



PAYMENT LINK

AI SUPPLIER

July 2026

PAYMENT LINK AI Supplier

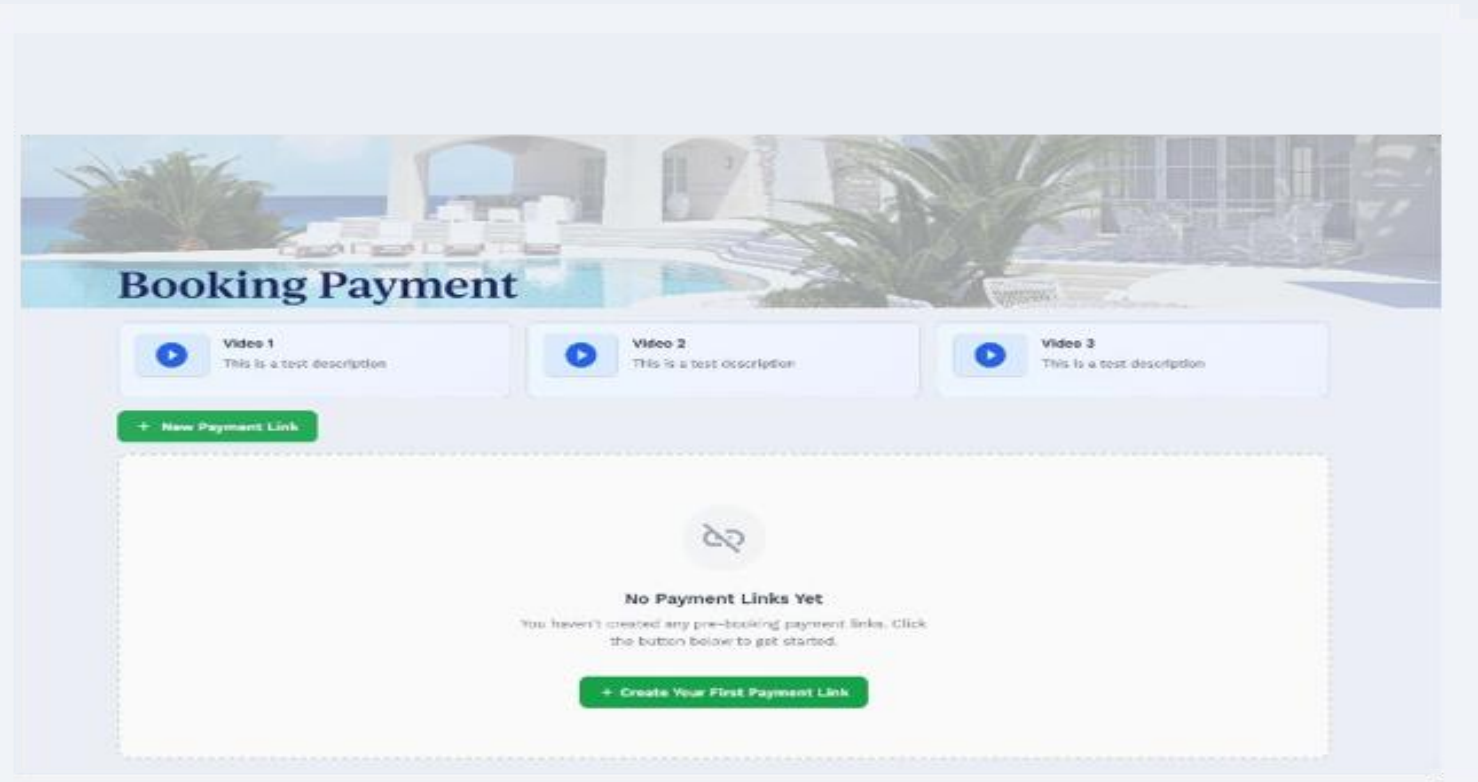
Go to the “Book Travel” Section in your back office then the “booking payment link” section.

Select “New
payment link”

Only ONE link is needed
per booking, never create
a second link for the same booking.



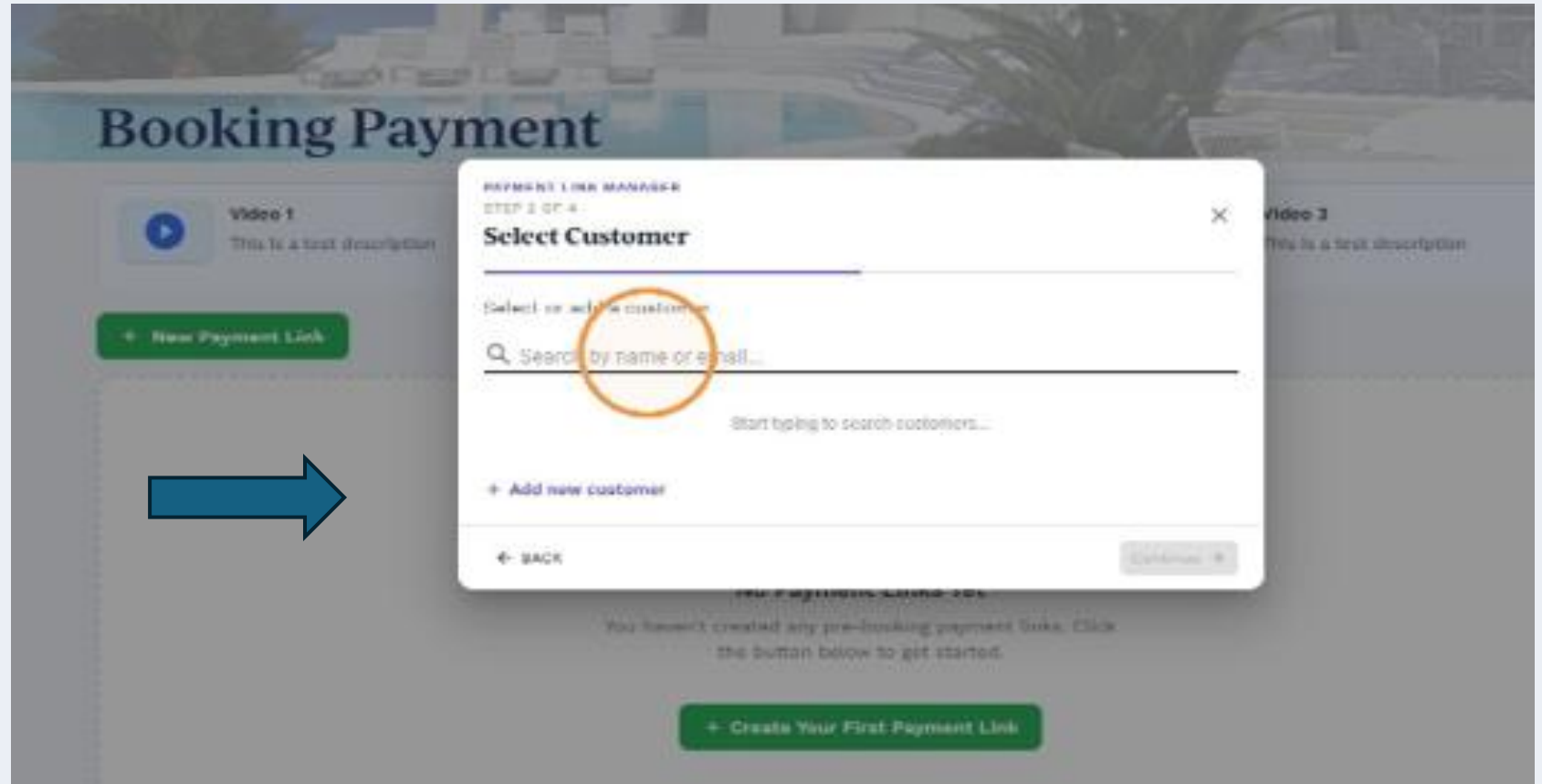
This single link will be used for
deposit, partial payments or balance.



PAYMENT LINK AI Supplier

If the customer or booking already exists, select by customer name or email.

If it's a new customer or booking select "add new customer record"



PAYMENT LINK AI Supplier

Enter new customer details, then “add & select”

Always ensure you enter these correctly as the link will be Sent to the customer email for payment

If all details are correct, click “continue”

The image displays a sequence of three screenshots from the 'Booking Payment' app, illustrating the process of adding a new customer.

Screenshot 1: Select Customer
The screen shows a search bar with the text 'HEATHER SMITH'. Below the search bar, it says 'No customers found.' There is a 'New Customer' section with a warning icon and text: 'Only create a new customer if they do not already appear in your CRM. Only create one customer and one payment link per booking. If the customer already exists in your CRM, you must select them from the list above.' The form fields are: First Name * (HEATHER), Last Name * (SMITH), Email Address * (Damesfarrington@gmail.com), and Phone Number * (0330 808 4419). There are 'CANCEL' and '+ ADD & SELECT' buttons at the top, and a '← BACK' button at the bottom.

Screenshot 2: New Customer
This is a close-up of the 'New Customer' form. The fields are: First Name * (HEATHER), Last Name * (SMITH), Email Address * (Damesfarrington@gmail.com), and Phone Number * (0330 808 4419). There are 'CANCEL' and '+ ADD & SELECT' buttons at the top, and a '← BACK' button at the bottom.

Screenshot 3: Select Customer
The screen shows the 'Select Customer' screen with the customer 'HEATHER SMITH' selected and a green checkmark next to their name. The form fields are: First Name * (HEATHER), Last Name * (SMITH), Email Address * (Damesfarrington@gmail.com), and Phone Number * (0330 808 4419). There are 'CANCEL' and '+ ADD & SELECT' buttons at the top, and a '← BACK' button at the bottom. A 'Continue →' button is highlighted with a red circle.

PAYMENT LINK AI Supplier

Select the booking type (i.e. vacation/package)

Choose AI preferred partner from the drop box.

Always enter the gross price of the trip and the amount due at this time. This programmes the link into the system in preparation for sending to the customer.

This is just a quote at this stage!

Enter all trip details, then “continue” (bottom right)

PAYMENT LINK MANAGER
STEP 3 OF 4
Booking Details

HEATHER SMITH damesfarrington@gmail.com

Booking Type* Vacation/Tour Packages

Supplier*

Travel Start Date*

Travel End Date*

Booking Total* £ 0.00

Amount due Now* £ 0.00

BACK Continue

+ Create Your First Payment Link



PAYMENT LINK MANAGER
STEP 3 OF 4
Booking Details

HEATHER SMITH damesfarrington@gmail.com

Booking Type* Vacation/Tour Packages

Supplier* Jet2

Travel Start Date*

Travel End Date*

Booking Total* £ 0.00

Amount due Now* £ 0.00

BACK Continue

+ Create Your First Payment Link

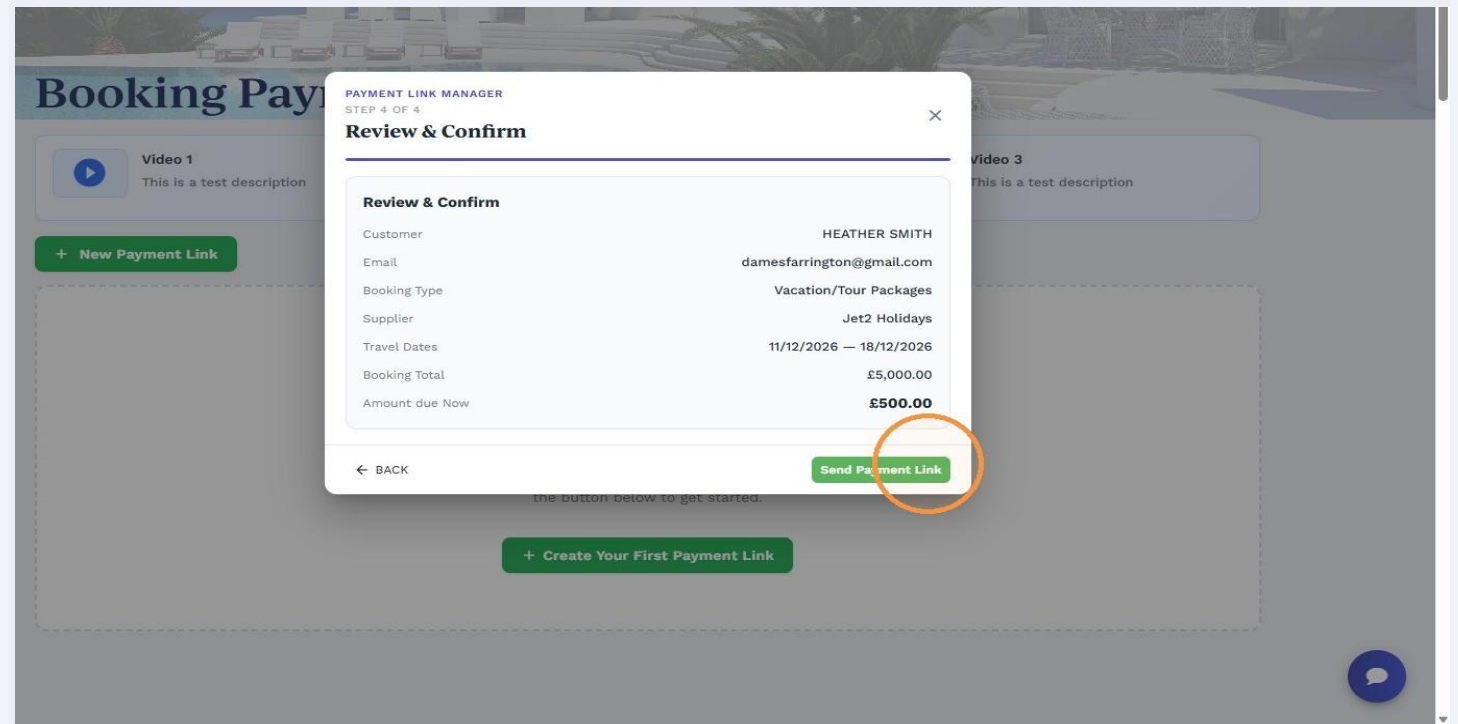
PAYMENT LINK AI Supplier

Review all details for accuracy

Click “send payment link”
(bottom right)

This link is now sent to your
customer for payment

Your booking is currently in
the “Awaiting Customer
Payment” tab.

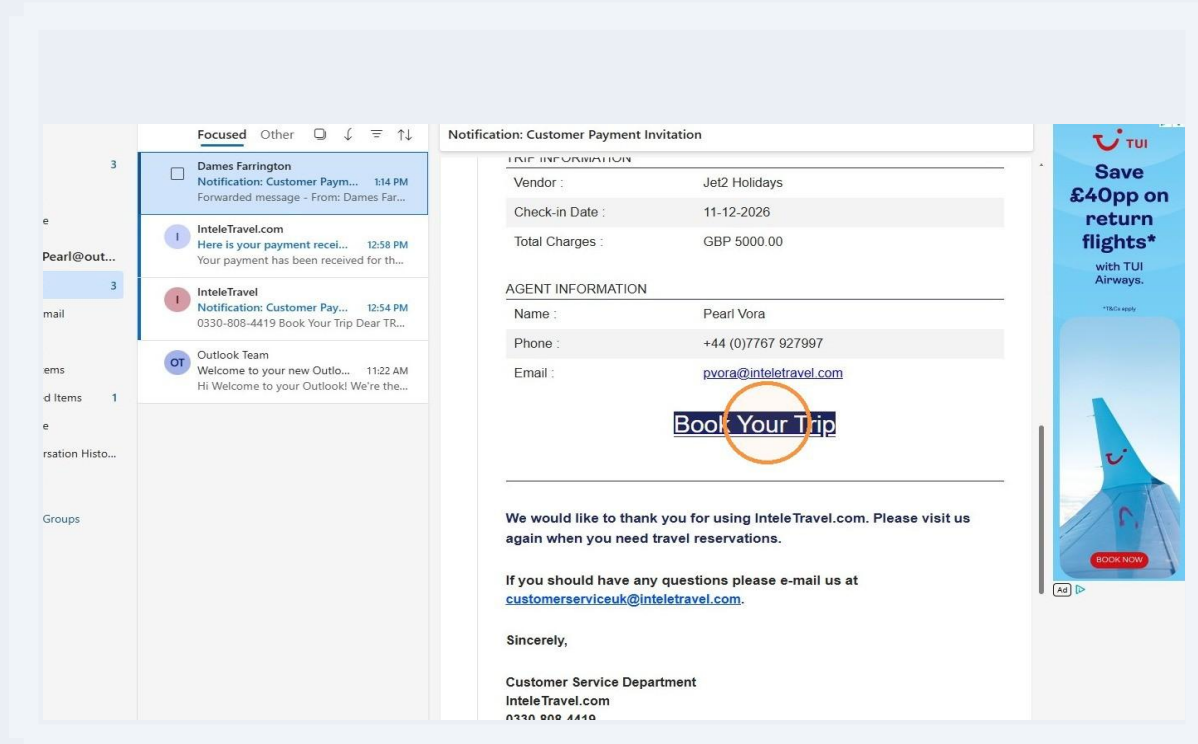


PAYMENT LINK AI Supplier

The customer will receive an email with all trip details.



The customer should click “book your trip” to open the payment portal.



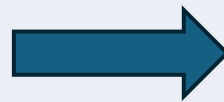
PAYMENT LINK AI Supplier

The customer should enter all details to complete the payment

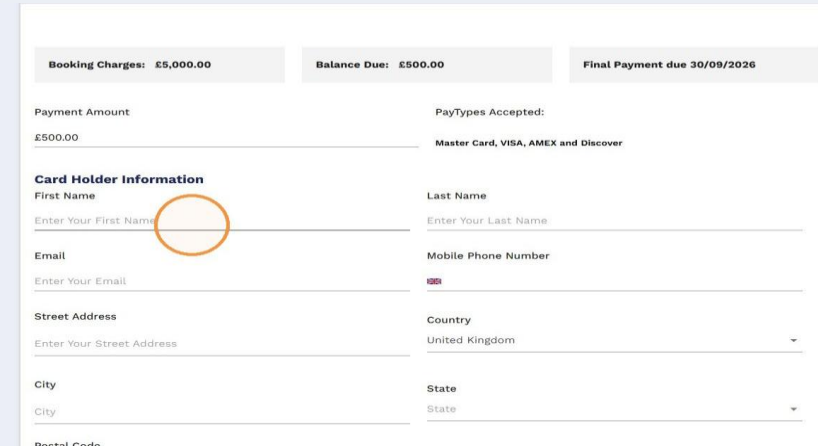


Note-your customer **MUST** tick the payment terms to complete the transaction.

This indicates they have agreed to all payment and conditions applied to this booking



IntelTravel



Booking Charges: £5,000.00 Balance Due: £500.00 Final Payment due 30/09/2026

Payment Amount: £500.00 PayTypes Accepted: Master Card, VISA, AMEX and Discover

Card Holder Information

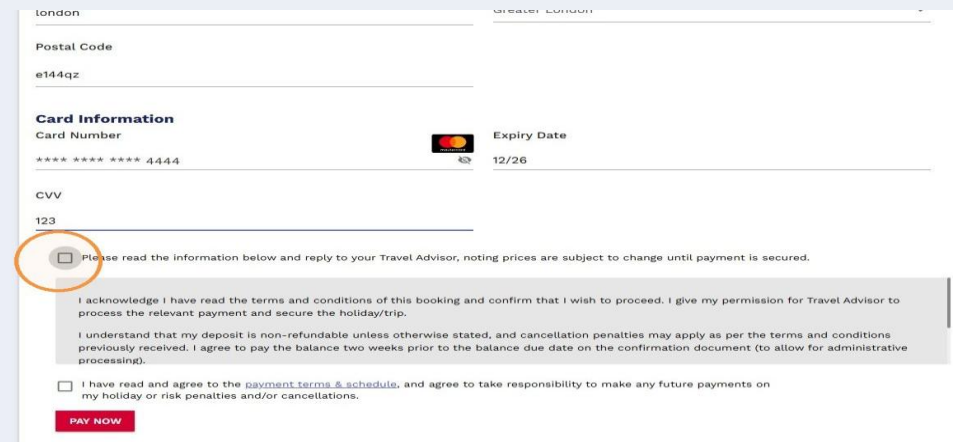
First Name: Last Name:

Email: Mobile Phone Number:

Street Address: Country:

City: State:

Postal Code:



London Greater London

Postal Code:

e144qz

Card Information

Card Number: Expiry Date:

CVV:

☐ Please read the information below and reply to your Travel Advisor, noting prices are subject to change until payment is secured.

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).

☐ 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.

PAY NOW

PAYMENT LINK AI Supplier

Your customer has paid!

Here is a copy of the customer payment receipt, also received by the travel advisor.

Now you can proceed and confirm the booking with the supplier. (Make sure you keep a record or screen shot of the supplier booking ID as you will need this for the next stage)

Hit the refresh button and your booking will move to the “Ready to Book” tab.

InteleTravel



InteleTravel

Your payment has been received for the following booking:

Operator/Organizer:	Jet2 Holidays
Travel Check-In Date:	12/12/2026
Total Charge:	GBP 500.00
Lead Name:	Rebecca White

Booking Payment

Payment Amount	GBP 500.00
Date of Payment	13/07/2026
Reference Number	13348575

We would like to thank you for using InteleTravel.uk. Please visit us again when you need travel reservations.

Your financial protection:

When you buy an ATOL protected flight or flight inclusive package from us you will receive an ATOL Certificate.

PAYMENT LINK AI Supplier

Click “add confirmation”.

Enter all supplier booking information as per your screenshot.

This should be entered in full, excluding any gap, slashes, dashes or punctuation.

AI will not recognise the booking ID when the confirmation arrives, if the details are not accurate.

You are now ready to ensure your booking ID is uploaded.

The booking is now in the “Pending Documents” section.



The screenshot displays the IntelTravel 'Booking Payment' interface. At the top, there are three video thumbnails labeled 'Video 1', 'Video 2', and 'Video 3'. Below them is a green button labeled '+ New Payment Link'. A search bar is present with the placeholder text 'Search all tabs by customer, supplier, confirmation / booking ID, email...'. Under the 'Ready to Book' section, a booking for 'HEATHER SMITH' is listed with details: 'Jet2 Holidays', 'Paid: £500.00', 'Balance Due: £4,500.00', and 'Due date: 30/09/2026'. The 'Add Confirmation' link is circled in orange. A modal window titled 'PAYMENT LINK MANAGER' is open, showing 'STEP 1 OF 2' and 'Confirmation Number'. It contains a table with payment history, a 'Copy Link' button, and a field for 'Supplier Confirmation / Booking ID' with the example 'ABC123' circled in orange. The modal also includes 'BACK' and 'Continue' buttons.

PAYMENT LINK MANAGER	
STEP 1 OF 2	
Confirmation Number	
There is a balance due. Share this payment link with your customer to collect the outstanding amount. Copy Link	
Payment History	
08/07/2026	Initial Deposit
	£500.00
Booking Total	
	£5,000.00
Total Paid	
	£500.00
Balance Due	
	£4,500.00
HEATHER SMITH damesfarrington@gmail.com	
Supplier Confirmation / Booking ID	
E.g. ABC123	
+ Add another Booking Identifier	
BACK Continue	

PAYMENT LINK AI Supplier

Some suppliers may provide 2 or more booking references (i.e JTA). This may occur if a number elements form part of the trip.

You may add additional booking references

Click “add another booking identifier”

Click on arrow (green tick)



Now click Continue

PAYMENT LINK MANAGER
STEP 1 OF 2

Confirmation Number

There is a balance due. Share this payment link with your customer to collect the outstanding amount. [Copy Link](#)

Payment History

08/07/2026	Initial Deposit	£500.00
Booking Total		£5,000.00
Total Paid		£500.00
Balance Due		£4,500.00

HEATHER SMITH damesfarrington@gmail.com

Supplier Confirmation / Booking ID*

20528149S26H

[+ Add another Booking Identifier](#)

[Continue](#)

[BACK](#)

Booking Pay

Video 1
This is a test description

[+ New Payment Link](#)

Search all tabs by customer, s

Ready to Book

Ready to Book (1)

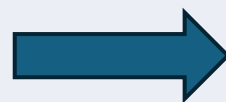
HEATHER SMITH — Jet2 Holidays

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PAYMENT LINK AI Supplier

Your booking is now in the
“Pending Documents” tab.



Hit refresh to upload the
documents automatically

IntelTravel

HOME FLIGHTS STAYS RIDES ACTIVITIES EVENTS

CURRENT TRIP
(024905901) 10/07/2026 MY TRIPS EXIT TRIP

Booking Payment

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...

Pending Documents 1 Frozen Links 4

Pending Documents (1)

Rebecca White — Jet2 Holidays — ABC1672 — Paid: £500.00 Balance Due: £4,500.00 Due date: 05/10/2026 Copy Link Audit Trail Edit Upload Manually

PAYMENT LINK AI Supplier

This is your review step, and if all is accurate
Click the green button to “save and confirm”

You will be informed if your booking is
incomplete in any way-by a message in yellow.

Continue



Review & Confirm

There is a balance due. Share this payment link with your customer to collect the outstanding amount. [Copy Link](#)

Payment History

08/07/2026	Initial Deposit	£500.00
Booking Total		£5,000.00
Total Paid		£500.00
Balance Due		£4,500.00

Review & Confirm

Customer	HEATHER SMITH
Email	damesfarrington@gmail.com
Booking Type	Vacation/Tour Packages
Supplier	Jet2 Holidays
Booking Total	£5,000.00
Confirmation ID	20528149526H

← BACK [Save and Confirm](#)

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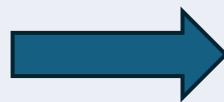
PAYMENT LINK AI Supplier

The booking has now moved from “Pending Documents” tab to the “Finalize Registration” tab.

Now you can register your booking.

Click “register booking”

Then click “next”

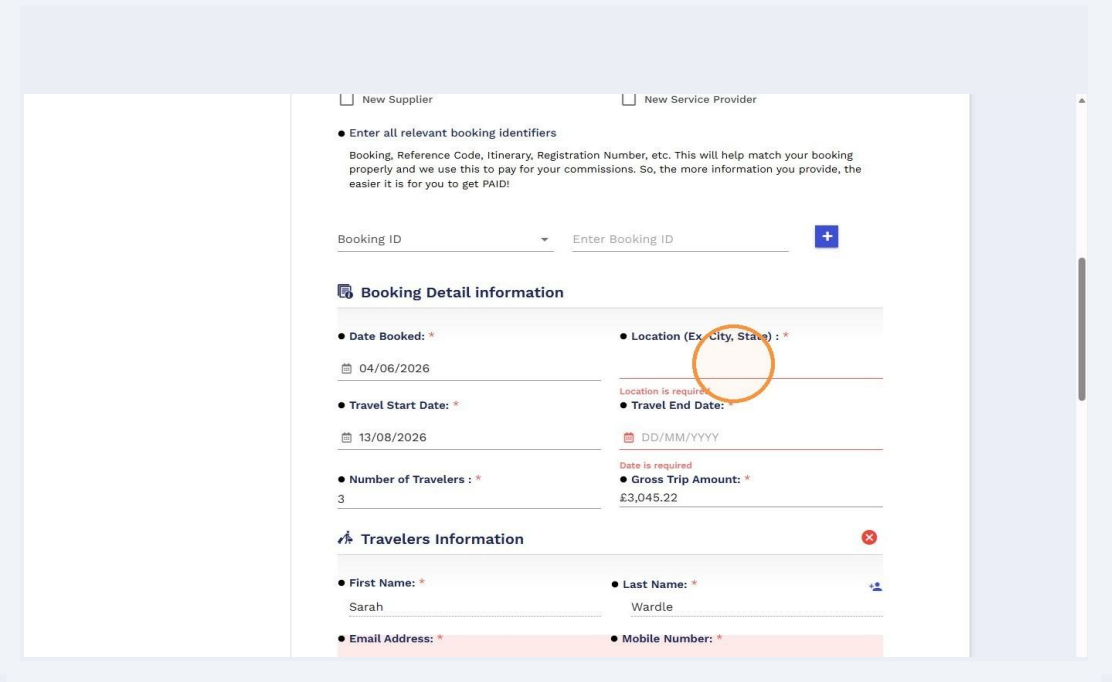


The screenshot shows the 'Booking Payment' section of the IntelTravel system. At the top, there are three video thumbnails labeled 'Video 1', 'Video 2', and 'Video 3'. Below them is a green button labeled '+ New Payment Link'. A search bar is present with the placeholder text 'Search all tabs by customer, supplier, confirmation / booking ID, email...'. The main section is titled 'Finalize Registration (1)' and contains a search bar with the placeholder 'Search bookings by name, supplier, confirmation...'. Below this, a table lists a booking for 'HEATHER SMITH' with details: 'Jet2 Holidays', '28528149526H', 'Paid: £500.00', and 'Balance Due: £4,500.00'. The booking is due on '30/08/2026'. Action links for 'Copy Link', 'Audit Trail', 'Edit', and 'Register Booking' are shown. The 'Register Booking' link is circled in orange. The footer includes the 'IntelTravel Blog' link and a chat icon.

The screenshot shows the 'Smart Register Booking' interface. On the left, a progress bar indicates the steps: 'Register Trip Itinerary' (Completed with a green checkmark), 'Upload Document(s)' (Current step, marked with a blue circle and 'STEP 2'), 'Booking Information', and 'Confirm Booking Summary'. The 'Upload Document(s)' section has a red asterisk indicating a required field. A document upload area shows a file named 'fw-external-agency-copyconfirmation-of-7795.txt'. At the bottom right, there are 'BACK' and 'NEXT' buttons. The 'NEXT' button is circled in orange. The footer includes the 'IntelTravel Blog' link, a 'Contact IntelTravel' link, and a chat icon.

PAYMENT LINK AI Supplier

Make sure all these fields are completed,
including destination, customer email
and customer telephone number



☐ New Supplier ☐ New Service Provider

● Enter all relevant booking identifiers
Booking, Reference Code, Itinerary, Registration Number, etc. This will help match your booking properly and we use this to pay for your commissions. So, the more information you provide, the easier it is for you to get PAID!

Booking ID Enter Booking ID

Booking Detail information

● Date Booked: * 04/06/2026	● Location (Ex. City, State) : *
● Travel Start Date: * 13/08/2026	● Travel End Date: * DD/MM/YYYY
● Number of Travelers : * 3	● Gross Trip Amount: * £3,045.22

Travelers Information

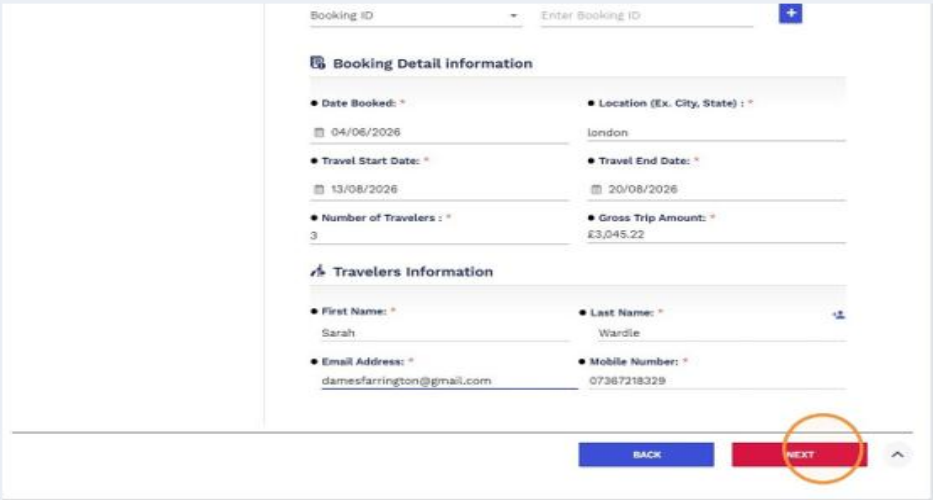
● First Name: * Sarah	● Last Name: * Wardle
● Email Address: * 	● Mobile Number: *

PAYMENT LINK AI Supplier

This is your final booking summary review. Click “next”



Click Next to view the booking summary.



Booking ID Enter Booking ID

Booking Detail Information

• Date Booked: *	• Location (Ex. City, State) : *
04/06/2026	london
• Travel Start Date: *	• Travel End Date: *
13/06/2026	20/08/2026
• Number of Travelers : *	• Gross Trip Amount: *
3	£3,045.22

Travelers Information

• First Name: *	• Last Name: *
Sarah	Wardle
• Email Address: *	• Mobile Number: *
damesfarrington@gmail.com	07367218329

PAYMENT LINK AI Supplier

If satisfied, click “confirm and Register the booking”.



Date Booked: 04/06/2026
Travel Start Date: 13/08/2026
Travel End Date: 20/08/2026

Travelers Information

Traveler #01: Sarah Wardle

[BACK](#) [CONFIRM AND REGISTER THIS BOOKING](#)

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PRICE & AVAILABILITY

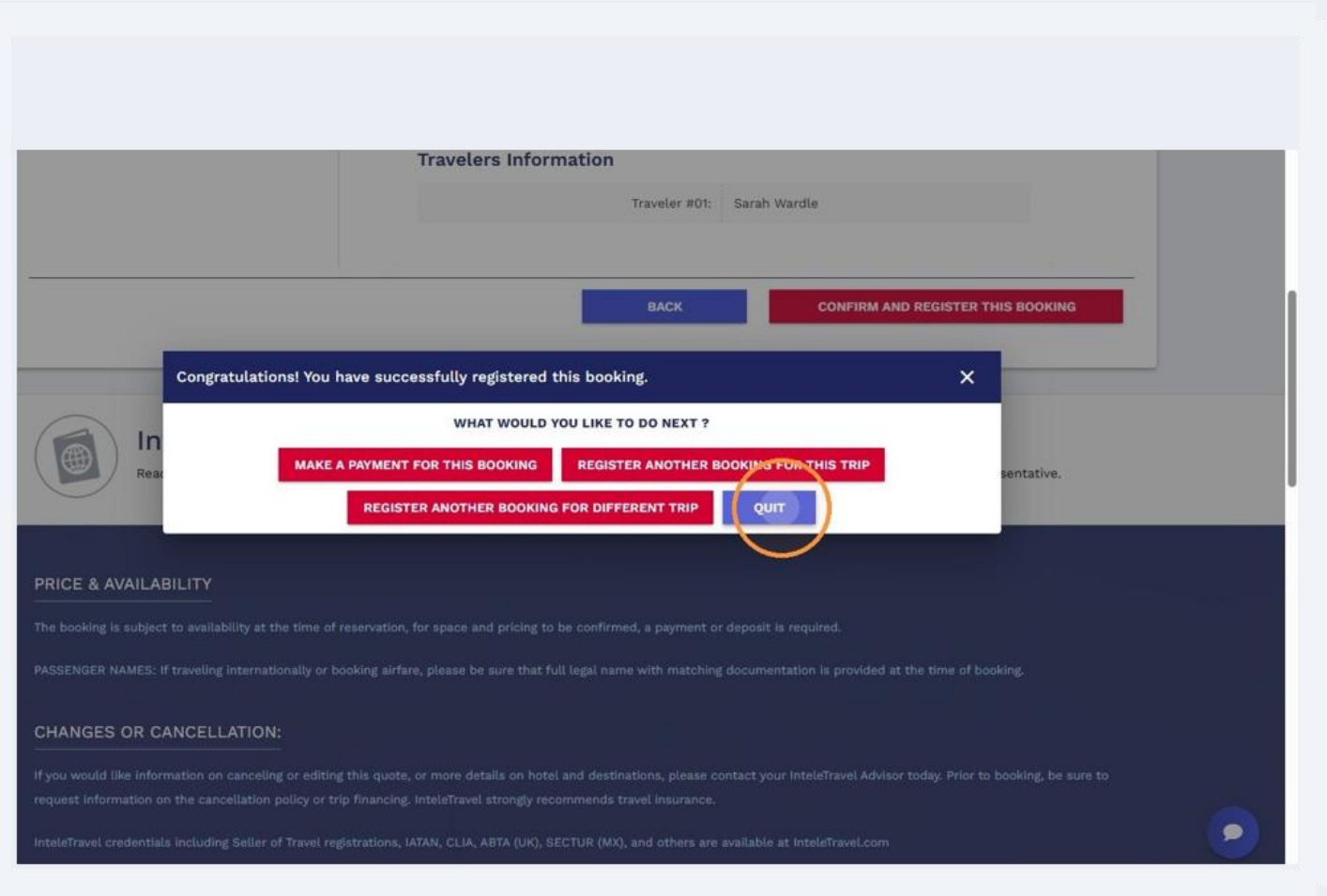
The booking is subject to availability at the time of reservation, for space and pricing to be confirmed, a payment or deposit is required.

PASSENGER NAMES: If traveling internationally or booking airfare, please be sure that full legal name with matching documentation is provided at the time of booking.

NEW PAYMENT LINK AI Supplier

You're done! Now select “quit” to exit.

Refresh the screen and your booking moves to the “Registered bookings” tab.





PAYMENT LINK

Non-AI SUPPLIER

July 2026

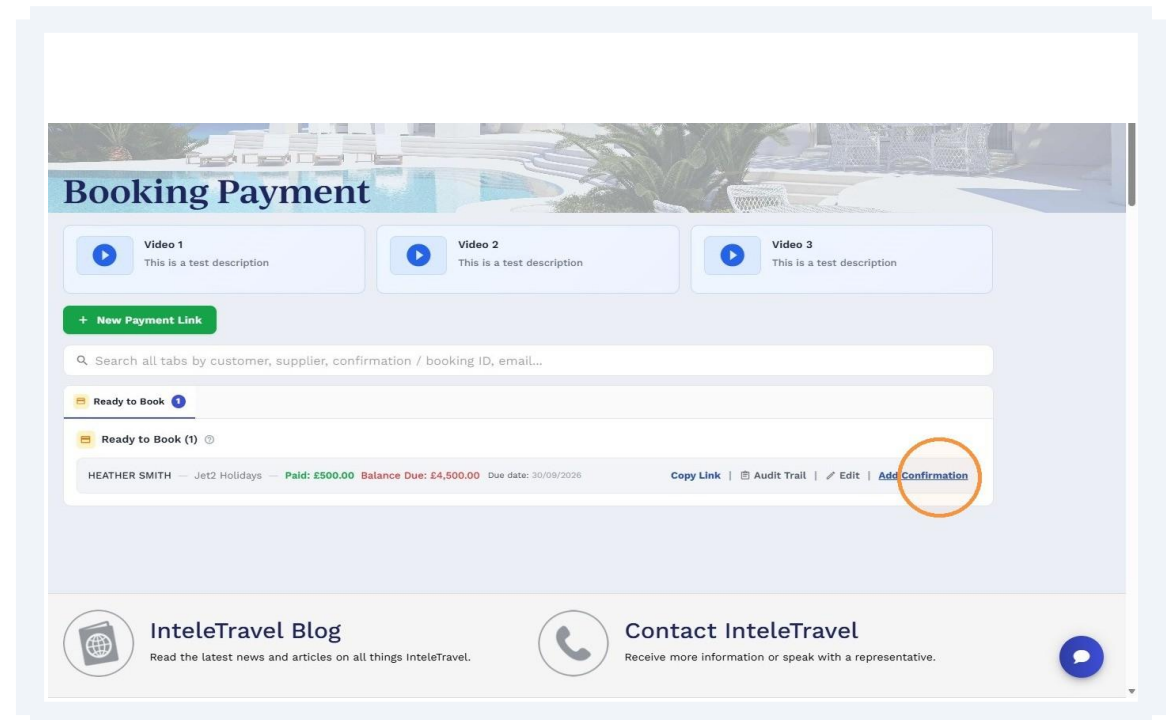
PAYMENT LINK Non-AI Supplier

Follow all steps from the previous slides until you reach have confirmed the booking with the supplier. Take a screenshot of the confirmed booking as proof of the transaction

You are now ready to ensure your booking is uploaded.

Enter booking ID and Click “add confirmation”.

Enter all supplier booking information as per your screenshot.



PAYMENT LINK Non-AI Supplier

Your booking is now in the
“Pending Documents” tab.



IntelTravel

HOME FLIGHTS STAYS RIDES ACTIVITIES EVENTS

CURRENT TRIP
(024905901) 10/07/2026 MY TRIPS EXIT TRIP

Booking Payment

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...

Pending Documents 1 Frozen Links 4

Pending Documents (1)

Rebecca White — Jet2 Holidays — ABC1672 — Paid: £500.00 Balance Due: £4,500.00 Due date: 05/10/2026 Copy Link Audit Trail Edit Upload Manually

PAYMENT LINK Non-AI Supplier

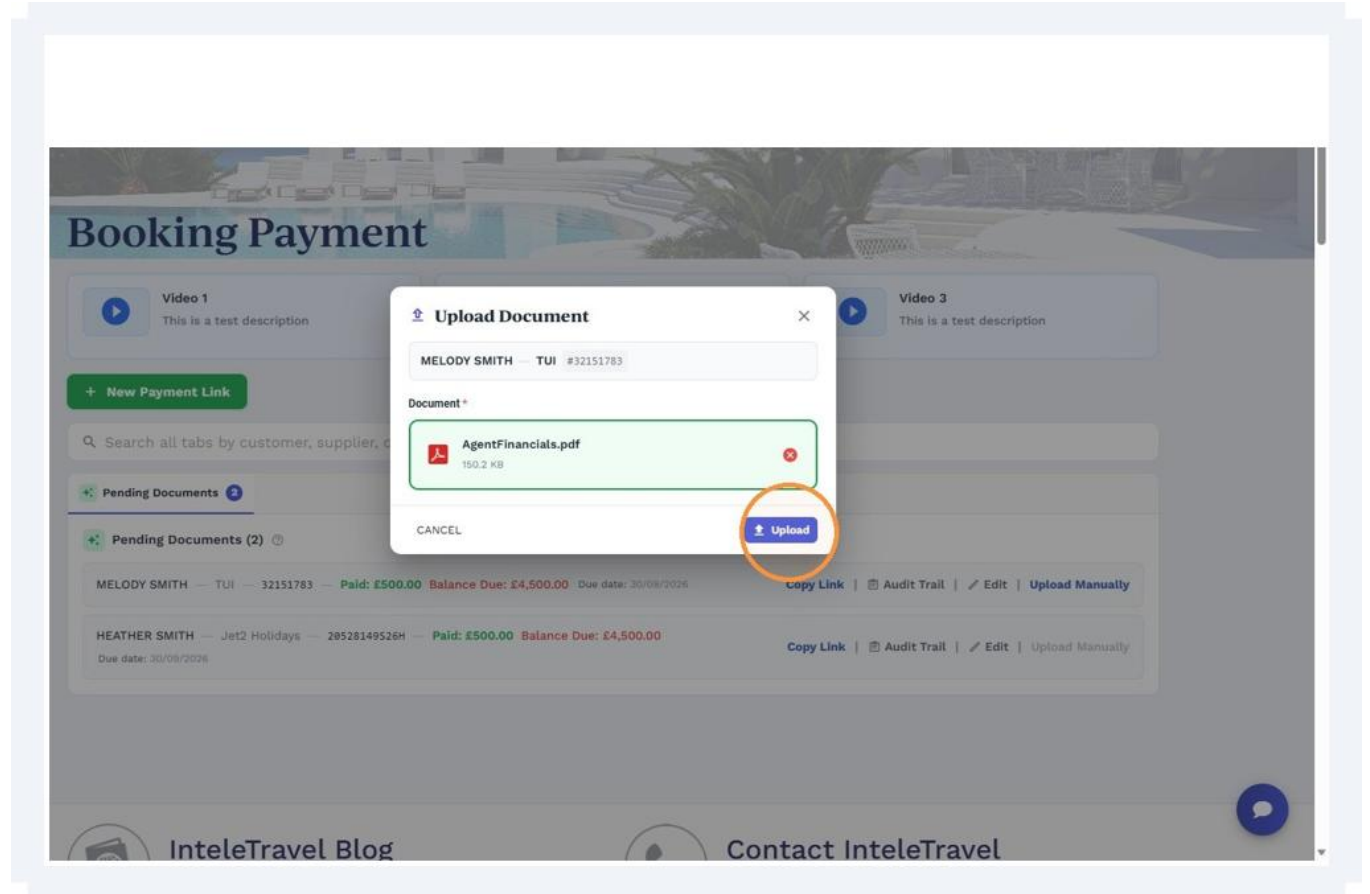
As this is a non-AI supplier, you will need to manually upload the booking details.

Your booking is now in the “Pending Documents” tab.

Select “upload manually” button

Attach the screenshot of the booking.

Click “upload”

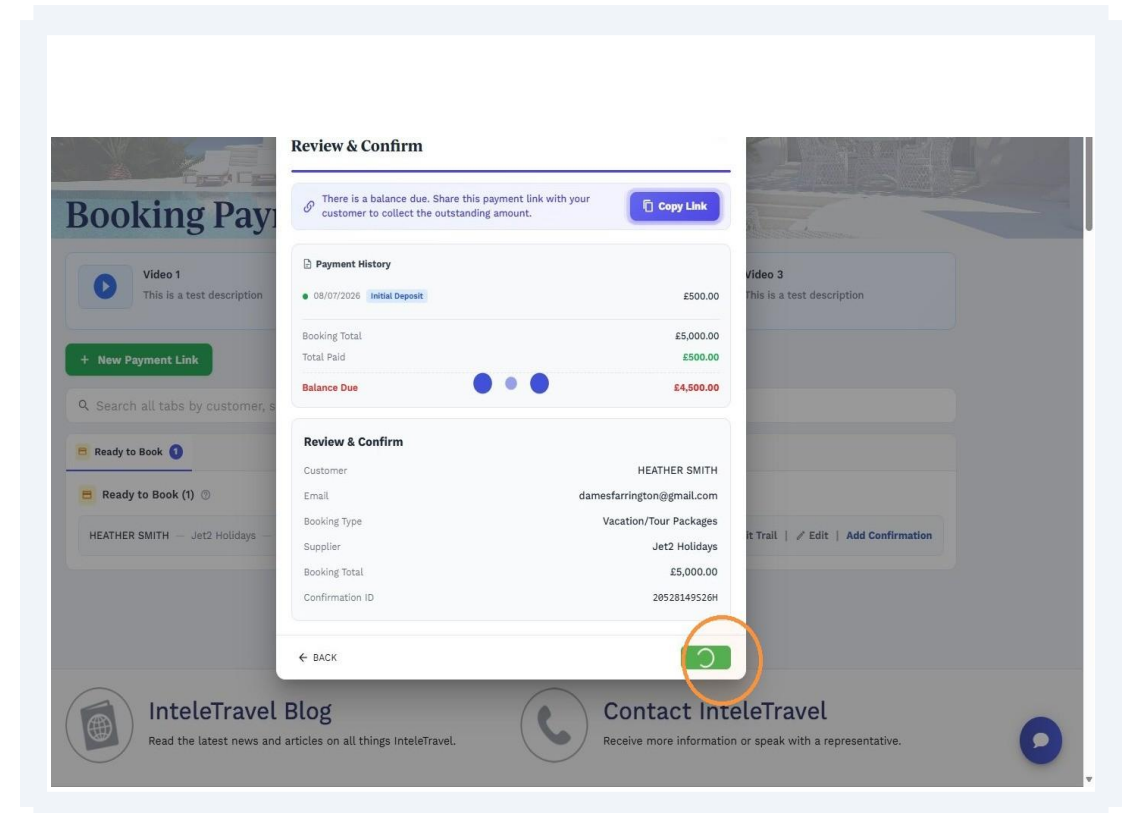


PAYMENT LINK Non-AI Supplier

This is your review step, and if all is accurate
Click the green button to “save and confirm”

You will be informed if your booking is
incomplete in any way-by a message in yellow.

Continue



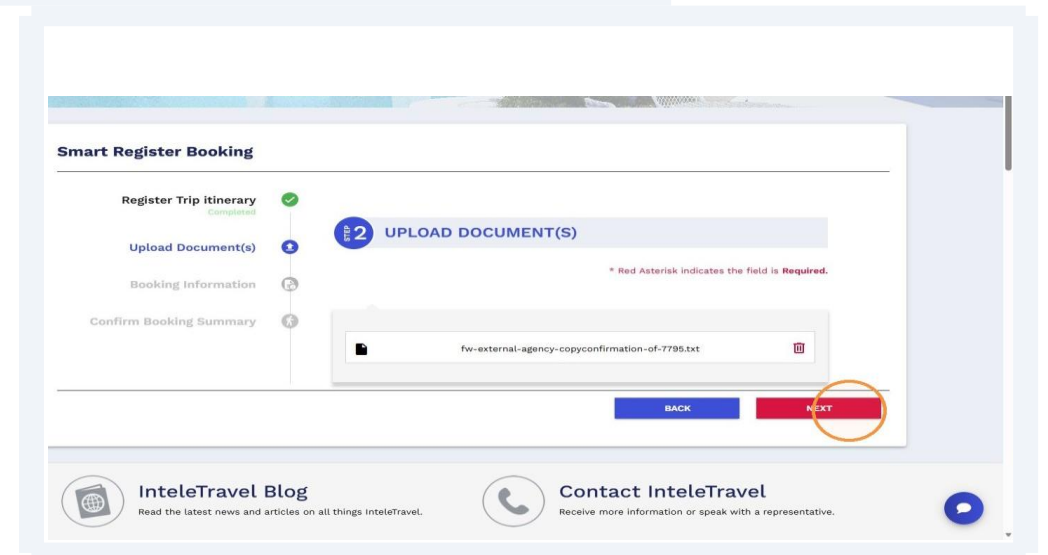
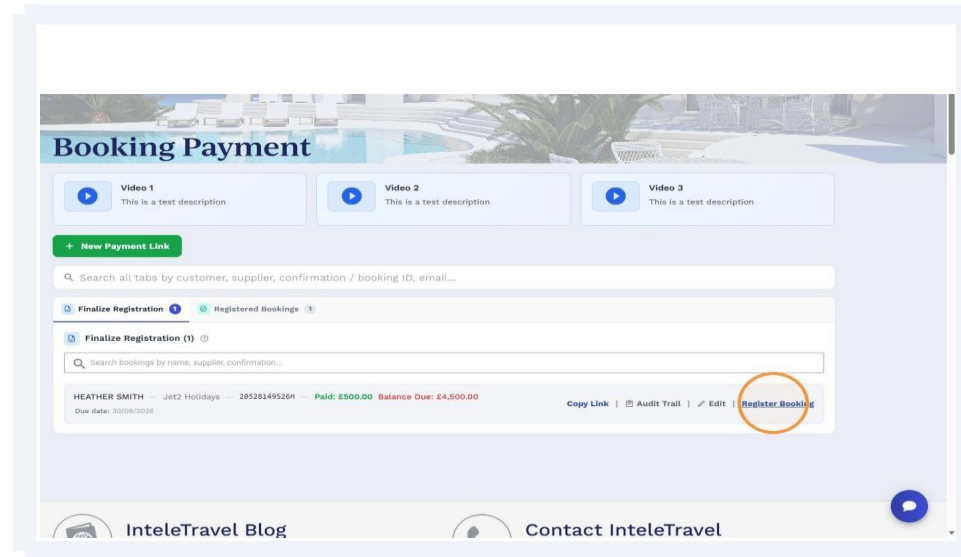
PAYMENT LINK Non-AI Supplier

The booking has now moved from “Pending Documents” tab to the “Finalize Registration” tab.

Now you can register your booking.

Click “register booking”

Then click “next”



PAYMENT LINK Non-AI Supplier

Make sure all these fields are completed,
including destination, customer email
and customer telephone number

A screenshot of the IntelTravel 'New Supplier' form. The form is titled 'New Supplier' and 'New Service Provider'. It contains several sections: 'Enter all relevant booking identifiers' with a 'Booking ID' field and a '+' button; 'Booking Detail information' with fields for 'Date Booked' (04/06/2026), 'Location (Ex. City, State)' (circled in orange), 'Travel Start Date' (13/08/2026), 'Travel End Date' (DD/MM/YYYY), 'Number of Travelers' (3), and 'Gross Trip Amount' (£3,045.22); and 'Travelers Information' with fields for 'First Name' (Sarah), 'Last Name' (Wardle), 'Email Address', and 'Mobile Number'. The form has a light blue background and a white border.

PAYMENT LINK Non-AI Supplier

This is your final booking summary review. Click “next”



Click Next to view the booking summary.

Booking ID

Enter Booking ID

+

Booking Detail Information

• Date Booked: *

04/06/2026

• Location (Ex. City, State) : *

london

• Travel Start Date: *

13/08/2026

• Travel End Date: *

20/08/2026

• Number of Travelers : *

3

• Gross Trip Amount: *

£3,045.22

Travelers Information

• First Name: *

Sarah

• Last Name: *

Wardle

• Email Address: *

damesfarrington@gmail.com

• Mobile Number: *

07367218329

BACK

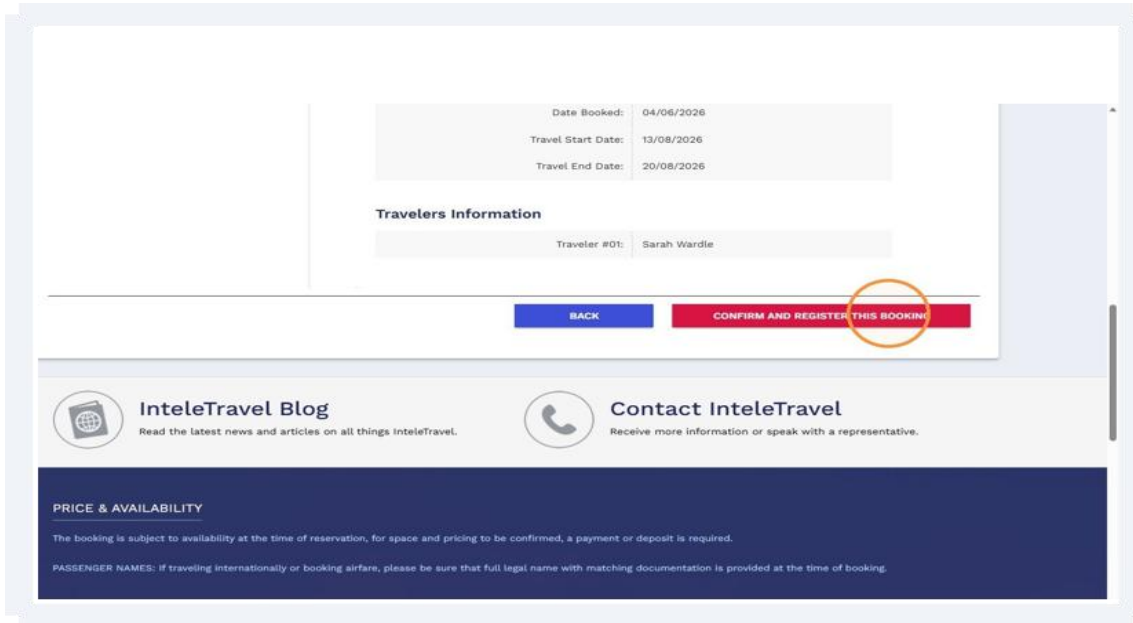
NEXT

⬆

💬

PAYMENT LINK Non-AI Supplier

If satisfied, click “confirm and Register the booking”.



Date Booked: 04/06/2026
Travel Start Date: 13/08/2026
Travel End Date: 20/08/2026

Travelers Information

Traveler #01: Sarah Wardle

[BACK](#) [CONFIRM AND REGISTER THIS BOOKING](#)

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PRICE & AVAILABILITY

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PASSENGER NAMES: If traveling internationally or booking airfare, please be sure that full legal name with matching documentation is provided at the time of booking.

PAYMENT LINK Non-AI Supplier

You're done! Now select “quit” to exit.

Refresh the screen and your booking moves to the “Registered bookings” tab.

