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Label	Supplier, Wholesaler, Tour Operator, Contract
Title	How To – Discover/ Add and contract new Wholesaler/tour operator
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Log into your Activitar Supplier Account

Summary:

How to discover and successfully contract a new wholesaler / tour operator.

Prerequisites:

- Url - <https://new.activitar.com> .
- Supplier User Credentials, this can be received from any supplier agent who has an admin access role.

Steps:

Here's how to proceed once logged into your account

1. Click on Wholesalers on the Left Menu Pane.
2. Click on the Discover wholesaler menu tab.
3. Input Wholesaler name in Search input field > Click on the Discover wholesaler button.
4. Check the result if the wholesaler is available > Click edit button next to specific wholesaler > Complete the necessary details to contract > Click create contract button.



5. Click on Add Wholesaler if a specific wholesaler is not available from the result list.

www	Company	Type	Contact Name	Contact Email	Contact Number
	Bush Pub & Inn Casketts Farm, Timbavati Road,...	Tour Operator	Gavin Gavin	bushpubinn@gmail.com	5 Edit
	Avelone Guest House 15 Sandpiper Street	Tour Operator	Info Info	info@evalone.guesthouse.com	Edit
	Bellevue manor guest house 5 Bellevue Road, Sea Point, Cape...	Guest House	Gary DeCastro	gdec@iafrica.com	Edit
	Bergzicht Guest House 5 Devonport Rd, Cape Town, 8001	Guest House	Cecil Berg	bergzicht@kingsley.co.za	Edit

6. Complete your wholesaler information and submit to be for review by the Activitar team.

Need Support?

Contact us

Email - support@activitar.com

Call - +27 61 541 3986



Wholesalers:

STO (Standard Tour Operator) Contract - This is the Standard Tour Operator Contract and can be used for once-off wholesalers to pay the Net Rates if they were not contracted.

Net Rate Contracts - This is where you can find the list of Wholesalers that is on a Net Rate Contract

Rack Rate Contracts - This is where you can find the list of Wholesalers that is on a Rack Rate Contract

Discover Wholesalers - This is where you search for the wholesaler and setup the contract

Add a Wholesaler - This is where you add a new wholesaler that is not yet listed on Activitar - Will require a Booking and Business contact

Rack Rate Contract Billing Methods and commissions:

Invoice method - Plain or discounted invoice

Commission - % commission earned on bookings

Buddy percentage - % percentage of the commission to be allocated to the person who created the booking.

Allow late bookings - allow this wholesaler to make bookings after the cut-off time but before the activity starts.

Allow edits - allow this wholesaler to edit bookings.

Billing methods:

% Deposit to Supplier => Consumer pays balance on arrival

% Deposit to Supplier ? days before activity => Consumer pays balance on arrival

% Deposit to Supplier => Wholesaler pays balance ? days before activity

Deposit to Wholesaler (rack rate commission) => Consumer pays balance on arrival

% Upfront

100% ? days before activity to Supplier

Consumer pays 100% on arrival

Pricing scheme - Per Person / Unit

Net Rate Contract Billing Methods and commissions

Invoice Method - Plain or discounted invoice

Allow late bookings - allow this wholesaler to make bookings after the cut-off time but before the activity starts.

Allow edits - allow this wholesaler to edit bookings.

Billing methods:

Bill Back

% Deposit to Supplier => Wholesaler pays balance ? days before activity

Deposit to Wholesaler (rack-net) => Consumer pays balance on arrival

100% Upfront

100% ? days before activity to Supplier

Consumer pays 100% (full rack rate) on arrival

Pricing scheme - Per Person / Unit

Wholesaler Prices:

Add your STO Rates and update Rates for specific Wholesalers (this is the discounted rate for the tour operators etc)

Steps on how to add (STO) Wholesaler Rates:

Here is how to proceed:

1. Click on Wholesaler Prices from your Left Pane
2. Click on the Season for the specific Service
3. Click on edit (the blue pen)
4. Enter the STO Rates (this will default to all the wholesalers)
5. Click on Update (Blue arrow)
6. Enter the Rates in line with a specific Wholesaler (this rates will only be applicable for this Wholesaler)
7. Click on Update (Blue arrow)

