



GT3 SABRE SET-UP FORM

1. Fill out form entirely
2. Email completed form to gt3setup@groundtravel.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 Sabre. This is very important to the process.
6. Incomplete forms may delay the process
7. For any changes or modifications, email gt3setup@groundtravel.com to request and ADD/DELETE form

Date Submitted:	Who Submitted:	Company:
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A. CORPORATE ACCOUNT INFORMATION (company using transportation)

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:	

B. INFORMATION – TRAVEL AGENCY:

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:	Sabre (is it turbo or my sabre?)
Online Booking Tool Used Saturn Connect, Cliqbook,Orbitz:	
Payment Used for Booking Ground Travel – creditcard, direct bill or both?	
# of Agents booking this account:	

C. 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 : 1. Base Rates Only? 2. Base and Gratuity Only? 3. All Inclusive Only? 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):	
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Street Address:	
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Contact Name:	
Email Address:	
Account Number(s):	
Payment Type(s):	

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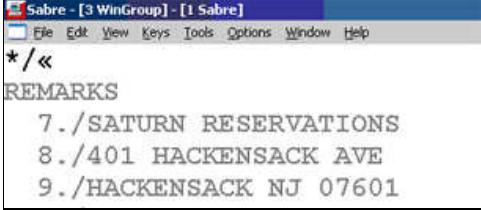

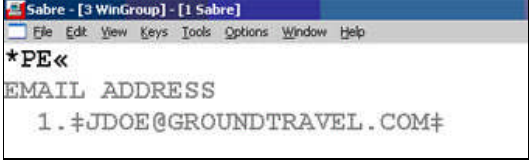
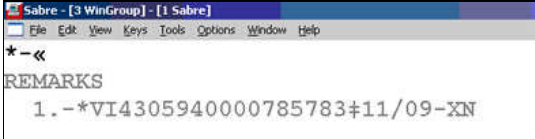
<p>What do the rates include? Are they :</p> <ol style="list-style-type: none"> 4. Base Rates Only? 5. Base and Gratuity Only? 6. All Inclusive Only? <p>YOU must select one of the above choices and have the providers agree to these types of rate definitions. You should try to have the same type of rates with all providers for your ground program.</p>	
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If you have more providers, please copy and paste the above "shell" to complete.

D. 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.

PNR Fields Needed:	Example of the display command showing results and the format for inputting the field into the PNR	Cut and paste a screen shot of the display command showing results, and the format for inputting the field into the PNR
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HOME ADDRESS:	<p>*P#<< REMARKS 19.P#TP-HM-JANE DOE 20.P#TP-HM-20 MAIN STREET 21.P#TP-HM-HACKENSACK NJ 07601</p> <p>5P#TP-HM-JANE DOE 5P#TP-HM-120 MAIN ST 5P#TP-HM-HACKENSACK NJ 07601</p>	
OFFICE ADDRESS:	 <p>*/<< REMARKS 7./SATURN RESERVATIONS 8./401 HACKENSACK AVE 9./HACKENSACK NJ 07601</p> <p>5/SATURN RESERVATIONS 5/401 HACKENSACK AVE 5/HACKENSACK NJ 07601</p>	
PHONE NUMBERS:	 <p>*P9<< PHONES</p> <p>1.EWR732-555-0400-A 2.EWR201-555-1350-B 3.EWR201-555-4938-F 4.EWR908-555-6400-C 5.EWR732-555-0872-H</p> <p>EWR201-555-1212-A EWR201-555-1234-H EWR201-555-5678-B EWR201-555-9012-C</p>	
EMAIL ADDRESS:	 <p>*PE<< EMAIL ADDRESS</p> <p>1.#JDOE@GROUNDTRAVEL.COM#</p> <p>PE#JDOE@GROUNDTRAVEL.COM#</p>	
FORM OF PAYMENT W/EXPIRATION DATE:	 <p>*-<< REMARKS</p> <p>1.-*VI4305940000785783#11/09-XN</p> <p>5-*VI1234123412341234#11/06</p>	

E. LIST OF FREQUENTLY USED ADDRESSES – LOCATIONS USED OFTEN BY THE CORPORATION WHEN USING GROUND TRANSPORTATION.

Conference centers, hotels, key residences, office locations, etc. A drop-down menu in Sabre will store these addresses for you. Maximum of 15 addresses permitted in Sabre

IN ORDER TO CAPTURE THIS DATA, WE NEED:

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

GDS		Sample Examples	Cut and paste screen shot of the display command showing results, and the format for inputting the field into the PNR
SABRE Examples of the display command showing results and the format for inputting the field into the PNR	Example 1	*.« REMARKS 17..Z*U3-55345 (Example of Display) 5.Z*U3-55345 (example of Format to Input) This is a 5 digit Cost Center (Example of Description)	
	Example 2	*N« 1.1TEST/RESERVATION*4938 -TEST/RESERVATION*4938 This is a 4 digit Department Number	
	Example 3	*A‡« REMARKS 23.A‡CO-XYZ 5A‡CO-XYZ This is a 3 digit Company Identifier	

**GDS Profile Information
Required for GT3/Saturn Script**

GT3 requires information about how your traveler profiles are set up in order to build the script (booking tool) to pull the data from your profile into the script.

The GT3/Saturn script automatically reads the following information from either the profile or the PNR if it's in a STANDARD LOCATION IN THE PNR:

- home , office and email addresses of traveler
- home phone, cell phone, office phone, fax number (any phone field)
- form of payment for traveler
- statement information from the name field or other areas in the profile (cost center, dept. codes, employee ID's, etc) if needed for reporting

If your profiles are NOT STANDARD:

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 properly.

Thank you for using Saturn! We look forward to working with you.

END OF DOCUMENT