



# Apollo

## GT3 SET-UP FORM FOR TRAVEL AGENCIES

[www.groundtravel.com](http://www.groundtravel.com)

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This form is for travel agencies that want to book ground transportation on behalf of their corporate account using the GT3/Saturn automated booking process via the GDS or online booking tool. GT3 customizes a script (or creates the process) for a travel agency to book the corporations' preferred vendors via automation. Please fill out the form **completely**, save the document and send it to GT3 at [gt3setup@groundtravel.com](mailto:gt3setup@groundtravel.com).

Please be complete, as this is required information. **Incomplete forms may cause a delay in the process.** If you have any questions while filling out the form, please contact **Colleen Hughes at 201-270-5918, between 9AM-5PM EST.**

<b>Date Submitted:</b>	<b>Who Submitted:</b>	<b>Company:</b>
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CORPORATE ACCOUNT INFORMATION (who takes the ride)	
<b>Name of Corporation:</b>	
<b>Complete Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Country:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Contact First Name:</b>	
<b>Contact Last Name:</b>	
<b>Email of Contact:</b>	
<b>Title of Contact:</b>	
<b>What Online Booking Tool are you using to book ground transportation (Cligbook, Orbitz,):</b>	
<b>**Annual Airline Spend:</b>	
<b>**Annual Ground Travel Spend:</b>	
<b>**Annual # of Ground Transactions:</b>	

**\*\* MANDATORY INFORMATION**

<b>TRAVEL AGENCY INFORMATION (who is booking the ride)</b>	
<b>Name of Travel Agency:</b>	
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Country:</b>	
<b>Main Reservation Phone #:</b>	
<b>Fax #:</b>	
<b>Name of Lead Contact:</b>	
<b>Email of Agency Contact:</b>	
<b>**IATA # (main one only)</b>	
<b>**Psuedo City Code (s):</b>	
<b>**What GDS are you using to book ground transportation:</b>	Apollo
<b>Online Booking Tool Used (Saturn Connect, Cliqbook, Orbitz):</b>	
<b>**Payment Used for Booking Ground Travel – credit card, direct bill or both?</b>	
<b># of Agents booking this account:</b>	

\*\* critical data required (although all is important)

<b>FOR THE TRAVEL MANAGER OF THE CORPORATION TO COMPLETE: MANDATORY</b>	
<b>What's included in your rates with the service provider? Gratuity? Taxes? Etc.</b>	
<b>What's NOT included in the provider rates? Wait time? Tolls? Etc.</b>	
<b>What are the cancel policies for your account?</b>	
<b>What general remarks would you like on each traveler itinerary? I.E: Call 800-122-1223 if you cannot locate your driver</b>	

GROUND SERVICE PROVIDER INFORMATION (who is providing the ride / preferred vendor)	
EXACT Name of Provider:	
Street Address:	
City, State, Zip Code:	
Phone:	
Fax:	
Contact First Name and Last Name:	
Main Email Address for reservations:	
Rates – are they base rates or all-inclusive – what do they include?	
Corporate Account # and form of payment i.e. #533 Credit Card #449 Direct Bill	*****mandatory*****
Do you use: <ul style="list-style-type: none"> <li>• credit card only</li> <li>• direct bill only</li> <li>• both credit card &amp; direct bill?</li> </ul>	*****mandatory*****

**THIS IS VERY IMPORTANT – AND SAVES YOU TIME WHEN INPUTTING ADDRESSES THAT ARE USED OFTEN BY YOUR CORPORATE CLIENT**  
(conference centers, hotels, key residences, office locations, etc.)

FREQUENTLY BOOKED ADDRESSES (for the corporate traveler taking ride)					
Name identifier for drop down menu (i.e. GT3-Newark)	Office, Residence or Location Name	Full Street Address	City	State, Zip and Country	Phone Number (mandatory for Apollo)



GT3 will make a reasonable attempt to re-configure the script (booking tool) to read your profile information. It is critical that the data is consistent. GT3 will always look for your data in a consistent field, and if it changes or is moved, the script will not find it.

### Send GT3 a Profile Consistent with General Population:

Do not send us a standard copy of a profile, but a true copy of a traveler profile so we can see how you format the data we need to capture. This is important. *Cut and paste a copy of the entire profile for us to view.*

### Cutting & Pasting Formats and Profile Standards:

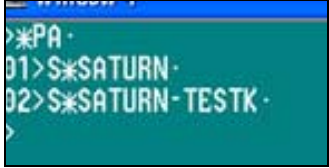
How do you get the copy of the profile to us? **DO NOT PRINT AND FAX IT!!** Please copy and paste it for us.

Regardless of the GDS you can 'drop' the mouse in the upper left hand corner of the displayed portion of what you want to copy, hold down the left mouse button and drag the mouse down until you have highlighted as much as you want (or can). Then, while the text is still highlighted, click on the edit menu and then click on copy. Then use the task bar to navigate back to this document. Click once in the area that you want to paste, and then press CTRL-V (hold down the CTRL key and press the 'V' key. You should see the portion of the document that you copied. **If the text that you are copying does not display all in one screen, you will have to copy and paste multiple times. Each time that you copy, you will have to do the MD (move down) command in order to see the next screen of text.**

## What is needed to make the script work:

GT3 needs you to cut and paste examples of how you display the command showing results and the format for inputting the filed into the PNR, for example. And the same for all other requested fields. If it's an optional or never move field, the script may not read it. This is mandatory. If information is not provided, it may cause delay in producing the script or cause an error.

## APOLLO ONLY

Profile Fields Needed:	Example of Apollo profile field and the formats used to display.	Cut and paste a screen shot from your Apollo profile including how to display.
HOW TO ACCESS PROFILE	 <p>*PA THEN TAB 3 TIMES</p>	
HOME ADDRESS:	106OT/W-8 MAIN ST TUXEDO NY Z/10536	
OFFICE ADDRESS:	14YD/D-KAREN SMITH BEST COMPANY 200 BROADWAY NEW YORK NY 10019	
PHONE NUMBERS:	2YT/P:NYCR/914-555-9220 3YT/P:NYCB/212-555-4698 5YT/P:NYCC/212-555-4801 6YT/P:NYCF/212-555-4174	
Email Address:	15YT/P:NYCE/KAREN.SMITH//ANYWHERE.COM  <b>**We need to know what line number it's on and is it standard in every profile**</b>	
Form of Payment w/expiration date:	12YT/F-AX3782000000000000/D1109	

## Additional Information – Do you need to capture data for reporting?

If there's additional information you need captured for reporting purposes or need to provide it to the service providers, GT3 needs to know in advance. Please cut and paste a copy of the display command and a description of what information is needed and why. (i.e. \*444 and 3-digit Cost Center required for reporting – located in the name field after \*).

**GT3 can capture the following data fields:**

- 1) COST CENTER
- 2) DEPARTMENT CODES
- 3) EMPLOYEE I.D. (CLIENT I.D.)
- 4) BUDGET CLASS
- 5) PURCHASE ORDER #

### REQUIRED REPORTING INFORMATION TO BE CAPTURED FROM YOUR PROFILE/PNR

GDS	Sample Examples	Cut and paste screen shot of the display command showing results, and the format for inputting the field into the PNR
<b>APOLLO</b>  <b>Examples of where information is located in the profile</b>	<b>Example 1</b>  <b>Example 2</b>  <b>Example 3</b>	<b>2Y/N:1RESERVATION/TEST*22225-938231-3938271</b> This is a 5 digit Department Number, 6 Digit Cost Center and 7 digit Project Number  <b>23Y/T-U8-LEVEL I</b> This is a 7 character Budget Class  <b>60YH/α:5A/CO-ZYX</b> This is a 3 digit Company Identifier

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