# 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

April 2011

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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 <u>www.flykingfisher.com</u> and select BUSINESS TRAVEL. Click "American Express Kingfisher Airlines Corporate Card" from the options listed.

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	Kingfisher Elite		
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Origin + SAT 18	American Express <ul> <li>Kingfisher Airlines</li> <li>Corporate Card</li> </ul>		A Z
Destination + MON 20		CONNECTING	SICE
Class of Service Flight Type Kionfisher Class / Ped	and Connecting	DELHI TO	TN
Adults 1 Children 0 V Infants		BHUBANESWAR TWICE DAILY	*conditions apply

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"

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

PLAN & BOOK * TRAVE	ABOUT US FAQS <b>EXAMPLE ASSISTANCE</b> BUSINESS TRAVEL	CAREERS MEDIA CENTER	KINGFISHER WORLD UB GROUP
Agent Details			Logou
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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 –
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Search	Select Flight	Payment	Confirmation
	<b>→</b>		

#### 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 : AEKACO	Name : AEKACC	Currency : INR	Available Credit : 50,	000.00			
You have searched f	or						
Delhi to Bengaluru on 15	ith January, 2011 (Saturday)	1 Adult(s)	1 Adult(s) Kingfisher Class / Red / Non-Stop and Connecting				
			Modify My Search				
Available Outbound F From Delhi to Bengaluru	Flights on 15th January, 2011 (Saturday)		Previ	ous Page   Next Page			
Flight	Departure		Arrival				
IT201	Delhi (DEL) 15 Jan Sat 06:45	Bengaluru <mark>(BLR)</mark> 15 Jan Sat 09:20		O INR 4,382.00			
IT203	Delhi (DEL) 15 Jan Sat 09:25	Bengaluru (BLR) 15 Jan Sat 12:05	;	C INR 4,382.00			
IT3214	Delhi <mark>(DEL)</mark> 15 Jan Sat 14:45	Bengaluru <mark>(BLR)</mark> 15 Jan Sat 17:30		C INR 4,186.00			
IT205	Delhi (DEL) 15 Jan Sat 17:25	Bengaluru (BLR) 15 Jan Sat 20:05	;	C INR 4,382.00			
IT207	Delhi (DEL) 15 Jan Sat 20:50	Bengaluru (BLR) 15 Jan Sat 23:30		C INR 4,382.00			
Price Details		Note					
		Please ensure t penalties, cance Earn 500 bonus King Miles if you If you are not a King Miles as on	hat you read the Fare Rules for terms ellation or change fees before purchas King Miles for booking your ticket now I web check-in. King Club member, Join online now an line enrolment bonus.	& conditions, ing your ticket. . Get 250 bonus id earn 250 Bonus			
		I am not a Kin	g Club Member				
		Want to beco Join Now	me a member? Why Join? » Easier booking » Earn and rede » Exclusive Privi	em Miles leges <u>details here</u>			
		Continue here i Get your earlier details	f you are not a King Club member booking Enter email id	۶			
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.

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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.

Confirmatio	Confirmation : KFA WEB Booking / TA								
Booking Re	eference (PNR) :	DQNICJ							
Thank you for	booking online with	Kingfisher Airlines. Your booking has	been confirmed. A confirmation e-mail ha	as been sent to yo	ur email address.				
,									
					🖂 Email Itinera	ry 📇 Print Itinerary			
						Seat Selection			
This is a I	EST site. PN	R's generated are not VALI	D.						
Agent Detai	ils					<u>Logout</u>			
Age	ent : AEKACC	Name : AEKACC	Currency : INR		Available Credit : 45	5,618.00			
Itinerary D	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 Deta	ails								
Adult 1	Name         MRS A AA         Ticket No.(s)           Baggage Allowed         20 Kg         0902469148219								
Guest's Co	Guest's Contact Details								
Guest Mol	Guest s Contact Details  Guest S Contact Details  Guest Mobile No. 919740984080  TA Email STTANAIR @FLYKINGFISHER.COM  Guest Email STTANAIR @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.

ht Details				
Bengaluru (BLR) to Mumbai (BOM)	16 Dec 2010 06:50	IT102	Kingfisher Class	
Guests Avaiab	le 📕 Occupied 📕 Fel	llow Traveler's Seat	Current Guest	Not available
MRS A AA		A Move Up		
	A	B C D	E F	
	11		11	
	12		12	
	14		14	
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	17		17	
	18		18	
	19		. 19	
	20		20	
	20			
		- Move Down		
		+ HOVE DOWN		

### 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

Agent Details			Loqout
Agent : AEKACC	Name : AEKACC	Currency : INR	Available Credit : 45,618.00
Flights Manage Booking			
Enter your reservation code (PNR) and L PNR	ast Name in the form below.		
Last Name		The bes	t service on earth is in the sky
	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.

My Booking Booking Ref	(erence (PNR) -	DONIC1					
accounty rea	in the firm of the	ordinary.					
				Online Cancellation/A	Rescheduling Ruk	es 🖂 Email Itinerar	y 📇 Print Itinerary
		Heals		1	Add Insurance	Cancel Itinerary	Seat Selection
Agent Detail	•						Logout
Ag	ent : AEKACC	Name : AEKACC	Cu	mency : INR		Available Credit : 45,61	8.00
Tinerary D	ctails						
Flight	Aircraft	Departure	Arrival		Duration	Class of Service	Status
IT201	321	Delhi (DEL) 15 Jan 2011 06:45 Indra Gandhi International Airport Terminal - TERMINAL 3	Bengaluru (BLR) 15 Jan 2011 09:2 Bengaluru Interna	0 ational Airport	02:35 hrs	Kingfisher Class	Confirmed
* All times are k	ocal to airport.						
Guest Detai							
Adult 1	Name Baggage Allow	MRS A AA 20 Kg				т от	icket No.(s) 102469148219
Guest's Con	tact Details						
Guest Hob	ile No. 92	9740984080	TA Email Guest Email Contact Person N	lame	SITA NAIR ØFLYKI SITA NAIR ØFLYKI A AA	NGFISHER.COM NGFISHER.COM	
Price Detail	•			Payment Details			
	For a	ir price details click Ticket No(s)		Payment Hethod Travel Agent	On Accel ABKACC	int	
* Including Fe	es & Other Charges	1		LATA No	1457845	8	
				Endorsement / R	estrictions		
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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.

Agent								1000
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### 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

۶.	<b>Welcome !</b> To access the <b>evinta</b> Admin Module, please enter your <b>User ID</b> and <b>Password</b> and then click <b>Login</b> .			
KINGFISHER	User ID : Password :			
	Login Cancel			

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

🖉 :: Fly Kingfisher - Windows Internet Explorer	
Agent Security Reports Logout	🕨 FLY KINGFISHER

#### 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.

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User				
User Maintenance			Field(s) bid	blighted with * are mandatory
User List			(idd(d) iii	, ingritted with a containdatory i
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1	Display Name	User Type		Status
User Details				
Lesis ID + *		Roles	Assig	ned Roles *
December 4		Roles		
Password :			>>	
Display Name : '			>	
E-mail:	Colori		<	
User Type : "	CTD TRAVELS		~~	
Sub Agent Name :	Salast			
Sub Agent Name :	Active			
Status .	Acuve			
Note: Password must be 1.Between 8 and 12 alphanumeric character 2.Must contain at least 3 letters and 3 digits 3.Is case sensitive i.e. A is not the same as	s. e.g. ABC3y50N, 0123XYZ4. a.			
Close Add Edit	Delete	Reset Password		Save
				evínta.Admin

#### Change Password

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

🖉 :: Fly Kingfisher - Windows Internet Explorer	
Agent Security Reports Logout	FLY KINGFISHER
Change Password	
Change Password	Field(s) highlighted with * are mandatory.
Change Password	
Login ID - 14405782	
Old Password : *	
New Password : *	
Confirm New Password : *	
Note : Password must be 1. Between 8 and 12 Alpha Numeric characters. 2. Must contain at least 3 letters and 3 diglits. e.g. ABC3y50N, 0123XYZ4 3. Is case sensitive i.e A is not the same as a	
Close	Save
	U evinta.Admin

#### 2. Reports:

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

Agent Security Reports Logout	
	> Lri Munipuel
Daily Report Travel Agent Detail Report	

- > 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.

🧟 :: Fly Kingfisher - Windows Internet Explorer	
Agent Security Reports Logout	🕨 FLY KINGFISHER
Daily Rpt	
Daily Report	Field(s) highlighted with * are mandatory.
Daily Report	
Date : *	View Report
Report Type : *Select V Select Tauto & Acat PND Report	
Close Clear	

#### > AEKACC Corporate Detail Report

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

🤗 :: Fly Kingfisher - Windows Internet Explorer			
Agent Security Reports Logout			FLY KINGFISHER
Travel Agent Rpt			
Travel Agent Detail Report			Field(s) highlighted with * are mandatory.
Travel Agent Details			
Year: *Select V	Month : *	Select 💌	View Report
Travel Agent : * SID TRAVELS	V		
Close			