

Registration of Travel Agents with *Visitmenorca.com*

What is *Visitmenorca.com*?

Visitmenorca.com is the Official Website of the Minorca Hotel Association (ASHOME) for the online reservation of hotels, apartments and villas.

How do retail travel agents access it?

Retail travel agents can access it at: <http://www.visitmenorca.com>



The screenshot shows the homepage of visitmenorca.com. At the top, there is a navigation menu with options: HOME, FLIGHTS, FERRIES, RENT A CAR, ACTIVITIES, HOTELS, and TRANSFERS. Below this is a banner with the text "Official Booking Website of the Menorca Hotel Association" and "On line Bookings for Hotels, Apartments and Villas".

The main content area features a "BOOK ACCOMMODATION" section with a search form for dates (01/12/2009 to 04/12/2009) and a "RENT A CAR" section with a search form for pickup and drop-off dates and locations (Airport Menorca).

At the bottom right, there is a "Travel Agency Access" form, which is circled in red. It includes fields for "User name:" and "Password:" and a "ACCESS" button. A red arrow points to the "SUBSCRIBE" button in the "Newsletter" section above it, with the text "Travel Agents' Access" written in red.



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How do online travel agents (and/or wholesale travel agents) access it?

Via XML Connectivity:

Online agencies and/or wholesalers connect to the inventory of *Visitmenorca.com* via XML messages that follow the OTA specifications standard to carry out availability searches and reservations. To request XML message specifications you should send an email to info@visitmenorca.com.

How does a travel agency request registration with *Visitmenorca.com*?

To register, the following information should be sent by email to: info@visitmenorca.com

AGENCY DETAILS:

AGENCY NAME:	_____		
TRADE NAME:	_____	C.I.F.:	_____
PERSON IN CHARGE:	_____		
ADDRESS:	_____		
TOWN/CITY:	_____	POST CODE:	_____
REGION/COUNTY:	_____	COUNTRY:	_____
WEBSITE:	_____	TELEPHONE:	_____
EMAIL:	_____	FAX:	_____
IATA CODE / GC:	_____		

MODE:

A) RETAIL AGENCIES ACCESS	<input type="checkbox"/>
B) ONLINE AGENCIES ACCESS – XML CONNECTIVITY	<input type="checkbox"/>
* Mark your chosen options with an X.	

You will receive confirmation of your registration together with your login/password to access the inventory and information on general conditions of use, commissions and the reservation cancellation policy.



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What systems of payment are there?

There are two possible systems of payment:

1. By virtual PoS using a credit card:

Payment of the total amount of the reservation is made at the moment of booking minus the **13% commission** for the agency.

2. By bank transfer:

- If the reservation is made more than 15 days before the date of entry into accommodation, within a maximum period of 48 hours a deposit equaling 25% of the total quantity of the booking must be paid. The remaining 75%, minus the 13% commission, will be transferred 15 days maximum before entrance to accommodation.
- If the reservation is made less than 15 days before the date of entry into accommodation, within a maximum period of 48 hours 100% of the total quantity of the booking must be paid.

NOTES:

- For retail travel agents both systems of payment will generate a pro-forma invoice issued to the travel agent at the moment of reservation with details of payment.
- For online travel agents:
 - Those that opt for method 1 (payment by virtual PoS) should include a link to their portal (booking URL) to close the booking and payment at *Visitmenorca.com*.
 - For those that opt for method 2, it is understood that they make the reservation and payment from their own portal and later notify *Visitmenorca* of the booking via an XML message, in which case *Visitmenorca* will reply sending a pro-forma invoice with the payment terms by bank transfer (including account number and IBAN and Swift codes).

From our Computer Centre we will provide the access keys to our www.visitmenorca.com online Booking System.



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