



GT3 SET-UP FORM FOR TRAVEL AGENCIES: WORLDSPAN

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 any further information is need, you will be contacted
5. Each preferred limo vendor must load rates for this account. Please notify the vendors that you are adding them to Saturn via Worldspan. This is important to the process.
6. Incomplete forms will delay processing.
7. If you need to make changes or modifications to your Worldspan script, email gt3setup@groundtravel.com and request an ADD/DELETE form to accomplish that task

Date Submitted:	Who Submitted:	Company:
-----------------	----------------	----------

CORPORATE ACCOUNT INFORMATION	
Name of Corporation:	
Complete Address:	
City, State, Zip Code:	
Phone:	
Contact First Name:	
Contact Last Name:	
Email of Contact:	
Title of Contact:	
Are you using an online booking tool? Cliqbook, Orbitz, Rearden or Saturn Connect?:	
Annual Airline Spend:	
Annual Ground Travel Spend:	
Annual # of Ground Transactions:	

CID:
CORP:
TA:
SP:

TRAVEL AGENCY INFORMATION

Travel Agency Name:	
Address:	
City, State, Zip Code:	
Country:	
Main Reservation Phone #:	
Name of Lead Contact:	
Email of Agency Contact:	
Phone # of Agency Contact:	
**IATA # (main one only)	
**Psuedo City Code (s):	
GDS:	
Is the Travel Agency using an online booking tool Cliqbook, Orbitz, Rearden or Saturn Connect?:	
# of Agents booking this account:	

INFORMATION ON LIMO RATE AND CANCEL POLICIES

<p>What do the rates include (with your limo providers) 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 have the same type of rates with all providers for your ground program.</p>	
<p>What is <u>EXCLUDED</u> from your limo rate: Wait time? Tolls? Parking?</p> <p>Please List all that is NOT included</p>	
<p>What are the cancel policies for your account with the limo provider?</p>	

PREFERRED GROUND TRANSPORTATION PROVIDERS

INSTRUCTIONS:

1. Please provide Ground Transportation Service Provider information as requested below.
2. **ALL FIELDS ARE REQUIRED. Incomplete information will result in processing delays.**
3. GT3 is able to support multiple account numbers. Be sure to provide form of payment(s) and required accounting fields for each account. Please fill in all account numbers below.
4. To add additional service providers, copy and paste the below form.

Name of Provider:	
Street Address:	
City, State, Zip Code:	
Phone:	
Contact Name:	
Email Address:	
Account Number(s):	
Payment Type(s):	
What do these rates include? Are they : <ol style="list-style-type: none"> 1. Base Rates Only? 2. Base and Gratuity Only? 3. All Inclusive? YOU must select one of the above choices and have the providers agree to these types of rate definitions.	
What is <u>EXCLUDED</u> from these rates? Wait time? Tolls? Parking?	
What are the cancel policies for your account with the limo provider?	
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):	
What do these rates include? Are they : <ol style="list-style-type: none"> 4. Base Rates Only? 5. Base and Gratuity Only? 6. All Inclusive? YOU must select one of the above choices and have the providers agree to these types of rate definitions.	
What is <u>EXCLUDED</u> from these rates? Wait time? Tolls? Parking?	
What are the cancel policies for your account with the limo provider?	
Vendor Code (FOR GT3 USE ONLY)	
Back-Office System (GT3 USE ONLY)	

WORLDSPAN SCREENSHOTS

GT3 is able to create a script that pulls the information required for GDS bookings from your PNR, and pre-populates the script screens for reduced key stroke and an optimized booking process. This customization is possible **ONLY** where PNR formats are standardized across the corporate account. If your PNR's are standardized, please use this section to provide us with screenshots of your PNR's by following the below instructions.

INSTRUCTIONS: GT3 requires screenshots of your PNR formats.

1. For each of the PNR fields requested below, enter the format required to display that field in your GDS.
2. Once the DISPLAY COMMAND and the GDS RESPONSE is displayed in your screen, you can:
 - a. Highlight both the DISPLAY COMMAND and GDS RESPONSE, and CUT AND PASTE your selected text into the space provided below.
 - OR**
 - b. From your GDS screen, press the "ALT" AND "PRINT SCREEN" simultaneously. Then click in the space provided for each screenshot and press the "CTRL" AND "V" keys simultaneously to paste the screenshot in the box.

<u>PNR FIELDS</u>	<u>EXAMPLES</u>	<u>YOUR SCREENSHOTS</u>
HOME ADDRESS FIELD:	*XX (how do you display the home address?) 1.CBKAREN SMITH 2.CB123 MAIN STREET 3.CBHACKENSACK NJ 07601 5-CBKAREN SMITH 5-CB123 MAIN STREET 5-CBHACKENSACK NJ 07601	
OFFICE ADDRESS FIELD:	*XX (how do you display the office address?) 1.CDABC CORPORATION 2.CD555 MOCKINGBIRD BLDG 5 3.CDWHITE PLAINS NY 12345 5-CDGT3 INC. 5-CD555 MOCKINGBIRD BLD 5 5-CDHACKENSACK NJ 07601	
PHONE NUMBERS:	*PP PEWR/800-555-1212-A P- 1.EWR/732-817-0400-H 2.EWR/201-498-0330 X206-B	
EMAIL ADDRESS:	5EMAILKSMITH@ABCCORP.COM	
FORM OF PAYMENT with EXPIRATION DATE	*FP 5\$CCAX3785000000000000P1009 OR 5\$CCXXXXXXXXXXXXXXXXXP0009	

ACCOUNTING INFORMATION

GT3 is able to collect Corporate Accounting Information (i.e. cost center, department, employee i.d. numbers) stored in the PNR which can be passed down to the Ground Transportation Service Provider for accounting or billing purposes, as required by the Corporate account. Additionally, the Saturn script can enter a TVL accounting line which will allow Worldspan Back Office Systems to provide reporting and invoicing for Saturn bookings as necessary. If your back office system requires a 3 letter code for TVL accounting lines, please provide that below.

INSTRUCTIONS:

For each accounting field you'd like captured, GT3 REQUIRES:

1. Screenshots of the DISPLAY COMMAND and GDS RESPONSE showing the accounting data as it resides in your PNR (see above for screenshot instructions).
2. The NAME of the accounting field being captured (i.e. cost center number, department number).
3. The NUMBER OF CHARACTERS the field contains (i.e. cost center number is 11 alpha numeric digits).

ACCOUNTING FIELD	EXAMPLES	YOUR SCREENSHOTS
ACCOUNTING FIELDS:	<p><u>Example 1</u> -HART/TINA.MS@444@ This is a 3 digit Company Identifier</p> <p><u>Example 2</u> PERSON/MAXWELL.MR@@TVL DEPT@ This is a 7 character Budget Class</p>	
TVL SEGMENT:	TVL ZZ MK1 LMO	Three letter code you need:

FREQUENTLY USED ADDRESSES

Saturn is able to create a drop down menu of frequently used addresses to your script. You will be able to select these addresses to pre-populate pick up & drop off information.

INSTRUCTIONS:

For each Frequently Used Address you'd like included, GT3 REQUIRES the below information:

Drop-Down Menu Name	Location Name	Full Street Address	City	State, Zip and Country
GT3 Headquarters	GT3	401 Hackensack Avenue	Hackensack	NJ, 07601, USA

EMAIL COMPLETED FORM TO GT3SETUP@GROUNDTRAVEL.COM.

Thank you!