



Apollo GGA SET-UP FORM



1. Fill out form entirely- all information is required
2. Email completed form to ggasetup@globalground.com
3. Saturn will notify you when the form is received
4. If there is any further information needed, you will be notified
5. Each preferred limo vendor must load rates for this account. Please notify the vendors that you are adding them to Saturn via Apollo. This is very important to the process.
6. Incomplete forms will delay the process
7. For any changes or modifications, email ggasetup@globalground.com to request an ADD/DELETE form

Date Submitted:	Submitted By:	
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CORPORATE INFORMATION

Name of Corporation:	
Complete Address:	
City, State, Zip Code:	
Phone / EXT:	
Contact First Name:	
Contact Last Name:	
Email Address of Contact:	
Title of Contact:	
What Online (web-based) Booking Tool are you using? (Cliqbook, Orbitz,):	
Annual Airline Spend:	
Annual GroundTravel Spend:	
Annual # of Ground Transactions:	

TRAVEL AGENCY INFORMATION

Travel Agency Name:	
Address:	
City, State, Zip Code:	
Main Reservation Phone # ONLY:	
Name of Lead Contact:	
Email of Agency Contact:	
Phone # of Agency Contact:	
IATA # (main one only)	
Psuedo City Code (s):	
GDS used:	Apollo
Online Booking Tool Used Saturn Connect, Cliqbook,Orbitz:	
Payment Used for Booking Ground Travel – creditcard, direct bill or both?	
# of Agents booking this account:	



GROUND PROVIDER INFORMATION

ACCOUNT NUMBER/PAYMENT TYPE/RATES & CANCEL POLICY: Some providers assign multiple account numbers and payment types for billing and reporting purposes. Please list yours below and include rate definitions and cancel policies. It is highly recommended that you have the same type of rates (i.e. all inclusive, base only, base plus)

Name of Provider:	
Street Address:	
City, State, Zip Code:	
Phone:	
Contact Name:	
Email Address:	
Account Number(s):	
Payment Type(s):	
<p>What do the rates include? Are they :</p> <ol style="list-style-type: none"> 1. Base Rates Only? 2. Base and Gratuity Only? 3. All Inclusive Only? <p>YOU must select one of the above choices and have the providers agree to these types of rate definitions. You should try to have the same type of rates with all providers for your ground program.</p>	
<p>What is <u>NOT</u> included in your limo rate? Wait time? Tolls? Parking? Please List all that is NOT included</p>	
<p>What are the cancel policies for your account with the limo provider?</p>	
Vendor Code (FOR GT3 USE ONLY)	
Back-Office System (GT3 USE ONLY)	

Name of Provider:	
Street Address:	
City, State, Zip Code:	
Phone:	
Contact Name:	
Email Address:	
Account Number(s):	
Payment Type(s):	
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City, State, Zip Code:	
Phone:	
Contact Name:	
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Payment Type(s):	

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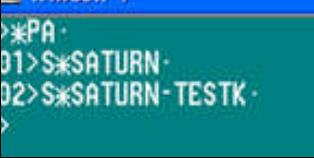
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Phone:	
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Email Address:	
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If you have more providers, please copy and paste the above "shell" to complete.

GDS SCREEN SHOTS OF PROFILE

What is needed to make the script work?

Please provide Saturn with screen shot examples of how you display the command showing results and the format for inputting the fields below into the PNR, for example. This is mandatory. If information is not provided, it may cause delay in producing the script or cause an error. Please refer to the instructions in the back of this paperwork for further details.

REQUIRED FIELDS	SEE EXAMPLES BELOW	ADD AGENCY SCREEN SHOTS OF YOUR <u>PROFILE</u> BELOW (not screen shots of the PNR)
HOW PROFILE IS ACCESSED <u>AFTER</u> YOU HAVE ALREADY MOVED IT INTO PNR	 <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:	<p>15YT/P:NYCE/KAREN.SMITH//ANYWHE RE.COM</p> <p>**We need to know what line number it's on and is it standard in every profile**</p> <p>Only ONE email address can be used</p>	
FORM OF PAYMENT WITH EXPIRATION DATE:	<p>12YT/F-AX37820000000000/D1109</p> <p>(must see expiration date format)</p>	

LIST FREQUENTLY USED ADDRESSES

Conference centers, hotels, key residences, office locations, etc. A drop-down menu in Apollo will store these addresses for you. Unlimited number of addresses permitted in Apollo

Drop-Down Menu Name (i.e. GT3-Newark)	Office, Residence or Location Name	Full Street Address	City	State, Zip and Country	Phone Number with Area Code

REPORTING

Saturn can capture data required for reporting and send it to the limo provider. UDIDs such as Cost Center, Dept. Codes, Employee ID, Client Matter #, Production Number, Budget Class and Purchase Order # are examples. **IN ORDER TO CAPTURE THIS DATA, WE NEED:**

- 1) See where you store the data in the PNR
- 2) Provide us with a screen shot of where it is in the PNR
- 3) Tell us how many characters it is
- 4) Tell us what you call it - "cost center" "dept code"

NAME OF UDID (S)	UDID SCREEN SHOT EXAMPLE	AGENCY UDID SCREEN SHOT
Department number, cost center, and Project Number are required	2Y/N:1RESERVATION/TEST*22225-938231-3938271 This is a 5 digit Department Number, 6 Digit Cost Center and 7 digit Project Number	Put screen shot here

