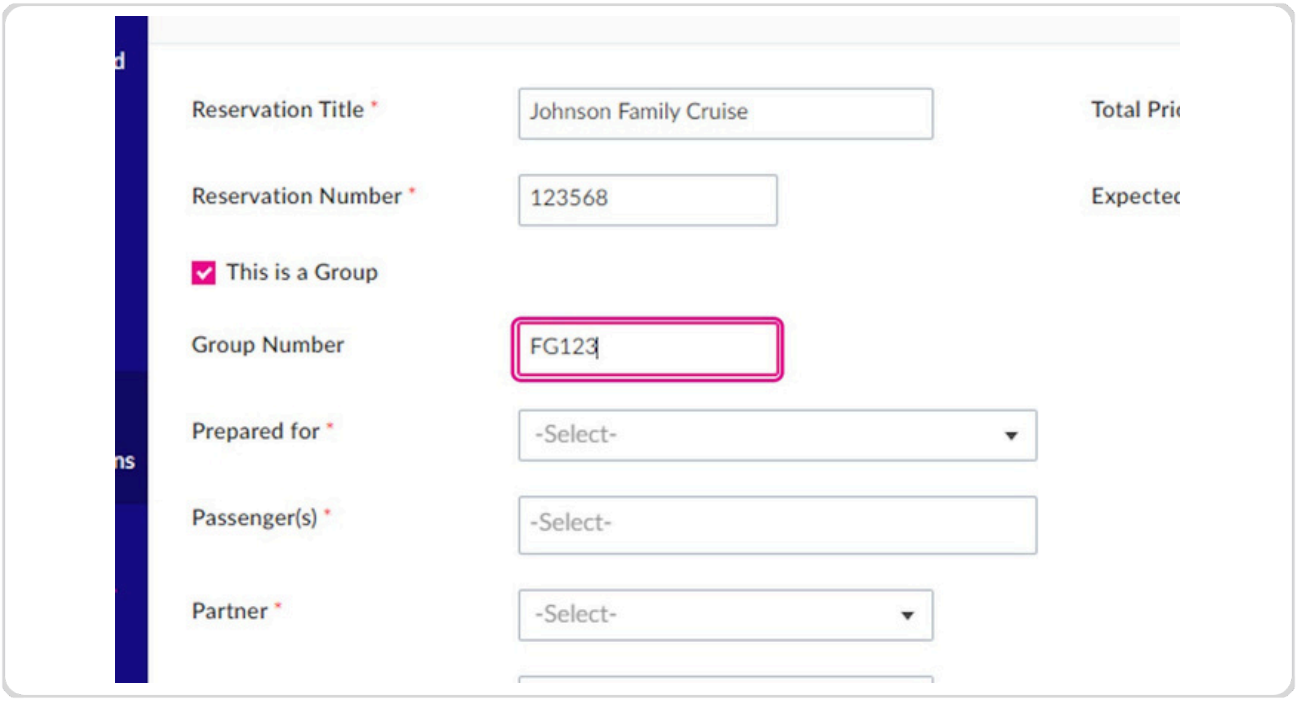
STEP 3

You should have your Reservation Number from the partner you are working with for your reservation. Enter this assigned number in its respective slot.



STEP 4

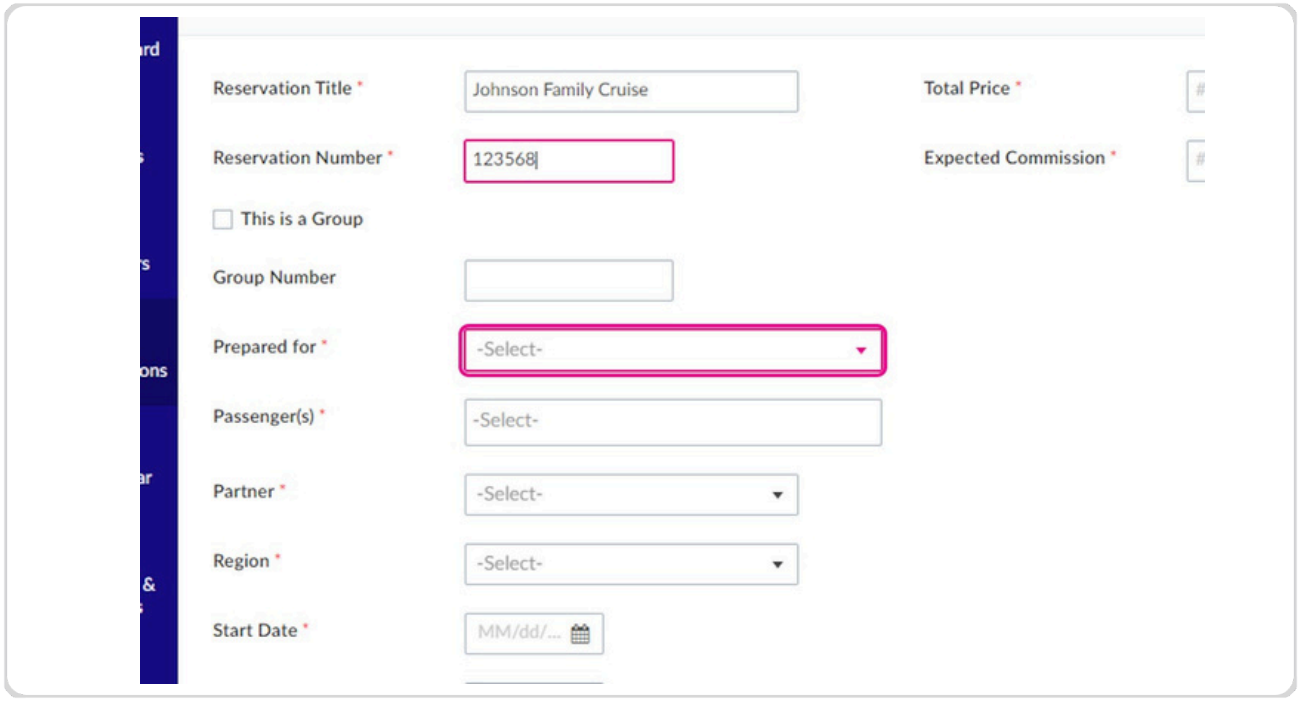
If this is your own group, or you've booked into Group Space (including TPI's and Signature's), checkmark "This is a Group" and enter the Group Number.



STEP 5

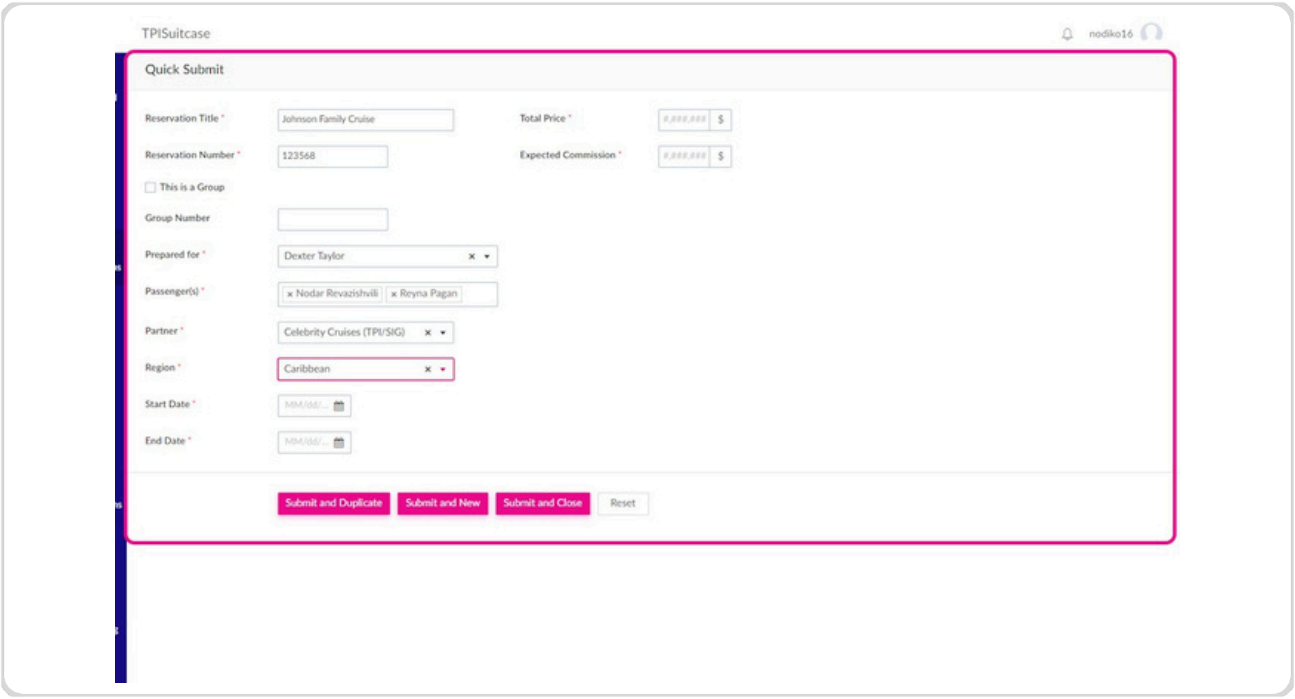
Enter the "Prepared For" section with the information of the person that is paying for this reservation.

"Prepared For" can be different from the "Passenger(s)" section. For example, if a grandparent is paying for their grandkids' travel, but they are not going on the vacation themselves.



STEP 6

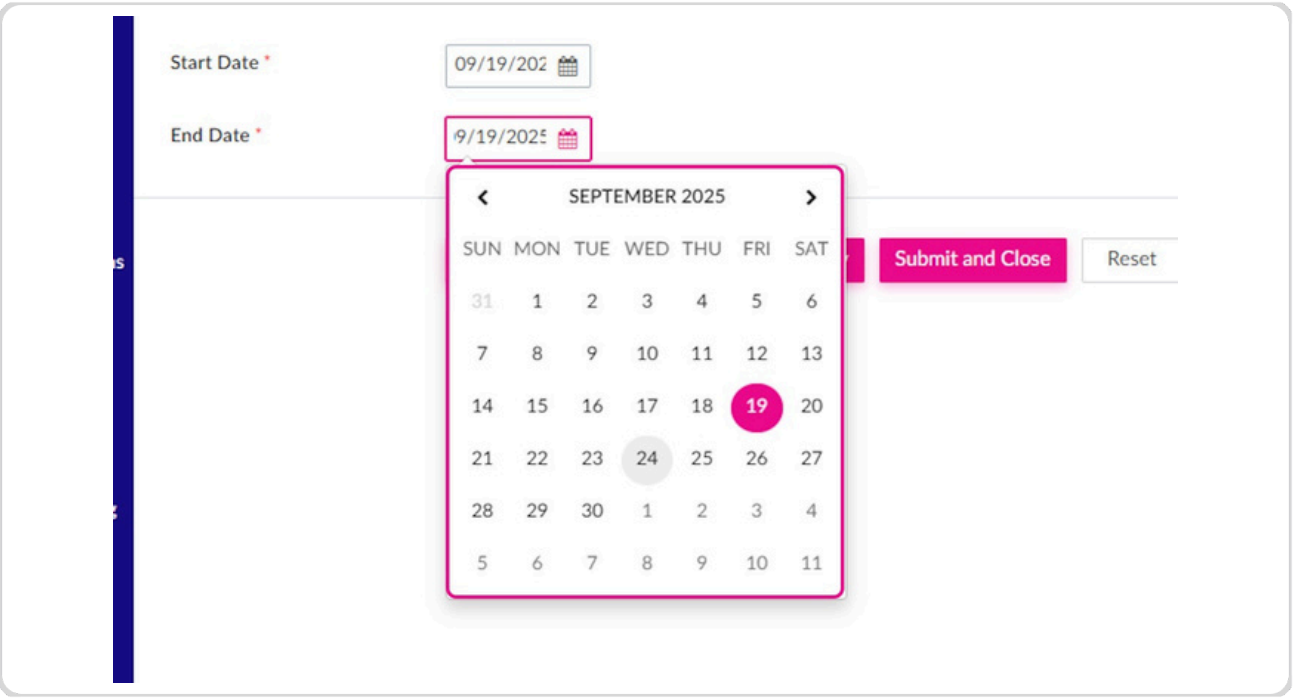
Add the rest of the required information, including "Total Price" and "Expected Commission."



STEP 7

The last step before submitting the sale is to fill out the Start and End Dates for your client's vacation.

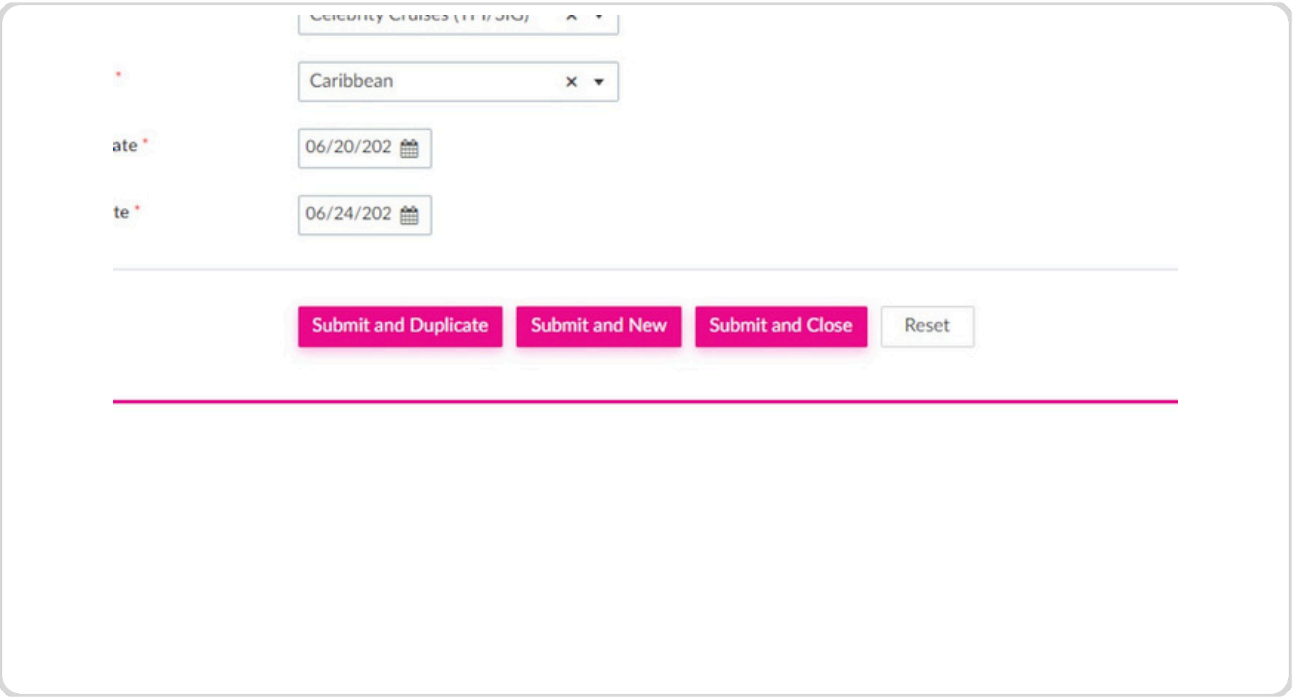
Remember, the start date is the date your client leaves their home. For example, if the Johnson Family Vacation cruise starts on September 20th, but they leave their house on the 19th, that means that the vacation start date is September 19th.



STEP 8

When you are done, click the submission type that best suits your needs.

"Submit and Duplicate": Submits this sale and duplicates the information, in case you need to submit several similar sales. "Submit and New": Submits the current sale and clears the form to start a new submission. "Submit and Close": Submits this sale and closes the Quick Submit section taking you to All Reservations.



Important Note: Quick Submit sale submissions cannot be edited after submission. If an edit is needed, you must delete the original submission and resubmit your sale.

TPI SUiTCASE

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COMPLETE