



PAYMENT LINK

Balance Collection

PAYMENT LINK

Applies only to suppliers where IntelTravel is merchant of record (MOR), and IntelTravel takes payment. We then forward to the supplier upon receipt of their statement.

For balance collection-only, most of the process is self explanatory by following the steps as explained on the screen.

View this presentation for more information.

BALANCE COLLECTION

24 hours after the payment link creation, the booking moves the “Frozen Links” tab.

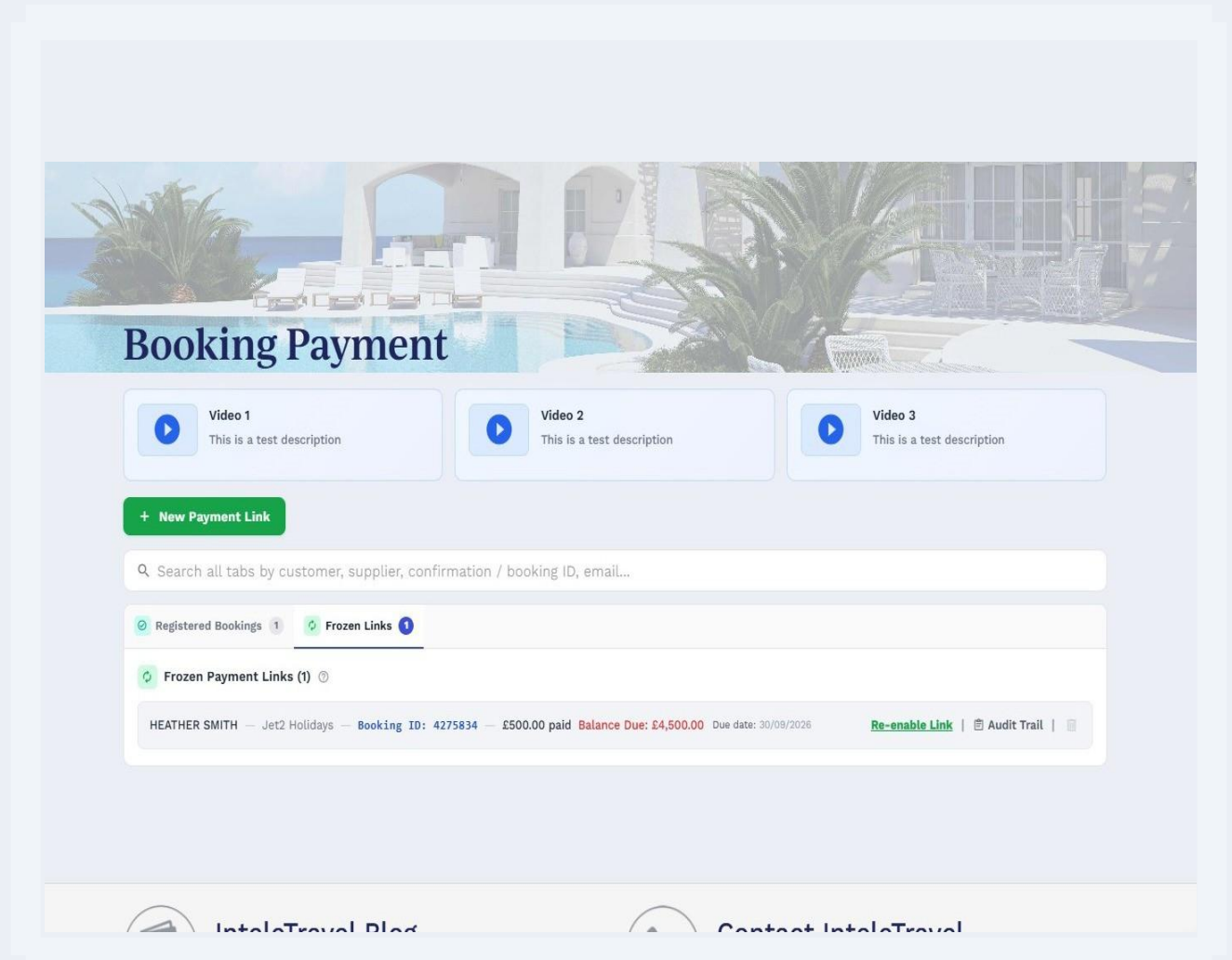
You will need to click to reactivate the link.

Do not create a new payment link to pay the balance on the booking. You will use the link that is already created

Click re-enable link (green button)

This link will be used for additional payments/ balance payments/partial payments.

Once the link is refreshed the booking moves back to the “Registered Bookings” tab.



BALANCE COLLECTION

Click “copy link”



Booking Payments

Video 1
This is a test description

Video 2
This is a test description

Video 3
This is a test description

+ New Payment Link

Search all tabs by customer, supplier, confirmation / booking ID, email...

Registered Bookings 2

Registered Bookings (2)

Search bookings...

MELODY SMITH — TUI — 32151783 — Paid: £5,000.00 Fully Paid View Details | Audit Trail

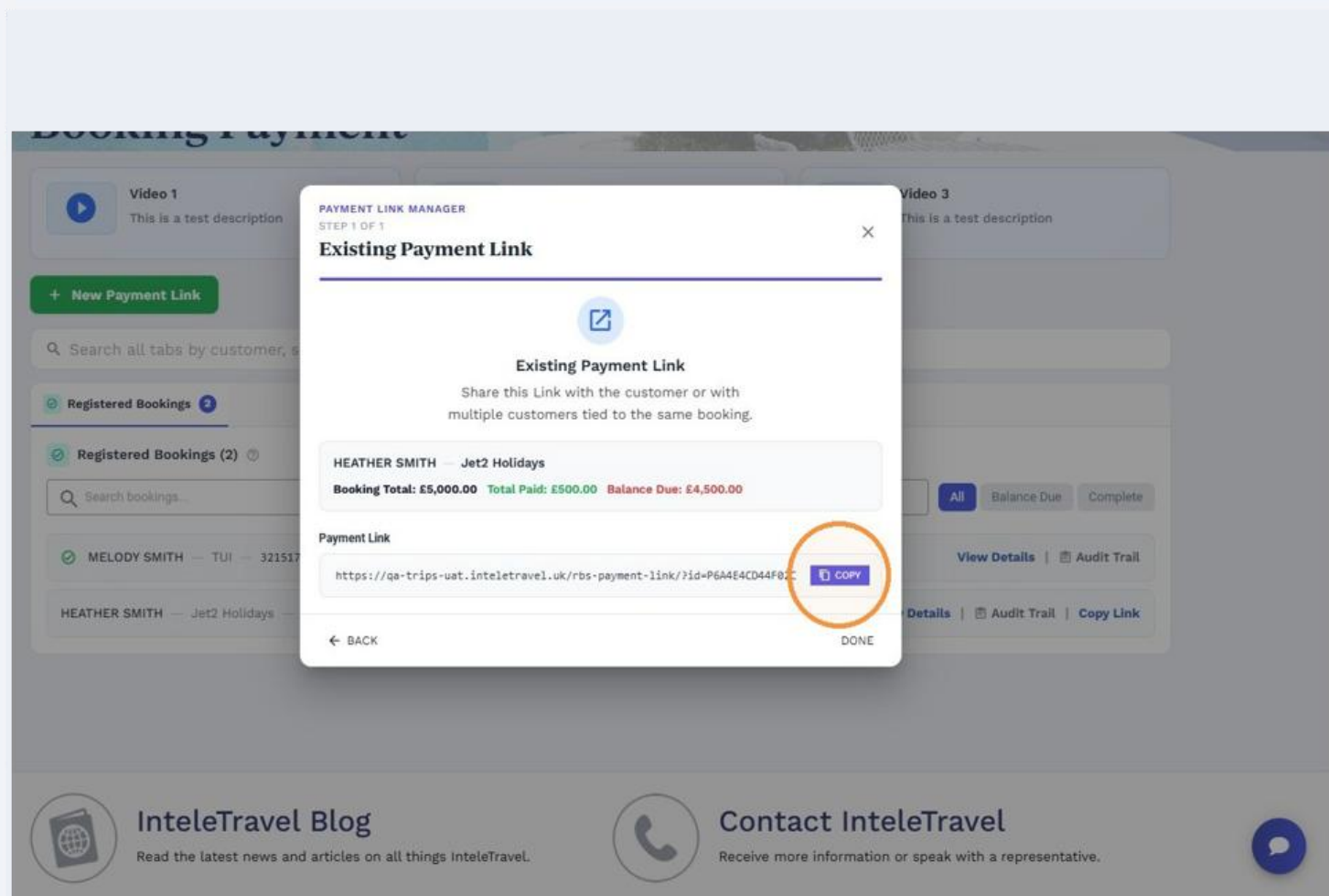
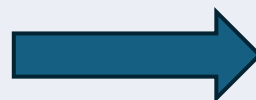
HEATHER SMITH — Jet2 Holidays — 28528149526H — Paid: £500.00 Balance Due: £4,500.00 Due date: 30/09/2026 View Details | Audit Trail | **Copy Link**

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BALANCE COLLECTION

Click on “Copy” and send the link to your customer.



BALANCE COLLECTION

Customer to complete all the payment information in full.



Booking Charges: £5,000.00	Balance Due: £4,500.00	Final Payment due 30/09/2026
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Payment Amount £4,500.00	PayTypes Accepted: Master Card, VISA, AMEX and Discover
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Card Holder Information

First Name Enter Your First Name	Last Name Enter Your Last Name
Email Enter Your Email	Mobile Phone Number UK
Street Address Enter Your Street Address	Country United Kingdom
City City	State State
Postal Code	

BALANCE COLLECTION

Customer must enter their CVV (3-digit security number), acknowledge and accept the terms and conditions.

Customer clicks “pay now”

Click on refresh and you will see the booking shows as “Fully Paid” in the “Registered Bookings” tab.



The screenshot displays a payment form with the following fields and sections:

- Location:** A dropdown menu showing "london" and "Greater London".
- Postal Code:** A text input field containing "e144qz".
- Card Information:**
 - Card Number:** A text input field showing "**** * 4444".
 - Expiry Date:** A text input field showing "12/26".
 - CVV:** A text input field showing "****", which is circled in orange.
- Terms and Conditions:**
 - A checkbox labeled "Please read the information below and reply to your Travel Advisor, noting prices are subject to change until payment is secured."
 - A grey box containing the text: "I acknowledge I have read the terms and conditions of this booking and confirm that I wish to proceed. I give my permission for Travel Advisor to process the relevant payment and secure the holiday/trip. I understand that my deposit is non-refundable unless otherwise stated, and cancellation penalties may apply as per the terms and conditions previously received. I agree to pay the balance two weeks prior to the balance due date on the confirmation document (to allow for administrative processing)."
 - A checkbox labeled "I have read and agree to the [payment terms & schedule](#), and agree to take responsibility to make any future payments on my holiday or risk penalties and/or cancellations."
- Payment Button:** A red button labeled "PAY NOW".

BALANCE COLLECTION

Travel advisors can select the audit trail tab for a record of the full booking history, from start to finish

