

# 2013 SIGNATURE CLIENT REACH RES CARD

## QUICK REFERENCE GUIDE FOR CLIENTBASE WINDOWS

(REVISED 10/9/13)

**RES CARD REQUIREMENTS:** Required fields for Client Reach messages eligibility:

The screenshot shows the 'Res Card' window with the following fields and values:

Field	Value
Res Total	0.00
Invoiced in CB	0.00
Invoiced Outside CB	0.00
Balance	0.00
Create Date	6/3/2013
Agent	[Redacted]
Status	Active
Reservation Cycle	Booked
Marketing Source	[Redacted]
Group	[Redacted]
Branch No.	[0]ABC Trav
Prepared for:	Amaral/Steve
Trip Name	[Redacted]
Locator No.	[Redacted]
Region	[Redacted]
Destination	[Redacted]
Trip Start Date	[Redacted]
Trip End Date	[Redacted]

Addresses section:

Client Ship To Address	Client Bill To Address
Mr. and Mrs. Steve Amaral 222 Bright St Brooklyn, NY 22222	Mr. and Mrs. Steve Amaral 222 Bright St Brooklyn, NY 22222

Passengers section: [Redacted]

**1. Status:** Res Card Status: Must be "Active"

**2. Reservation Cycle**

- Must use a cycle that indicates payment receipt
- Qualifying default cycles are "Under Deposit" or "Paid in Full"
- If you use other cycles to indicate payment, please email [clientconnection@signaturetravelnetwork.com](mailto:clientconnection@signaturetravelnetwork.com)

**3. Destination:** Must use a ClientBase default value (may not use "Region" as an alternative option)

**4. Trip Dates:** Trip Start Date and Trip End Date must be present

**RESERVATION REQUIREMENTS:** Five fields within a reservation are critical to Client Reach eligibility:

Reservations	Invoices	Agent Remarks	Client Feedback	More Fields	Edit History
Booking Status	Type	Res Date	Vendor		

ClientBase - Sabre Travel Network - [Reservation]

Reservation

General More Taxes Expanded Fare Info Payment Due Date Itin/Invoice Remarks Agent Remarks More Fields Edit History

Date Reserved 9/6/2013 Booking Status Confirmed Vendor Regent Seven Seas Travel Category Cruise Live Connect Inventory Host

Invoiced Outside CB Confirmation # Record Locator Promo ID Booking Method Reservation Status Duration No. of PAX No. of Cabins

Issued through ARC RSSC52514 1032414 E-Marketing Confirmed 10 2 1

Dom/Int'l International Charged Per Person Itemize

Passengers

Able/Ken	Base	Tax	Commission	Total Fare
Able/Susan	9,999.00	0.00	0.00 %	9,999.00

Service Provider

General Itinerary Passenger Details Itin/Invoice Remarks Agent Remarks Allocated Pricing

Travel Category Ship Start Date End Date

Cruise Seven Seas Voyager 8/5/2014 8/15/2014

Category Deck Cabin/Room Dining

D - Deluxe Suite 9 GUAR Main - Medium

Smoking Description Bedding

10-night North Sea Splendor Cruise (Offer ID: )

Type	Start Date	End Date	Service Provider	Code
Cruise	8/5/2014	8/15/2014	Seven Seas Voyager	

Reservation Totals

Fare	\$19998.00
Base	\$19998.00
Tax	\$0.00
Comm.	\$0.00
Net Fare	\$19998.00

1. **Vendor:** Use a vendor that has a matching SIG supplier ID
2. **Booking Status:** Must be "Confirmed"
3. **Promo ID:** Optional (but greatly increase the likelihood of a match): Include Signature Offer ID in the "Promo ID" field within the reservation
4. **Travel Category:** Cruise or Tour type reservations only
5. **Service Provider:** Spelling is VERY important as Signature will be pulling content based on ship or hotel name

Questions? [clientconnection@signaturetravelnetwork.com](mailto:clientconnection@signaturetravelnetwork.com)