



JOT ERP

Jot Supplier Portal

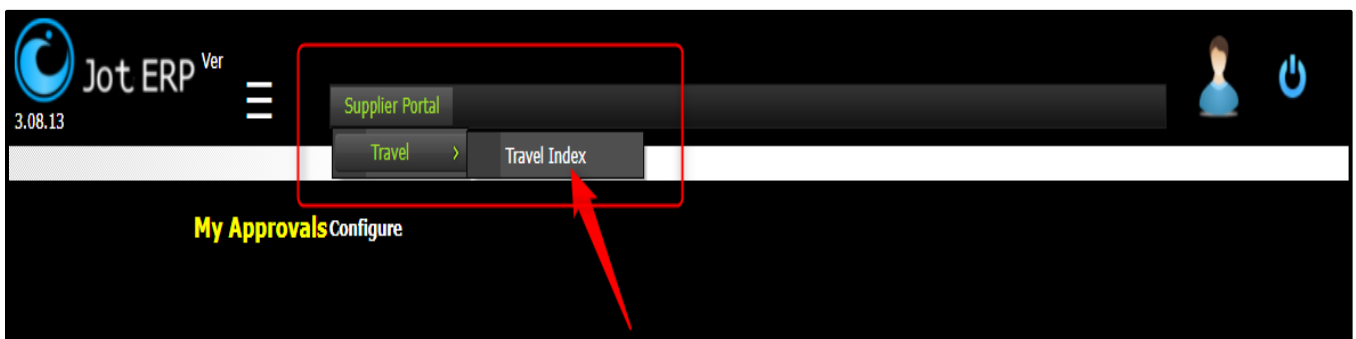
Travel Module - Help File

Login Page

- In the RFQ email you have received; a link and your current User ID/Password. Use those details to login into Supplier portal.



- After successful Login to the Jot Supplier Portal, you will see below Dashboard screen.
- To open main index screen, click on Supplier Portal from dashboard and click on “Travel” then go to “Travel Index”.



Supplier Travel Index

- After clicking on “Travel Index” you will see the main INDEX screen, with particulars of each RFQ that has been sent to you.
- Take note that each row in this screen represents a separate Travel Requests.

The screenshot shows the TRAVEL INDEX application interface. At the top, there is a search criteria section with fields for Travel ID, PO/Invoice Code, Company Name, Vessel Name, and Stage. The Stage dropdown is set to 'New RFQ'. Below the search criteria are four notification buttons: 'Pending Quotes' (11), 'Pending E-Tickets Uploads' (07), 'Mark PAX as Travelled' (02), and 'Pending Invoice Upload' (08). The main table displays travel requests with columns: Travel ID, Company Name, Vessel, Route, Req Date, PAX, Departure Date, Class, Is Seaman?, Qtn Due Date, Requested By, Stage, and Actions. Two rows are visible: one for Travel ID 226 and another for 218. The 'Qtn Due Date' column for both rows is highlighted in red.

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Requested By	Stage	Actions
226	YMLJot Ship Management	Grace River	AEH -> AGX	08/Nov/2021	1	08/Nov/2021	Economy	Yes	09/Nov/2021	Jyoti	New RFQ	Actions
218	YMLJot Ship Management	Yuho Maru 1	BOM -> DEL , DEL -> BOM	01/Nov/2021	3	01/Nov/2021	Economy	Yes	02/Nov/2021	Jyoti	New RFQ	Actions

Submit The Quotation

- To update the Quotation details, go to “New RFQ” stage and, click on the ACTIONS dropdown (extreme-right) of Travel request and click on “Submit Quote” option.
- Note: You can also find all Travel ID’s which are pending to update quote by using “Pending Quotes” notification button.

This screenshot is similar to the previous one but highlights the process of submitting a quotation. A red arrow points from the 'Pending Quotes' notification button (12) to the 'New RFQ' stage in the Stage dropdown menu. Another red arrow points from the 'Actions' dropdown menu of the first row (Travel ID 240) to the 'Submit Quote' option. The 'Qtn Due Date' for this row is 24/Mar/2022.

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Requested By	Stage	Actions
240	YMLJot Ship Management	Yuho Maru 1	AMX -> AUU	04/Feb/2022	5	04/Feb/2022	Economy	Yes	24/Mar/2022	Jyoti	New RFQ	Submit Quote
226	YMLJot Ship Management	Grace River	AEH -> AGX	08/Nov/2021	1	08/Nov/2021	Economy	Yes	09/Nov/2021	Jyoti	New RFQ	Decline

- It will open the “Submit Quotation” window. There will be all route details and pax details present.

Route Details:

Route #	Travel ID	Vessel	Travel Class	From	To	Departure	Arrival
1	240	Yuho Maru 1	Economy	, Australia (AMX)	, Australia (AUU)	04/Feb/2022 00:00	04/Feb/2022 10:00

Pax Details:

Staff Code	Pax Name	Gender	Nationality	Rank	DOB	Place Birth	Passport#	Passport Expiry	Place Of Issue	Seaman Book	Seaman Expiry
10141	D, Alpha	Male	India	2/OFF	20/Mar/1979	KBRI COLOMBO	<u>B550127</u>	18/Feb/2026	mumbai		
10089	Khan, D	Male	India	2/E	20/Mar/1978	KBRI COLOMBO	<u>B550127</u>	21/Jun/2023	mumbai		
10082	Leo, Rio	Male	India	3/E	14/Apr/1985	india	<u>3782782</u>	14/Apr/2024	Test		
10085	Verma, Kumar	Male	India	3/E	20/Mar/1968	india	<u>546515215</u>	18/Feb/2025	mumbai		
10118	Rana, Piyush	Male	India	3/E	31/Jul/1997	Parvel	<u>L482978</u>	30/Aug/2027	Thane		

Quotation Details:

+ Add New Quotation Quotation Due Date: 24/Mar/2022

GDS Locator	Departure	Arrival	Deadline	Currency	Fare	Tax	Total	Status
No records to display.								

- Click on “Add New Quotation” button for updating quotation details. It will open the “Travel Quotation” pop up.

Quotation Details:

+ Add New Quotation Quotation Due Date: 24/Mar/2022

GDS Locator	Departure	Arrival	Deadline	Currency	Fare	Tax	Total	Status
No records to display.								

- Key in all the Information and click on the “Save &Close” button.

The screenshot shows the 'Travel Quotation' form. A red callout box with a white background and a red border contains the text: "Agent can choose the currency of the quote from dropdown list". A red arrow points from this callout to the 'Currency' dropdown menu, which is currently set to 'USD - United States Dollar'. Other fields include 'Quotation Due Date' (17/Mar/2022), 'Deadline' (17/Mar/2022 18:33), 'GDS-Locator' (Mumbai), 'Fare/Pax' (5,000.00), 'Cancellation Charges' (436.00), 'Baggage Allow (Kg)' (5.00), and 'Tax/Pax' (9,000.00). A table below shows route details for 'Jot Raavi' in 'Business' class. At the bottom, there are three buttons: 'Save' (blue), 'Save & Close' (green), and 'Cancel' (red). A red arrow also points to the 'Save & Close' button.

- User can also fill flight details by clicking “Insert Amadeus” button.

This screenshot is identical to the previous one, but with a red callout box pointing to the 'Insert Amadeus' button. The callout box contains the text: "User can fill flight details by clicking 'Insert Amadeus' button". The 'Insert Amadeus' button is highlighted in blue. The rest of the form, including the currency dropdown and other fields, remains the same as in the previous screenshot.

- After clicking on “Insert Amadeus” button it will open new popup window.

- Copy and paste the flight details which you have in the text area then click on “Tabulate data” button.

Please paste data from Amadeus below .

LO3828 Q 08FEB 3 GDNWAW HK1 0535 0630 08FEB E LO/42YCR7

Copy and paste details in text area then click on 'Tabulate data' button

----Examples----

LO3828 Q 08FEB 3 GDNWAW HK1 0535 0630 08FEB E LO/42YCR7
 RO 383 W 30MAR 5 OTPCDG HK1 1300 1510 30MAR E RO/QTJYP
 RO 384 W 02APR 1 CDGOTP HK1 1620 2010 02APR E RO/QTJYP

- Submitted Quotation will be seen under “Quotation Details” grid.

Pax Details:

Staff Code	Pax Name	Gender	Nationality	Rank	DOB	Place Birth	Passport#	Passport Expiry	Place Of Issue	Seaman Book	Seaman Expiry
10096	Cruise, Tom	Male	India	MST	20/Mar/1979	KBRI COLOMBO	B550127	18/Feb/2022	BANGALORE		
10102	Sharma, Kapil	Male	India	MST	01/Aug/1971	india	B550127	18/Feb/2025	mumbai		
10238	1, Kevin	Male	Afghanistan	MST	20/Mar/1979	KBRI COLOMBO	B550127	18/Feb/2026	mumbai		

Quotation Details:

+ Add New Quotation Quotation Due Date: 27/Jan/2022

GDS Locator	Departure	Arrival	Deadline	Currency	Fare	Tax	Total	Status
ABC234	25 Jan 2022 00:00	25 Jan 2022 01:00	14/Mar/2022 18:30	SGD	12,000.00	1,000.00	13,000.00	Draft 🗨️ Actions
Flight		From	To	Departure	Arrival	Class	Class Type	Locator
🍷 AE23434		, (AEU)	, Chad (AEH)	25/Jan/2022 00:00	25/Jan/2022 01:00	E	Business	AS

- Travel Agent can see the other charges by just pointing your mouse to the Remarks.

Quotation Details: Quotation Due Date: 27/Jan/2022

GDS Locator	Departure	Arrival	Deadline	Currency	Fare	Tax	Total	Status	Actions
ABC234	25 Jan 2022 00:00	25 Jan 2022 01:00	14/Mar/2022 18:30	SGD	12,000.00	1,000.00	13,000.00	Draft	ⓘ

Other Details :

Baggage allowances (Kg)	24.00
Date-Change penalty	0.00
Cancellation Charges	0.00
Remarks	

Edit and Create Copy of Quotation

- While Submitting Quote, Travel Agent can EDIT quotation and CREATE COPY of same quotation by clicking “Edit” and “Create Copy” options from Action drop down.

Pax Details:

Staff Code	Pax Name	Gender	Nationality	Rank	DOB	Place Birth	Passport#	Passport Expiry	Place Of Issue	Seaman Book	Seaman Expiry
10166	Star Wynn A, Arangote	Male	Philippines	J/OFF	16/Apr/1984	Mumbai	243534uh	02/Oct/2026	Philippines		

Quotation Details: Quotation Due Date: 26/Mar/2022

GDS Locator	Departure	Arrival	Deadline	Currency	Fare	Tax	Total	Status	Actions
55	31 Mar 2022 00:00	31 Mar 2022 11:00	28/Mar/2022 13:41	VUV	4,546.00	4,564.00	9,110.00	Draft	ⓘ

Flight Details:

Flight	From	To	Departure	Arrival	Class	Class Type
AE243	Mumbai, India (BOM)	Boma, Saint-Martin (France) (BOA)	31/Mar/2022 00:00	31/Mar/2022 11:00	4	Economy

- On click of create copy option a “Travel Quotation” pop up will open.
- All field details will be filled automatically, click on “Save & Close” button ,then Same quotation copy will get created.

Travel Quotation

Quotation Due Date: 28/Mar/2022 Currency: VUV - Vanuatu Vatu Deadline: 28/Mar/2022 13:41

GDS-Locator: 55 Fare/Pax: 4,546.00 Cancellation Charges: 45,645.00

Baggage Allow (Kg): 55.00 Tax/Pax: 4,564.00 Date-Change penalty: 66.00

Route #	Vessel	Travel Class	From	To	Departure	Arrival
1	Napoleon	Economy	Mumbai, India (BOM)	Boma, Saint-Martin (France) (BOA)	31/Mar/2022 00:00	31/Mar/2022 00:00

Insert Amadeus Insert Galileo

Flight	From	To	Flight Locator	Travel Class	Class Type	Flight Status
AE243	Mumbai - Chhatrapati Shivji	Boma - Boma Airport (BOA)	4	4	Economy	Confirmed

Quotation Remarks: created copy of quotation

Save **Save & Close** Cancel

Note: Once agent submit the quotation to the Client, Agent cannot edit, create copy, and submit the quotation. All the Actions options will be disabled. And Status will be changed as "Submitted to Client".

Route Details:

Route #	Travel ID	Vessel	Travel Class	From	To	Departure	Arrival
1	262	Bryce	Economy	, India (AGX)	, India (AGR)	14/Mar/2022 00:00	14/Mar/2022 14:00

Pax Details:

Staff Code	Pax Name	Gender	Nationality	Rank	DOB	Place Birth	Passport#	Passport Expiry	Place Of Issue	Seaman Book	Seaman Expiry
10083	AS, Anand	Male	India	MST	26/May/1990	Mumabi	ASD12334	05/Jun/2022	Mumbai		
10238	1, Kevin	Male	Afghanistan	MST	20/Mar/1979	KBRI COLOMBO	B550127	18/Feb/2026	mumbai		

Quotation Details:

GDS Locator	Departure	Arrival	Deadline	Currency	Fare	Tax	Total	Status
gsd_14030409	14 Mar 2022 00:00	14 Mar 2022 08:00	14/Mar/2022 18:38	USD	4,009.00	409.00	4,418.00	Submitted To Client

Flight	From	To	Departure	Arrival	Class	Class Type	Locator
6E2324	, India (AGX)	, India (AGR)	14/Mar/2022 00:00	14/Mar/2022 08:00	1	Economy	loc_408

Decline the Quotation

- Travel Agent can decline the quotation from “New RFQ” stage.
- To decline the quotation request, click on the ACTIONS dropdown (extreme-right) of Travel request. and click on “Decline” option.
- One prompt will be shown as ‘Are you sure decline request?’ click on “OK” button.
- Enter the reason for declining the quote and click on “Save” button.

test.joterp.online says
Are you sure decline request?

OK Cancel

Search Criteria

Travel ID : Company Name : Stage :

PO/Invoice Code : Vessel Name :

13 Pending Quotes 07 Pending E-Tickets Uploads 02 Mark PAX as Travelled 08 Pending Invoice Upload

Please specify reason :
Test Declined

Save Cancel

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Requested By	Stage	Actions
240	YMLJot Ship Management	Yuho Maru 1	AEH -> AGX	08/Nov/2021	1	08/Nov/2021	Economy	Yes	24/Mar/2022	Jyoti	New RFQ	Submit Quote Decline
226	YMLJot Ship Management	Grace River	AEH -> AGX	08/Nov/2021	1	08/Nov/2021	Economy	Yes	09/Nov/2021	Jyoti	New RFQ	Submit Quote Decline

- Agent can check all decline quotation from “Quotation Declined” stage.

Search Criteria

Travel ID : Company Name : Stage :

PO/Invoice Code : Vessel Name :

13 Pending Quotes 07 Pending E-Tickets Uploads 01 Mark PAX as Travelled 09 Pending Invoice Upload

Invoice Stage :

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Requested By	Stage	Actions
249	YMLJot Ship Management	Black Leader	AEH -> AMB	15/Feb/2022	1	15/Feb/2022	Business	Yes	18/Feb/2022	Sarita	Quotation Declined	Actions
232	YMLJot Ship Management	Yami	AEU -> AEH	25/Jan/2022	3	25/Jan/2022	Business	No	27/Jan/2022	Jyoti	Quotation Declined	Actions
187	YMLJot Ship Management	Napoleon	BOM -> BEO, BEO -> BOM	30/Sep/2021	4	30/Sep/2021	Economy	Yes	01/Oct/2021	Jyoti	Quotation Declined	Actions

- Once the quotation submitted to the client then it will be shown in “Quotation Submitted” stage. With all the details of quote such as “Qtn Due Date” and “Requested By”.

TRAVEL INDEX

Search Criteria

Travel ID : Company Name : Stage :

New RFQ	Cancelled
Quotation Submitted	Invoice
Quotation Approved	Quotation Declined
Ticket Issued	ALL Stage

PO/Invoice Code : Vessel Name : Invoice Stage :

Pending Quotes ¹³ Pending E-Tickets Uploads ⁰⁷ Mark PAX as Travelled ⁰² Pending Invoice Upload ⁰⁸

[How to do this ?](#)

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Requested By	Stage	Actions
267	YMLJot Ship Management	Napoleon	BOM -> BOA	25/Mar/2022	1	31/Mar/2022	Economy	Yes	26/Mar/2022	Joti	Quotation Submitted	Actions
263	YMLJot Ship Management	Jot Raavi	AEU -> AKD	17/Mar/2022	2	17/Mar/2022	Business	Yes	18/Mar/2022	Jyoti	Quotation Submitted	Actions

View Quotation details

- Agent can see the quotation details by clicking on “View Quote” from action drop down.

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Purchase Order				Requested By	Stage	Actions
										PO#	Date	CUR	Value			
74	YMLJot Ship Management	Yuhio Maru 1	AGX -> BEO	28/Apr/2021	3	28/Apr/2021	Economy	Yes	29/Apr/2021					Jyoti	Ticket Issued	<input type="button" value="View Quote"/>

- Once Clicked on “View Quote”, Quotation Details pop up will open.

[Print Report](#)

Route Details:

Route #	Travel ID	Vessel	Travel Class	From	To	Departure	Arrival
1	267	Napoleon	Economy	Mumbai, India (BOM)	Boma, Saint-Martin (France) (BOA)	31/Mar/2022 00:00	31/Mar/2022 00:00

Pax Details:

Staff Code	Pax Name	Gender	Nationality	Rank	DOB	Place Birth	Passport#	Passport Expiry	Place Of Issue	Seaman Book	Seaman Expiry
10166	Star Wynn A, Arangote	Male	Philippines	3/OFF	16/Apr/1984	Mumbai	243534ub	02/Oct/2026	Philippines		

Quotation Details:

GDS Locator	Departure	Arrival	Deadline	Currency	Fare	Tax	Total	Status
55	31 Mar 2022 00:00	31 Mar 2022 11:00	28/Mar/2022 13:41	VUV	4,546.00	4,564.00	9,110.00	Draft
Flight	From	To	Departure	Arrival	Class	Class Type	Locator	
AE243	Mumbai, India (BOM)	Boma, Saint-Martin (France) (BOA)	31/Mar/2022 00:00	31/Mar/2022 11:00	4	Economy	4	

- **Note:** Quotation details can be viewed from any of the stages from “Quotation Submitted” to “Invoice” stage by using “View Quote” option.
- From “View Quote” page, Agent can take print of quotation details by using “Print Report” button.
- To take print of quotation report click on “View Quote” option, quotation details page will get open – click on “Print Report” option, it will redirect to new window and Quotation details will be shown in PDF file.

The screenshot displays a web interface for viewing quotation details. At the top right, there is a 'Print Report' button. Below it, there are two summary tables: 'Route Details' and 'Pax Details'. The 'Route Details' table shows a single route from Mumbai, India to Boma, Saint-Martin (France). The 'Pax Details' table shows a passenger named Star Wynn A, Arangote, male, from the Philippines.

The main content area is titled 'Quotation Detail / Alito Travel Co., Ltd.' and contains three detailed tables:

- Route Details:** A table with columns for Route #, Travel ID, Vessel, Vessel Flag, Travel Class, From, To, Departure, Arrival, and Is Seaman. It lists route 1 with details for vessel Napoleon, class Economy, and flight from Mumbai to Boma.
- Pax Details:** A table with columns for Staff Code, Pax Name, Gender, Nationality, Rank, DOB, Place Birth, Passport#, Passport Expiry, Place of Issue, Seaman Book, and Seaman Expiry. It lists passenger 10166, Star Wynn A, Arangote.
- Quotation Details:** A table with columns for GDS Locator, Departure, Arrival, Deadline, Currency, Fare, Tax, Total, Baggage allowances (Kg), Date-Change penalty, Cancellation Charges, and Remarks. It shows a quotation for 31 Mar 2022 00:00 with a total fare of 9,110,000.

At the bottom right of the main content area, there is another 'Print Report' button, which is highlighted by a red arrow pointing from the button in the top right corner.

Quotation Approved

- Once the quotation is approved from office user then travel request will be visible in "Quotation Approved" stage. From there agent can view "Purchase Order" related details

The screenshot shows the TRAVEL INDEX interface. At the top, there are search criteria fields for Travel ID, PO/Invoice Code, Company Name, and Vessel Name. Below these are four status buttons: Pending Quotes (13), Pending E-Tickets Uploads (07), Mark PAX as Travelled (02), and Pending Invoice Upload (08). A Stage dropdown menu is set to 'Quotation Approved', with a red arrow pointing to it. Below the search area is a table with columns: Travel ID, Company Name, Vessel, Route, Req Date, PAX, Departure Date, Class, Is Seaman?, Qtn Due Date, Purchase Order (with sub-columns PO#, Date, CUR, Value), Requested By, and Stage. A red box highlights the Purchase Order sub-columns, and a red arrow points to the PO# 'EEVY-PO-TR-2200008'.

- Agent can see the Purchase Order By clicking PO number (Blue color link).

The screenshot shows a Purchase Order document. At the top left is the JotSolutions logo. The header reads 'YMLJot Ship Management' with address '#19-01A Keppel Tower Singapore', website 'www.maritectankers.com', and 'Singapore, Singapore'. Below this is the title 'Purchase Order'. The document is divided into two main sections: 'ISSUED TO:' and 'ISSUED BY:'. The 'ISSUED TO:' section is for Alito Travel Co., Ltd., located at 53 floor of No. 78 Changchun Road, Taipei City Taiwan, with contact person Yao Hongyi, email rohini.more@joterp.com, and mobile number 91-11111. The 'ISSUED BY:' section is for YMLJot Ship Management, with the same address and website, and contact person enix@joterp.com, telephone +65-65853397, and fax /. At the bottom, under 'ORDER PARTICULARS:', the Vessel Name is Lydia, Travel ID is 246, and PO Number is EEVY-PO-TR-2200008.

Upload Travel Tickets

- To Upload the Travel Tickets, go to “Quotation Approved” stage and, click on the ACTIONS dropdown (extreme-right) of Travel request and click on “Upload Ticket” option.
- Note: You can also find all Travel ID’s which are pending to upload the tickets by using “Pending E- Tickets Uploads” notification button

TRAVEL INDEX

Search Criteria

Travel ID : Company Name : Stage :

New RFQ	Cancelled Invoice
Quotation Submitted	Quotation Declined
Quotation Approved	
Ticket Issued	ALL Stage

 Search

PO/Invoice Code : Vessel Name : Invoice Stage :

Pending Quotes ¹² Pending E- Tickets Uploads ⁰⁷ Mark PAX as Travelled ⁰² Pending Invoice Upload ⁰⁸

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Purchase Order				Requested By	Stage	Actions
										PO#	Date	CUR	Value			
246	YMLJot Ship Management	Lydia	BEO -> AGX	08/Feb/2022	1	08/Feb/2022	Economy	Yes	15/Mar/2022	EEVY-PO-TR-2200008	21/Mar/2022	USD	3,873.00	Jyoti	Quotation Approved	View Quote Upload Ticket Decline
240	YMLJot Ship Management	Yuhu Maru 1	AMX -> AUU	04/Feb/2022	5	04/Feb/2022	Economy	Yes	24/Mar/2022	YUHO-PO-TR-2200015	28/Mar/2022	VND	2,267,485.00	Jyoti	Quotation Approved	

- Once clicked on Upload Ticket option from action drop down, “Upload Ticket” pop up window will get open.
- To upload ticket, click on upload ticket link present below Ticket Number column.

Upload Ticket Travel ID - 246

Route Details:

Route #	Request #	Vessel Name	Route	Departure date	Class	Quote Due Date	No of Pax	Is Seaman	Requested By
1	246	Lydia	Aeropolitan Airport -> Agatti Airport	08/Feb/2022 00:00	Economy	15/Mar/2022 18:21	1	Yes	Jyoti Bansode

Pax Details:

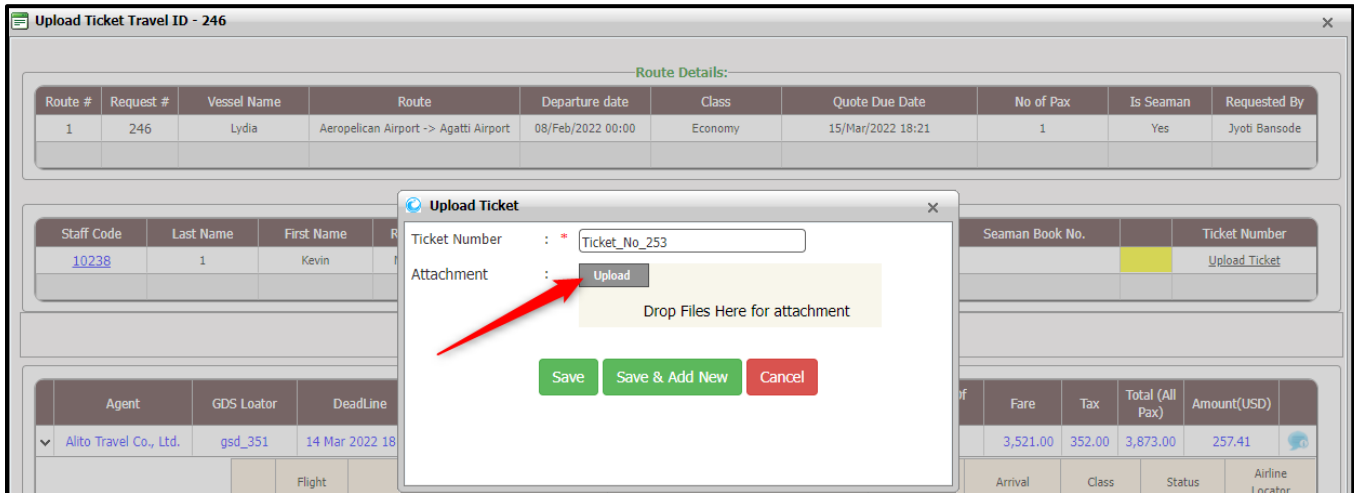
Staff Code	Last Name	First Name	Rank	Nationality	DOB	Place Of Birth	Passport No.	Seaman Book No.	Ticket Number
10238	1	Kevin	MST	Afghanistan	20/Mar/1979	KBRI COLOMBO	B550127		Upload Ticket

Finalize uploading of tickets

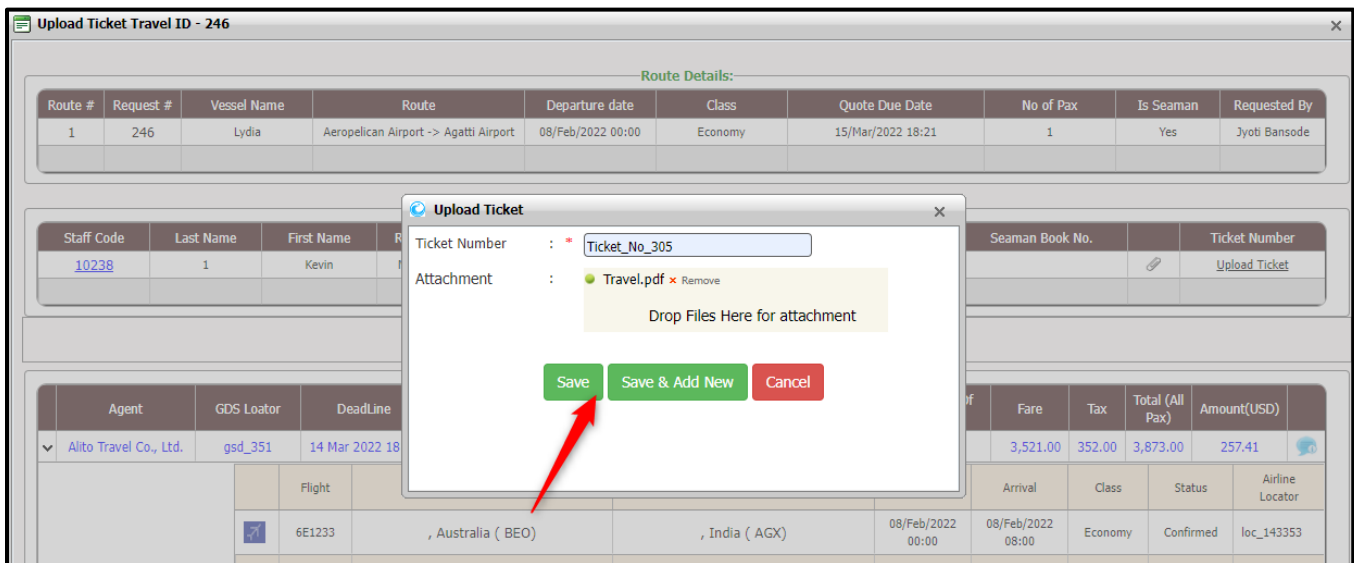
Approved Quotation Details:

Agent	GDS Loator	DeadLine	Departure Date	Arrival Date	Currency	Exch Rate	No Of Pax	Fare	Tax	Total (All Pax)	Amount(USD)
Alito Travel Co., Ltd.	gds_351	14 Mar 2022 18:21	08 Feb 2022 00:00	08 Feb 2022 08:00	USD	0.066463	1	3,521.00	352.00	3,873.00	257.41
	Flight	From	To		Departure	Arrival	Class	Status	Airline Locator		
	6E1233	, Australia (BEO)	, India (AGX)		08/Feb/2022 00:00	08/Feb/2022 08:00	Economy	Confirmed	loc_143353		

- “Upload Ticket” pop up will open, Enter the Ticket Number and Upload the Ticket, by browsing the correct file from your computer.



- After uploading file click on “Save” button or to add more files click on “Save & Add New” Button.



- To view the uploaded ticket, Hover the mouse on attachment symbol “📎”, Small window will appear then click on “Ticket No” link then uploaded attachment will be shown in the new page.
- Note: “Finalize Uploading of Tickets” button will enable only after uploading ticket for all the Seafarer.**

Upload Ticket Travel ID - 246

Route Details:

Route #	Request #	Vessel Name	Route	Departure date	Class	Quote Due Date	No of Pax	Is Seaman	Requested By
1	246	Lydia	Aeropelican Airport -> Agatti Airport	08/Feb/2022 00:00	Economy	15/Mar/2022 18:21	1	Yes	Jyoti Bansode

Pax Details:

Staff Code	Last Name	First Name	Rank	Nationality	DOB	Place Of Birth	Passport No.	Seaman Book No.	Ticket Number
10238	1	Kevin	MST	Afghanistan	20/Mar/1979	KBRI COLOMBO	B550127		📎 Upload Ticket

Finalize uploading of tickets

Approved Quotation Details:

Agent	GDS Loator	DeadLine	Departure Date	Arrival Date	Currency	Exch Rate	No Of Pax	Fare	Tax	Total (All Pax)	Amount(USD)
Alito Travel Co., Ltd.	gsd_351	14 Mar 2022 18:21	08 Feb 2022 00:00	08 Feb 2022 08:00	USD	0.066463	1	3,521.00	352.00	3,873.00	257.41

Flight	From	To	Departure	Arrival	Class	Status	Airline Locator
6E1233	, Australia (BEO)	, India (AGX)	08/Feb/2022 00:00	08/Feb/2022 08:00	Economy	Confirmed	loc_143353

Pop-up Window:

Pax Name	Ticket Number
Kevin 1	Ticket_No_253
Kevin 1	Ticket_No_305

- After uploading all the tickets agent can finalize the Ticket from “Finalize Uploading of Tickets” button.

Upload Ticket Travel ID - 246

Route Details:

Route #	Request #	Vessel Name	Route	Departure date	Class	Quote Due Date	No of Pax	Is Seaman	Requested By
1	246	Lydia	Aeropelican Airport -> Agatti Airport	08/Feb/2022 00:00	Economy	15/Mar/2022 18:21	1	Yes	Jyoti Bansode

Pax Details:

Staff Code	Last Name	First Name	Rank	Nationality	DOB	Place Of Birth	Passport No.	Seaman Book No.	Ticket Number
10238	1	Kevin	MST	Afghanistan	20/Mar/1979	KBRI COLOMBO	B550127		📎 Upload Ticket

Finalize uploading of tickets

Approved Quotation Details:

Agent	GDS Loator	DeadLine	Departure Date	Arrival Date	Currency	Exch Rate	No Of Pax	Fare	Tax	Total (All Pax)	Amount(USD)
Alito Travel Co., Ltd.	gsd_351	14 Mar 2022 18:21	08 Feb 2022 00:00	08 Feb 2022 08:00	USD	0.066463	1	3,521.00	352.00	3,873.00	257.41

Flight	From	To	Departure	Arrival	Class	Status	Airline Locator
6E1233	, Australia (BEO)	, India (AGX)	08/Feb/2022 00:00	08/Feb/2022 08:00	Economy	Confirmed	loc_143353

Ticket Issued

- Once all the tickets are uploaded and finalized then travel request will get moved Ticket Issued stage and agent can view travel from by “Ticket Issued” Stage.
- Note: You can also find all Travel IDs for which tickets are uploaded and finalized by using “Mark PAX as Travelled” notification button

The screenshot shows the 'TRAVEL INDEX' search interface. It includes search criteria for Travel ID, Company Name, Stage, PO/Invoice Code, and Vessel Name. A notification bar contains buttons for 'Pending Quotes' (11), 'Pending E-Tickets Uploads' (08), 'Mark PAX as Travelled' (02), and 'Pending Invoice Upload' (08). The 'Mark PAX as Travelled' button is highlighted with a red arrow. The 'Stage' dropdown menu is open, showing options: New RFQ, Cancelled Invoice, Quotation Submitted, Quotation Approved, Quotation Declined, and Ticket Issued. The 'Ticket Issued' option is highlighted with a red arrow. Below the search criteria is a table of travel requests.

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Requested By	Stage	Actions
262	YMLJot Ship Management	Bryce	AGX -> AGR	14/Mar/2022	2	14/Mar/2022	Economy	Yes	15/Mar/2022	Jyoti	Ticket Issued	Actions
74	YMLJot Ship Management	Yuhu Maru 1	AGX -> BEO	28/Apr/2021	3	28/Apr/2021	Economy	Yes	29/Apr/2021	Jyoti	Ticket Issued	Actions

Upload Invoice

- To Upload the Travel Invoice, go to “Invoice” stage and, click on the ACTIONS dropdown (extreme-right) of Travel request and click on “Upload Invoice” option.
- Note: You can also find all Travel ID’s which are pending to upload Invoices by using “Pending Invoice Upload” notification button

The screenshot shows the 'TRAVEL INDEX' search interface. It includes search criteria for Travel ID, Company Name, Stage, PO/Invoice Code, and Vessel Name. A notification bar contains buttons for 'Pending Quotes' (11), 'Pending E-Tickets Uploads' (08), 'Mark PAX as Travelled' (02), and 'Pending Invoice Upload' (08). The 'Pending Invoice Upload' button is highlighted with a red arrow. The 'Stage' dropdown menu is open, showing options: New RFQ, Cancelled Invoice, Quotation Submitted, Quotation Approved, Quotation Declined, and Ticket Issued. The 'Invoice' option is highlighted with a red arrow. Below the search criteria is a table of travel requests.

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Purchase Order			Invoice					Requested By	Stage	Select	Actions		
						PO#	Date	CUR	Value	Invoice #	CUR	Value	Date					Due Date	Status
262	YMLJot Ship Management	Bryce	AGX -> AGR	14/Mar/2022	2												Jyoti	Invoice	Actions
206	YMLJot Ship Management	Yami	AEU -> AAA	21/Oct/2021	2												Jyoti	Invoice	Actions

- Upload Invoice window will get open, Key In all the Mandatory field.
- Select Invoice Type, Upload the “Invoice Copy” and click on the “Save” button.

- To view uploaded Invoice, go to Invoice stage, and go to “Pending Invoice Approval” status of Invoice, Hover the mouse on Invoice number - small window will appear then click on attachment symbol “📎”, the uploaded attachment will be shown in the new page.

TRAVEL INDEX

Search Criteria

Travel ID : Company Name : Stage :

New RFQ	Cancelled
Quotation Submitted	Invoice
Quotation Approved	Quotation Declined
Ticket Issued	ALL Stage

PO/Invoice Code : Vessel Name : Invoice Stage :

Pending Quotes ¹¹ Pending E-Tickets Uploads ⁰⁸ Mark PAX as Travelled ⁰² Pending Invoice Upload ⁰⁹

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Purchase Order				Invoice				Requested By	Stage		
						PO#	Date	CUR	Value	Invoice #	CUR	Value	Date			Due Date	Status
200	YMLJot Ship Management	Jot Raavi	HVA -> ADO	19/Oct/2021	3	RAAV-PO-TR-2100094	19/Oct/2021	USD	15,000.00	Inv19102021002	AED	15,000.00	19/Oct/2021	18/Nov/2021	Pending Invoice Approval	Jyoti	Invoice

19/Oct/2021 00:00 15,000.00 AED

Page size: 10 1 Items in 1 page

- Agent can also upload batch invoices by using “Batch Invoice” feature from Travel Index.
- To Upload batch Invoice, Go To “Invoice - Not Uploaded” Stage, and select the Travel Request for which you want to upload invoices, from checkbox present in front of Travel IDs, and click on “Batch Invoice” Button.

TRAVEL INDEX

Search Criteria

Travel ID : Company Name : Stage :

New RFQ	Cancelled
Quotation Submitted	Invoice
Quotation Approved	Quotation Declined
Ticket Issued	ALL Stage

PO/Invoice Code : Vessel Name :

Invoice Stage : [How to do this ?](#)

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Purchase Order				Invoice					Requested By	Stage	Select	Actions
						PO#	Date	CUR	Value	Invoice #	CUR	Value	Date	Due Date				
262	YMLJot Ship Management	Bryce	AGX -> AGR	14/Mar/2022	2										Jyoti	Invoice	<input checked="" type="checkbox"/>	Actions
206	YMLJot Ship Management	Yami	AEU -> AAA	21/Oct/2021	2										Jyoti	Invoice	<input checked="" type="checkbox"/>	Actions
201	YMLJot Ship Management	Yami	DEL -> SIN, SIN -> BEG, BEG -> BOM	20/Oct/2021	1										Jyoti	Invoice	<input type="checkbox"/>	Actions
197	YMLJot Ship Management	Grace River	AEU -> AAA	14/Oct/2021	2										Jyoti	Invoice	<input type="checkbox"/>	Actions

- Upload Batch Invoices window will get open.
- To upload invoices Key In all the Mandatory field, Enter the Invoice amounts, Upload the “Invoice Copy” and click on the “Save” button.

Upload Batch Invoices

Invoice # * Invoice Type *

Invoice Date * Invoice Due Date

Invoice Currency Is Urgent ?

Invoice Copy Invoice copy.png Remove

Drop File Here

Travel #	Travel Date	PAX	Route	PO#	CUR	PO Amt	Invoice Amt
206	21/Oct/2021	2	AEU -> AAA				<input type="text" value="622.00"/>
262	14/Mar/2022	2	AGX -> AGR				<input type="text" value="522.00"/>

Cancelled stage

- All the travel request which are cancelled from office user will be shown in "Cancelled" stage.

TRAVEL INDEX

Search Criteria

Travel ID : Company Name :

PO/Invoice Code : Vessel Name :

Stage :

New RFQ	Cancelled
Quotation Submitted	Invoice
Quotation Approved	Quotation Declined
Ticket Issued	ALL Stage

Pending Quotes ¹¹ Pending E-Tickets Uploads ⁰⁷ Mark PAX as Travelled ⁰² Pending Invoice Upload ⁰⁹

Invoice Stage :

[How to do this ?](#)

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Requested By	Stage	Actions
246	YMLJot Ship Management	Lydia	BEO -> AGX	08/Feb/2022	1	08/Feb/2022	Economy	Yes	15/Mar/2022	Jyoti	Cancelled	Actions
20	YMLJot Ship Management	Jot Raavi	JAI -> DEL	04/Jan/2018	3	16/Dec/2017	Economy	Yes	05/Jan/2018	Saket	Cancelled	Actions

All Stage

- Note: You can find all the Travel Request in 'All Stage' at any time to filter the records as needed.

TRAVEL INDEX

Search Criteria

Travel ID :

PO/Invoice Code :

Company Name :

Vessel Name :

Stage :

New RFQ	Cancelled
Quotation Submitted	Invoice
Quotation Approved	Quotation Declined
Ticket Issued	ALL Stage

Pending Quotes 02

Pending E-Tickets Uploads

Mark PAX as Travelled

Pending Invoice Upload

Invoice Stage :

[How to do this ?](#)

Clear Filters

Travel ID	Company Name	Vessel	Route	Req Date	PAX	Departure Date	Class	Is Seaman?	Qtn Due Date	Requested By	Stage	Actions
278	YMLJot Ship Management	Eagle Trenton	AGX -> AEU	30/Mar/2022	1	30/Mar/2022	Economy	Yes	31/Mar/2022	Jyoti	New RFQ	Actions
274	YMLJot Ship Management	Hull 1011	AMB -> BEO	25/Mar/2022	1	29/Mar/2022	Economy	Yes	26/Mar/2022	Jyoti	New RFQ	Actions
273	YMLJot Ship Management	Hull 1011	BEO -> AMB, AMB -> BEO	25/Mar/2022	1	25/Mar/2022	Economy	Yes	30/Mar/2022	Jyoti	Invoice	Actions
273	YMLJot Ship Management	Hull 1011	BEO -> AMB, AMB -> BEO	25/Mar/2022	1	25/Mar/2022	Economy	Yes	30/Mar/2022	Jyoti	Invoice	Actions
273	YMLJot Ship Management	Hull 1011	BEO -> AMB, AMB -> BEO	25/Mar/2022	1	25/Mar/2022	Economy	Yes	30/Mar/2022	Jyoti	Invoice	Actions
272	YMLJot Ship Management	Cristobal	IXU -> COK	25/Mar/2022	3	25/Mar/2022	Economy	No	26/Mar/2022	Jyoti	Invoice	Actions