

American Express Kingfisher Airlines Corporate Card (AEKACC)

USER MANUAL FOR CORPORATE REBATE USING THE KINGFISHER WEBSITE FOR BOOKING TICKETS

Kingfisher Airlines AEKACC Corporate Booking Portal

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1. Introduction

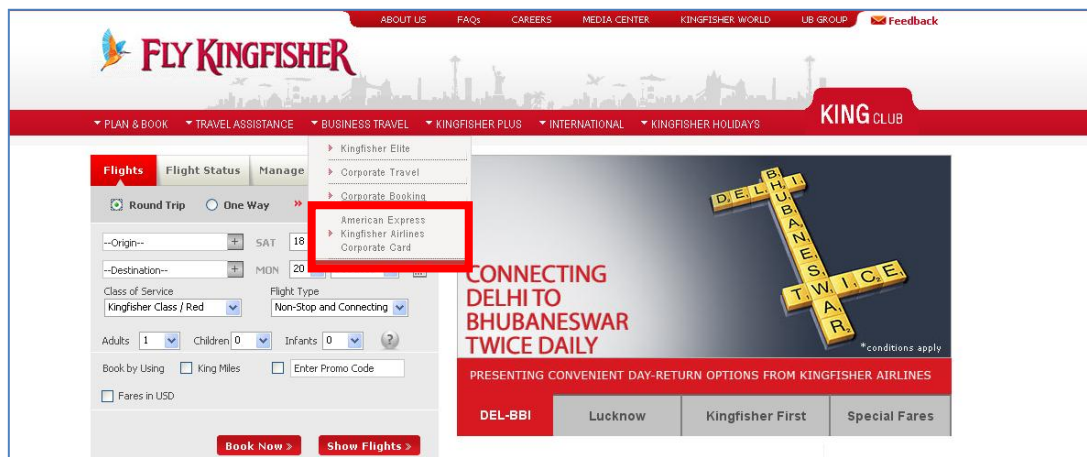
Welcome to New Kingfisher Airlines **AEKACC Corporate Booking Portal**. As kingfisher continues to enhance its position as a world class airline, we have developed a new portal for booking tickets using the rebate you have earned. This portal will aid Corporates to book Kingfisher flight, view booking details and credit balance.

2. Book tickets on AEKACC Corporate Booking Portal

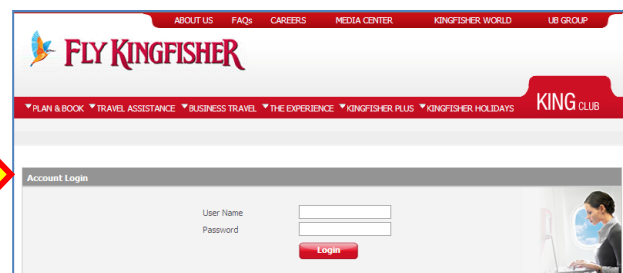
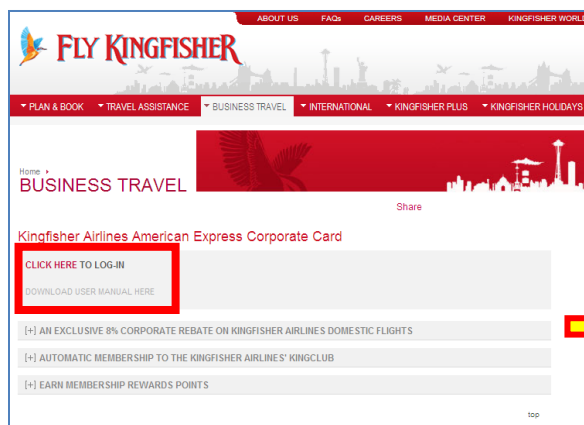
The option to book tickets and manage AEKACC account on the website is made available under **AEKACC Corporate Booking Portal** web site.

Steps to Log-in

1. Visit www.flykingfisher.com and select BUSINESS TRAVEL. Click “American Express Kingfisher Airlines Corporate Card” from the options listed.

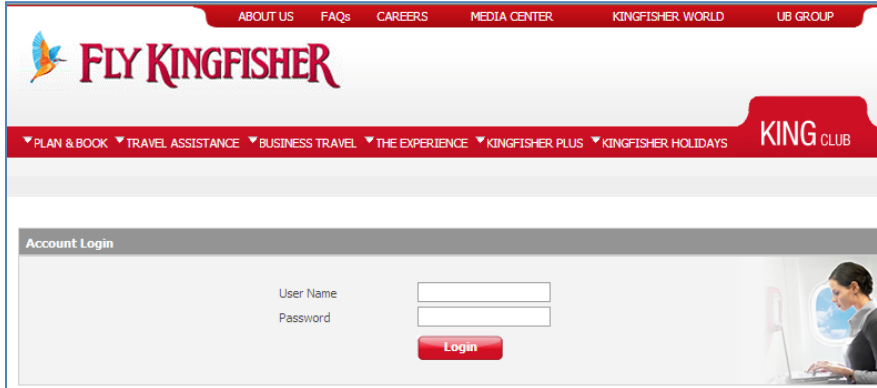


This will take you to a landing page where you will need to click on ‘Click Here’ to be directed to the Log-in page.



2.1 Booking Tickets

1. Enter your Log-In ID in the box marked “User Name”
2. Enter your Password in the box marked “Password”
3. Click on “Login”



The screenshot shows the 'Account Login' section of the Fly Kingfisher website. At the top, there is a navigation bar with links: ABOUT US, FAQs, CAREERS, MEDIA CENTER, KINGFISHER WORLD, and UB GROUP. Below this is the Fly Kingfisher logo and a 'KING CLUB' banner with links for PLAN & BOOK, TRAVEL ASSISTANCE, BUSINESS TRAVEL, THE EXPERIENCE, KINGFISHER PLUS, and KINGFISHER HOLIDAYS. The login form includes fields for 'User Name' and 'Password', and a red 'Login' button. A background image shows a person at a computer.

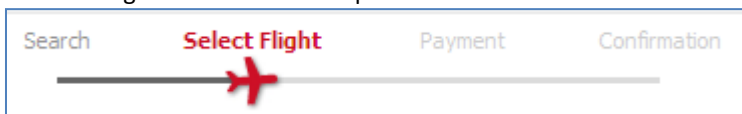
On successful Login you will be directed to the landing page which will display your details including the credit available with you.



The screenshot shows the 'Agent Details' page of the Fly Kingfisher website. The top navigation bar is the same as in the previous screenshot. Below the 'KING CLUB' banner, there is a 'Logout' link. The 'Agent Details' section is highlighted with a red border and contains the following information: Agent : AEKACC, Name : AEKACC, Currency : INR, and Available Credit : 50,000.00. Below this, there are tabs for 'Flights' and 'Manage Booking'. The 'Flights' tab is active, showing options for Round Trip, One Way, and Multi-City. The flight search form includes fields for Origin, Destination, Class of Service (Kingfisher Class / Red), Flight Type (Non-Stop and Connecting), and passenger counts (Adults: 1, Children: 0, Infants: 0). There is also a 'Find' button and a 'Book by Using' section with a 'Enter Promo Code' field. A background image shows Kingfisher cabin crew members in red uniforms standing next to a Kingfisher airplane.

This page will also have the Booking widget which will allow you to book tickets. The Booking Widget is similar to the Widget on the KFA website homepage.

The booking flow will follow the pattern shown below –














SEARCH:

You can search for flights using the booking widget. Enter the trip details and click on “Find”

SELECT FLIGHT:

This page will display the Search Result as specified in the booking widget. You can modify the search using the “Modify My Search” option on this page. If you do not want to modify the search then you may proceed by selecting the required flight.

By clicking on the “Proceed” button at the bottom of the page you can proceed to the “Payment” page.

Agent Details			Logout
Agent : AEKACC	Name : AEKACC	Currency : INR	Available Credit : 50,000.00
You have searched for			
Delhi to Bengaluru on 15th January, 2011 (Saturday)		1 Adult(s)	Kingfisher Class / Red / Non-Stop and Connecting
Modify My Search			
Available Outbound Flights			
From Delhi to Bengaluru on 15th January, 2011 (Saturday) Previous Page Next Page			
Flight	Departure	Arrival	
 IT201	Delhi (DEL) 15 Jan Sat 06:45	Bengaluru (BLR) 15 Jan Sat 09:20	 INR 4,382.00
 IT203	Delhi (DEL) 15 Jan Sat 09:25	Bengaluru (BLR) 15 Jan Sat 12:05	 INR 4,382.00
 IT3214	Delhi (DEL) 15 Jan Sat 14:45	Bengaluru (BLR) 15 Jan Sat 17:30	 INR 4,186.00
 IT205	Delhi (DEL) 15 Jan Sat 17:25	Bengaluru (BLR) 15 Jan Sat 20:05	 INR 4,382.00
 IT207	Delhi (DEL) 15 Jan Sat 20:50	Bengaluru (BLR) 15 Jan Sat 23:30	 INR 4,382.00
Price Details		Note	
		Please ensure that you read the Fare Rules for terms & conditions, penalties, cancellation or change fees before purchasing your ticket. Earn 500 bonus King Miles for booking your ticket now. Get 250 bonus King Miles if you web check-in. If you are not a King Club member, Join online now and earn 250 Bonus King Miles as online enrolment bonus.	
		I am not a King Club Member	
		Want to become a member? Join Now	
		Why Join? ▶ Easier booking ▶ Earn and redeem Miles ▶ Exclusive Privileges details here	
		Continue here if you are not a King Club member 	
		Get your earlier booking details <input type="text" value="Enter email id"/>	
Back		Proceed	

PAYMENT PAGE:

On this page the guest details have to be given. Guest has the option to choose Travel Insurance. The payment mode is ‘On Account’ where the required amount for the booking is deducted from the corporate’s balance.

Agent Details				Logout	
Agent : AEKACC	Name : AEKACC	Currency : INR	Available Credit : 50,000.00		
Itinerary Details					
Flight	Aircraft	Departure	Arrival	Duration	Class of Service
IT201	321	Delhi (DEL) 15 Jan 2011 06:45 Indira Gandhi International Airport	Bengaluru (BLR) 15 Jan 2011 09:20 Bengaluru International Airport	02:35	Kingfisher Class
* All times are local to airport.					
* Mandatory fields.					
Guest Details					
Adult 1					
Title *	Mrs	Meal Request	--Please Select--	Kingfisher Class/ First only?	
First Name *	a	Special Request	--Please Select--		
Middle Name		Airline	--Please Select--		
Last Name *	aa	Frequent Flyer No.			
Gender *	<input type="radio"/> Male <input type="radio"/> Female	Date of Birth *	DD	MM	YYYY
Contact Details					
Country Code		Guest Mobile No. *	+ 91 9740984080	TA Email *	
TA Contact No.		Confirm Email *		Corporate Code	
Contact Person Name *	a aa	Guest Email	pta.nair@flyingkingfisher.com	(If you have a corporate code, please enter here)	
Travel Insurance					
Secure your trip by adding Domestic Travel insurance to your travel checklist. ICICI Lombard General Insurance has specially designed this product for guests of Kingfisher Airlines. Your Group Domestic Travel Insurance coverage is valid for 30 days from your date of journey or till your date of return, whichever is earlier. Please click here to know more.					
<input checked="" type="radio"/> PLAN-A INR 99.00 <input type="radio"/> PLAN-B INR 149.00 <input type="radio"/> No, Thank you.		PLAN A BENEFITS - Hospitalization expenses for Injury Up to INR 75,000 - Checked-In Baggage loss INR 10,000 - Checked-In Baggage delay INR 3000 - Trip Cancellation & Interruption Up to INR 10,000 - INR 99 is inclusive of Tax, services charges of INR 38 of KFA and insurance premium INR 61			
<input type="checkbox"/> I have read and understood the Terms & Conditions of the policy and I am aware that the policy is valid only for the age group 1 to 70 years.					
Price Details			Note		
Fare + Fuel Charges + Congestion Charge	Currency	Amount	Earn 500 bonus King Miles for booking your ticket now. Get 250 bonus King Miles if you web check-in.		
1 Adult @ 3,850.00	INR	3,850.00	If you are not a King Club member, Join online now and earn 250 Bonus King Miles as online enrolment bonus.		
Tax	INR	0.00			
Fees					
Passenger Service Fee(WD)	INR	229.00			
User Development Fee(DU)	INR	200.00			
Service Tax(ST)	INR	103.00			
Insurance Charge					
1 Adult @ 99.00	INR	99.00			
Total Price	INR	4,481.00			
* Including Fees & Other Charges					
NON REFUNDABLE					
EAP14DB View Fare Rules					
Payment & Card Holder Details					
Payment Mode *	<input checked="" type="radio"/>	On Account			
<input type="checkbox"/> I have read and agreed to the Conditions of Contract, Terms and Conditions, Fare Rules, Privacy Policy and Denied Boarding/Cancellation Policy of Kingfisher Airlines Limited.					
Back			Confirm		

The 'Corporate Email' is Corporates email id to be entered where the confirmed itinerary will be mailed. The 'Guest email' is an alternate email id and is non-mandatory

CONFIRMATION PAGE:

On successful booking the Confirmation Page will show travel itinerary and the credit balance available against your account.

Confirmation : KFA WEB Booking / TA
Booking Reference (PNR) : DQNICJ

Thank you for booking online with Kingfisher Airlines. Your booking has been confirmed. A confirmation e-mail has been sent to your email address.

[✉ Email Itinerary](#) | [🖨 Print Itinerary](#)

[Seat Selection](#)

This is a TEST site. PNR's generated are not VALID.

Agent Details				Logout
Agent : AEKACC	Name : AEKACC	Currency : INR	Available Credit : 45,618.00	

Itinerary Details						
Flight	Aircraft	Departure	Arrival	Duration	Class of Service	Status
IT201	321	Delhi (DEL) 15 Jan 2011 06:45 Indira Gandhi International Airport Terminal - TERMINAL 3	Bengaluru (BLR) 15 Jan 2011 09:20 Bengaluru International Airport	02:35 hrs	Kingfisher Class	Confirmed

* All times are local to airport.

Guest Details			
Adult 1	Name	MRS A AA	Ticket No.(s)
	Baggage Allowed	20 Kg	0902469148219

Guest's Contact Details			
Guest Mobile No.	919740984080	TA Email	SITA.NAIR@FLYKINGFISHER.COM
		Guest Email	SITA.NAIR@FLYKINGFISHER.COM
		Contact Person Name	A AA

Booking confirmation will be emailed and also via SMS to the email/mobile number provided on the Payment page.

This page will allow the agent to:

- 1. Email Itinerary
- 2. Print Itinerary
- 3. Select Seat

The AEKACC Corporate can select the required seat and click on the proceed button.

Booking Reference (PNR) : DZTKKF

Flight Details			
Bengaluru (BLR) to Mumbai (BOM)	16 Dec 2010 06:50	IT102	Kingfisher Class

Guests: Available Occupied Fellow Traveler's Seat Current Guest Not available

MRS A AA

[Move Up](#)

	A	B	C	D	E	F
11						
12						
14						
15						
16						
17						
18						
19						
20						

[Move Down](#)

[Confirm](#) [Proceed](#)

2.2 Manage Booking:

The AEKACC Corporate can manage bookings using the MANAGE BOOKING option from the AEKACC landing page.

Steps to retrieve the booking details –

- Enter the PNR in the input box against “PNR”
- Enter the last name of the guest in the input box against “Last Name”
- Click on “Search

MY BOOKING:

1. **Cancel** - The AEKACC Corporate can CANCEL bookings by selecting the appropriate option on this page. All charges relating to CANCELLATION action will be automatically debited / to the available credit balance of the Corporate. Please note online CANCEL feature are enabled to certain scenarios only. For further details please contact the call centre.

2. **Add Insurance** - section also allows the agent to add Insurance to the booking. This is for scenarios where Insurance was not added during the booking process. On selection of the 'Add Insurance' option, the corporate will be prompted to add details of the traveler, choose the Travel Insurance Plan, Agree to the Terms and Conditions and click on 'Confirm' to make the necessary payment towards the Insurance.

Add Insurance
Booking Reference (PHR) : DQNICJ

Agent Details Logout

Agent : AEKACC	Name : AEKACC	Currency : INR	Available Credit : 45,618.00
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Itinerary Details

Flight	Aircraft	Departure	Arrival	Duration	Class of Service	Status
IT201	321	Delhi (DEL) 15 Jan 2011 06:45 Indira Gandhi International Airport Terminal - TERMINAL 3	Bengaluru (BLR) 15 Jan 2011 09:20 Bengaluru International Airport	02:35 hrs	Kingfisher Class	Confirmed

* All times are local to airport.

Guest Details

Adult 1	Name	MRS A AA	Ticket No.(s)
	Date of Birth *	DD MM YYYY	0902465148219
	Gender *	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
	Baggage Allowed	20 Kg	

Guest's Contact Details

Guest Mobile No.	919740984030	TA Email	SITA.HAR@FLYINGFISHER.COM
		Guest Email	SITA.HAR@FLYINGFISHER.COM
		Contact Person Name	A AA

Travel Insurance

Secure your trip by adding Domestic Travel insurance to your travel checklist. **ICICI Lombard** General Insurance has specially designed this product for guests of Kingfisher Airlines. Your Group Domestic Travel Insurance coverage is valid for 30 days from your date of journey or till your date of return, whichever is earlier. Please [click here](#) to know more.

PLAN-A INR 99.00

PLAN-B INR 149.00

PLAN A BENEFITS

- Hospitalization expenses for Injury up to INR 75,000
- Checked-In Baggage loss INR 10,000
- Checked-In Baggage delay INR 3000
- Trip Cancellation & Interruption up to INR 10,000
- INR 99 is inclusive of Tax, services charges of INR 38 of KFA and insurance premium INR 61

I have read and understood the [Terms & Conditions](#) of the policy and I am aware that the policy is valid only for the age group 1 to 70 years.

Price Details		Payment Details	
<small>For air price details click Ticket No(s)</small>			
Insurance Charges		Payment Method On Account	
1 Adult @ 99.00	INR	99.00	
Total Amount to be paid		INR	99.00
<small>* Including Fees & Other Charges</small>			

Payment & Card Holder Details

Payment Mode * On Account

Back
Confirm

3. Manage Account

The AEKACC Corporate Booking Portal allows a corporate to create and manage users, generate daily booking reports and detail report on transactions of booking, refunds and rescheduling. This is basically administered by the administrator of the Corporate. To access your account, type the given below URL,

URL: <https://ibe.flykingfisher.com/admin>



Welcome !
To access the **evinta** Admin Module, please enter your **User ID** and **Password** and then click **Login**.

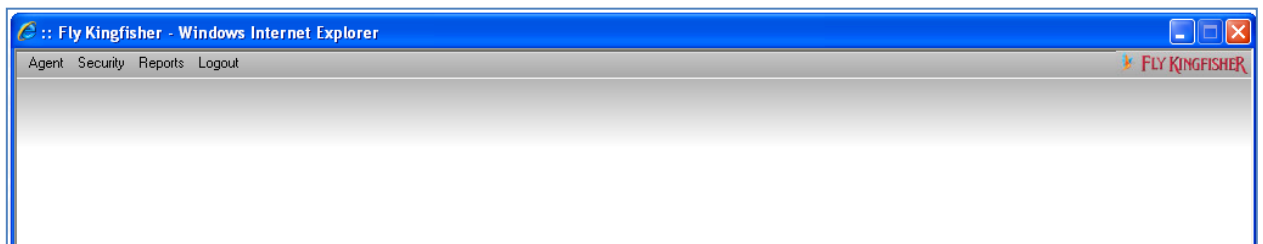
User ID :
Password :

User id : AEKACC Corporate code (8 digits)

Password : (collect it from KF contact)

An administrator will have the following options to manage the account

1. Security
 - a. User Maintenance
 - b. Change Password
2. Reports
 - a. Daily Report
 - b. AEKACC Corporate Detail Report



1. Security:

This section has 2 sub options which allows Corporate to create/manage a user id and change 'password' of the administration

➤ Create/Manage a User id

This option allows a corporate to create a user id details. Login id always gets converted to upper case. Password is case sensitive should have minimum 8 characters. User type is always 'AEKACC Corporate' and 'Role' always as 'TAGENT ROLE'.

On completion of creation, an email is sent to the user's email id as defined.

'Reset Password' button allows resetting the password of that user and an email is sent to the users email id.

The screenshot displays the 'User Maintenance' interface within a Windows Internet Explorer browser window. The browser title is 'Fly Kingfisher - Windows Internet Explorer'. The interface includes a navigation menu with 'Agent', 'Security', 'Reports', and 'Logout'. The main content area is titled 'User Maintenance' and contains a 'User List' table with columns for Login ID, Display Name, User Type, and Status. Below the table is the 'User Details' form, which includes fields for Login ID, Password, Display Name, E-mail, User Type, Agent Name, Sub Agent Name, and Status. There are also sections for 'Roles' and 'Assigned Roles'. At the bottom of the form, there are buttons for 'Close', 'Add', 'Edit', 'Delete', 'Clear', 'Reset Password', and 'Save'. A note at the bottom of the form states: 'Note : Password must be 1. Between 8 and 12 alphanumeric characters. 2. Must contain at least 3 letters and 3 digits e.g. ABC3y50N, 0123XYZ4. 3. Is case sensitive i.e. A is not the same as a.'

➤ Change Password

This option allows a corporate to change their respective password. You need to login with respective user id provided.

Windows Internet Explorer window titled "Fly Kingfisher - Windows Internet Explorer". The browser address bar shows "Agent Security Reports Logout" and the "FLY KINGFISHER" logo.

The main content area is titled "Change Password" and includes a sub-header "Change Password" and a note: "Field(s) highlighted with * are mandatory." Below this are four input fields:

- Login ID :
- Old Password : *
- New Password : *
- Confirm New Password : *

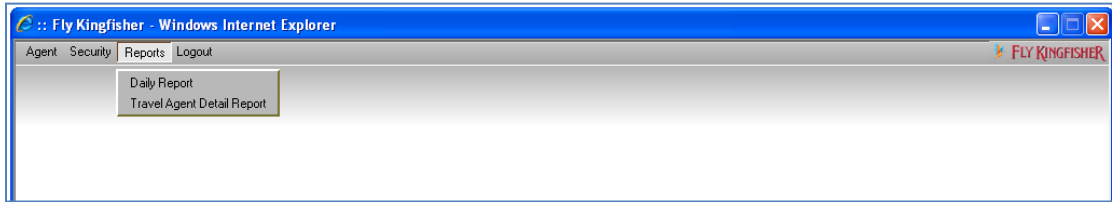
A "Note : Password must be" section follows, listing three requirements:

1. Between 8 and 12 Alpha Numeric characters.
2. Must contain at least 3 letters and 3 digits. e.g. ABC3y50N, 0123XYZ4
3. Is case sensitive i.e. A is not the same as a

At the bottom of the form are two buttons: "Close" and "Save". The footer of the page displays the "evinta.Admin" logo.

2. Reports:

There are 2 reports that are available to the AEKACC Corporate.

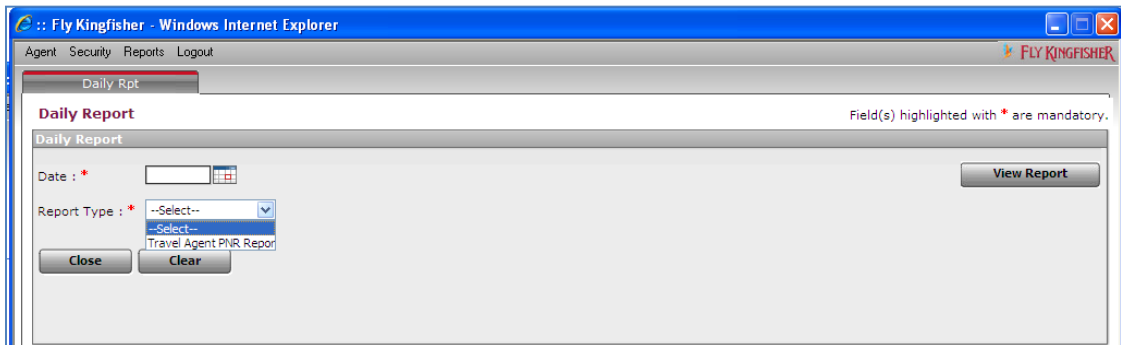


- Daily Report
- AEKACC Corporate Detail Report

All reports will be displayed in excel format and can be downloaded by the AEKACC Corporate if required.

➤ Daily Report

This report will display all bookings done for a given date for all users of the AEKACC Corporate.



➤ AEKACC Corporate Detail Report

This report will display the PNRs booked for a specific year and month. The year and month needs to be specified using the Year and Month drop down fields.

