

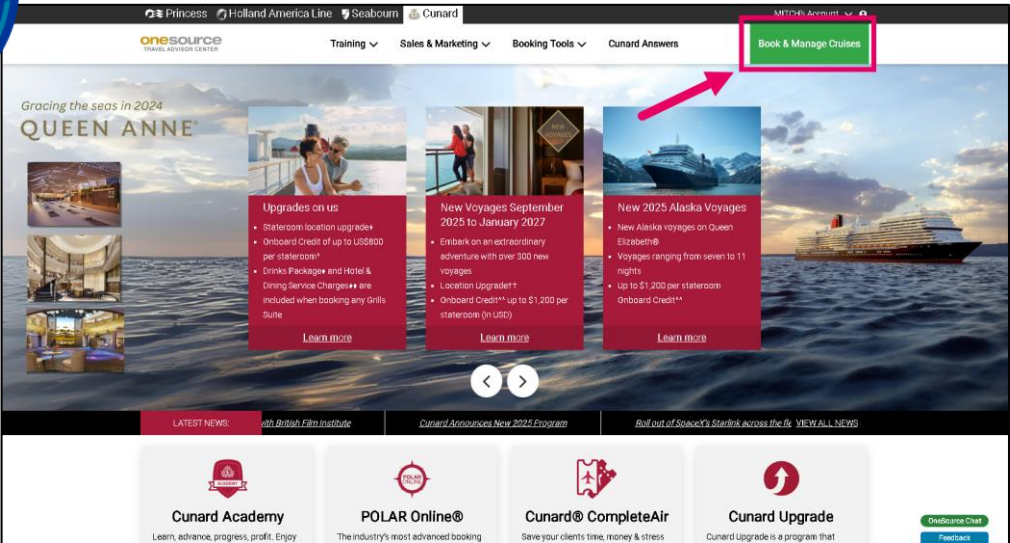
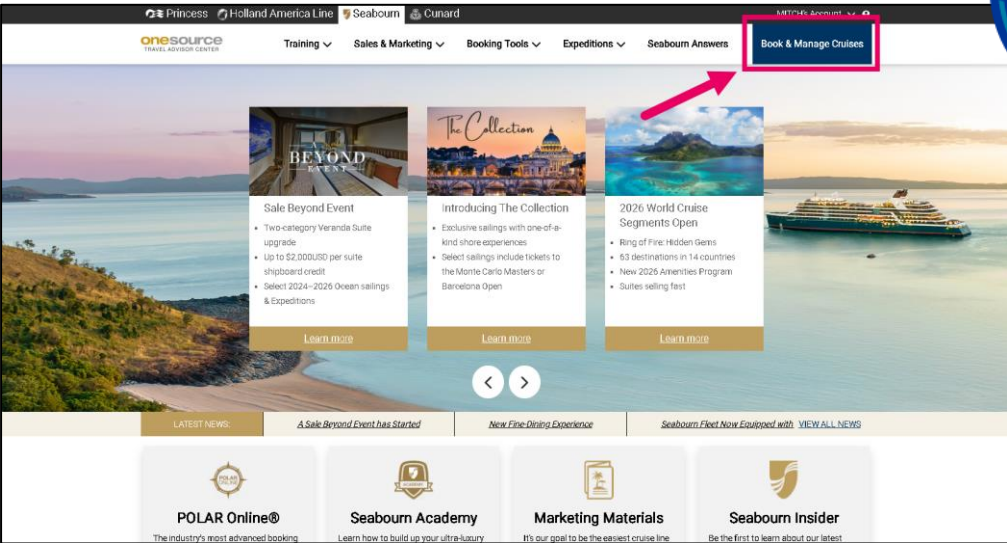
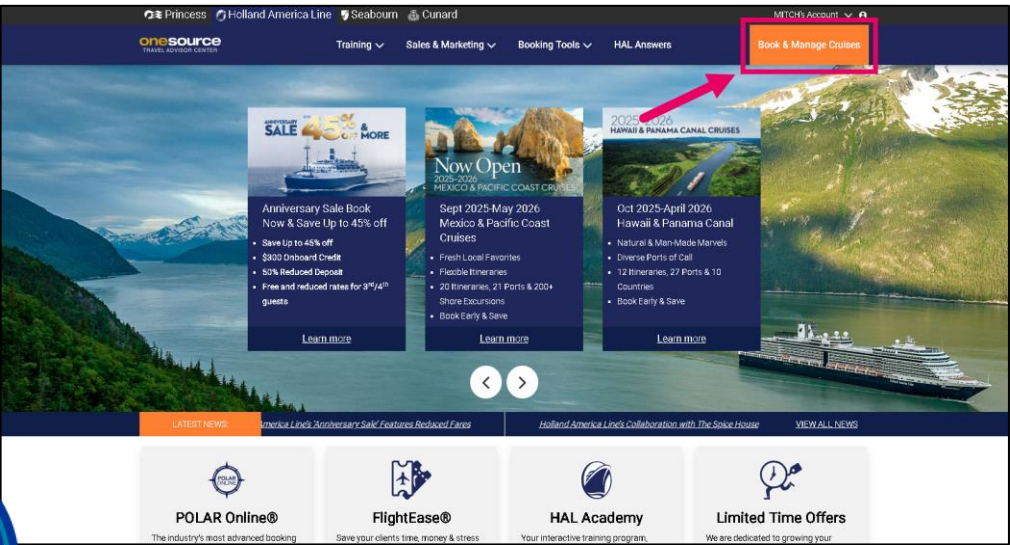
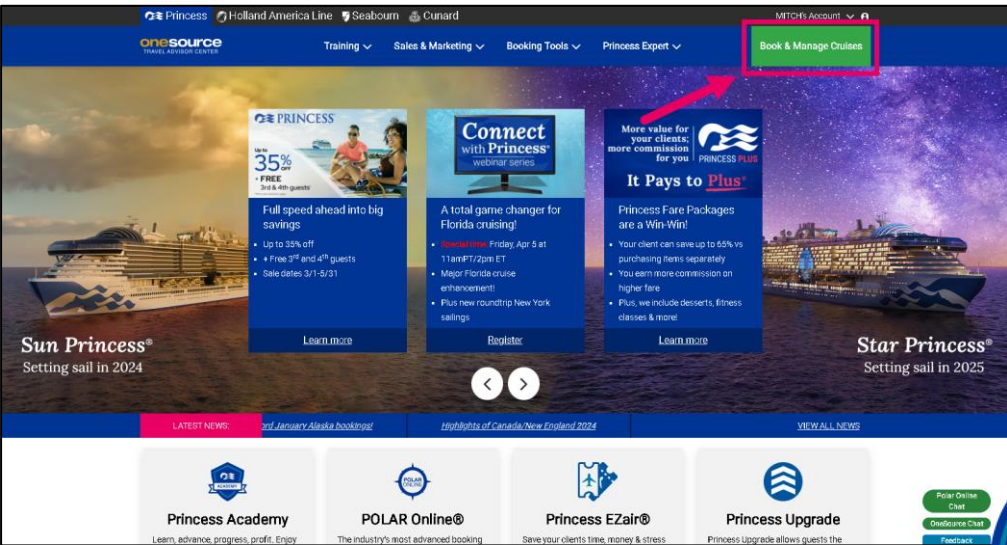
onesource
TRAVEL ADVISOR CENTER



POLAR Online

7 Easy Steps to Create a Booking

Access POLAR Online from OneSource!





POLAR Online – Presentation Summary

1. Why it's the best way to sell & manage cruise line bookings
2. Help & Training
3. The 7 easy steps for creating a booking
4. Powerful booking management features
5. Booking search and booking lists
6. Checking the status and printing boarding passes

The Best Way to Sell and Manage Cruise Bookings

1. More selling & management features than any other tool
2. Access the best fares: all Past PAX, Agency & Group fares
3. Group bookings are a breeze
4. Easy to learn, thanks to online Help and Training
5. Lightning fast
6. Only 7 steps to confirm a booking

Booking Help and Training Features in OneSource Make POLAR Online Easy to Learn!

The screenshot displays the OneSource Travel Advisor Center interface. At the top, a navigation bar includes logos for Princess, Holland America Line, Seabourn, and Cunard, along with a user account dropdown for 'MITCH's Account'. The main navigation menu features 'oneSource TRAVEL ADVISOR CENTER', 'Training', 'Sales & Marketing', 'Booking Tools', 'Princess Expert', and a highlighted 'Book & Manage Cruises' button. Below the navigation is a large banner with an underwater scene and the 'POLAR ONLINE' logo. The main content area features the headline 'POLAR Online® The Best Online Booking Tool. Period.' followed by the subtext 'Start using the cruise industry's most advanced booking tools built exclusively for travel consultants.' Below this is a smaller screenshot of the POLAR Online interface, which includes a 'SELECT A CRUISE LINE' section, a 'CREATE AND MANAGE BOOKINGS' section with 'CREATE BOOKING' and 'MANAGE BOOKING' buttons, a 'CREATE AND MANAGE GROUPS' section with 'CREATE GROUP' and 'SEARCH FOR GROUP' buttons, and an 'AGENCY OWNER TOOLS' section with 'EXCLUSIVE OFFERS FOR PASSENGERS' and 'VIEW OFFERS' buttons. To the right of the smaller screenshot is the Princess logo and the text 'POLAR Online is easy to learn!' followed by a paragraph: 'Are you new to online booking systems? Don't worry, each step includes detailed Help and Training guides. You may even search the help topics to quickly find the help you need. Once you learn POLAR Online, you'll refuse to work without it!' and a yellow 'Book & Manage Cruises' button.

Princess Holland America Line Seabourn Cunard MITCH's Account

oneSource TRAVEL ADVISOR CENTER Training Sales & Marketing Booking Tools Princess Expert Book & Manage Cruises

POLAR ONLINE

POLAR Online® The Best Online Booking Tool. Period.

Start using the cruise industry's most advanced booking tools built exclusively for travel consultants.

MAIN MENU | HELP | FEEDBACK | EDIT Language: English

SELECT A CRUISE LINE
To begin, choose the cruise line for this transaction.
(Princess Cruises)

CREATE AND MANAGE BOOKINGS
CREATE BOOKING MANAGE BOOKING

CREATE AND MANAGE GROUPS
CREATE GROUP VIEW GROUP FOR GROUP SEARCH FOR GROUP

AGENCY OWNER TOOLS
EXCLUSIVE OFFERS FOR PASSENGERS VIEW OFFERS
FUTURE CRUISE DEPOSITS & GOODWILL CREDITS

POLAR Online is available in the following languages:
English
Chinese (Simplified) - 简体中文
Chinese (Traditional) - 繁體中文
French - Français
German - Deutsch
Japanese - 日本語
Korean - 한국어
Portuguese - Português
Spanish - Español
Please select your desired language from the dropdown menu above.

PRINCESS

POLAR Online is easy to learn!

Are you new to online booking systems? Don't worry, each step includes detailed Help and Training guides. You may even search the help topics to quickly find the help you need. Once you learn POLAR Online, you'll refuse to work without it!

Book & Manage Cruises

POLAR Online Help & Training

Booking Help:

Can be found under “Booking Tools”; this page helps with:

- Step by step procedures for Making and Modifying Bookings
- Step by step procedures for Making and Modifying Groups

Training:

The “Training” Drop down in the navigation bar includes:

- Live Training:
 - Webinars, Seminars at Sea, POLAR Online Training and Ship Inspections
- Helpful Video Shorts:
 - Time Saving Tips
 - Princess Sales Secrets



7 Easy Steps for Creating a Booking...



Step #1: Sailing Search

- A. For best price quotes search for a member number by phone number
- B. Search for a Cruise
- C. Search by Date, Price or Category List
- D. Search for Cruise Tours (if applicable)
- E. Search by Cruise Tour Number

The screenshot shows the POLARONLINE website interface for a sailing search. The top navigation bar includes links for MAIN MENU, HELP, FEEDBACK, and EXIT, along with a language dropdown set to English. A 'Click to Chat' button is also present. Below the navigation bar is a breadcrumb trail: SEARCH > AVAILABILITY > PRICING > FARES > UP-SELL > CABINS > PASSENGER INFO > CONFIRMATION. The main heading is 'SAILING SEARCH', with a sub-note: 'Search for cruises or cruisetours. Cruisetour number is not required. Use Search by Price to sort cruise departures by price.' Below this is the 'TRAVEL AGENT INFORMATION' section, showing 'Booking Agent: MITCHELL KIEFFER' and 'Member Number: 550874070A'. The 'PASSENGER MEMBER NUMBER' section follows, with a search prompt: 'Enter your clients Member Number to find the best fares. You can search by Member Number or Phone Number.' It offers two options: 'Option #1: Search by Member #' and 'Option #2: Search by Phone Number'. Option #2 includes a search box with '(661-555-1212)' and a 'SEARCH' button, which is annotated with a pink box 'A'. Below this is a note: '*To Add new Passengers, type ADD into the above phone number field'. The 'CRUISE SEARCH' section is annotated with a pink box 'B' and contains fields for 'Home City', 'Air' (No), 'Status', 'Gateway', 'Voyage Number', 'Date (01Jan25)', 'Ship', 'Stateroom Type' (Mini-Suite), 'Occupancy' (2), 'Age Policy Change', 'Destination', and 'Nights'. At the bottom of this section are three search buttons: 'SEARCH BY DATE/ZONE' (with a 'New!' tag), 'SEARCH BY PRICE' (with a 'Destination Required' tag), and 'SEARCH BY CATEGORY LIST'. The 'CRUISETOUR SEARCH' section is annotated with a pink box 'D' and contains fields for 'Home City', 'Air' (No), 'Status', 'Gateway', 'Date (01Jan25)', 'Ship', 'Stateroom Type' (Mini-Suite), 'Occupancy' (2), 'Age Policy Change', 'Destination', and 'Cruisetour Number'. A 'SEARCH' button is at the bottom of this section, annotated with a pink box 'E'. A pink box 'C' points to the 'SEARCH BY PRICE' button in the 'CRUISE SEARCH' section.

Step #2: Availability by Price

Select the itinerary to review proceed to fare

SAILING AVAILABILITY BY PRICE

RDID - AAL - PPPO

Voyages are sorted by price for the category, number of nights and destination you selected. Now you can view pricing for each category type.

SEARCH RESULTS ?

PREVIOUS NEXT

Rates are for DOUBLE OCCUPANCY. Select a departure then click SAVE & CONTINUE. Click CRUISE or LAND for itinerary details.

SORTED BY SUITE CATEGORY													
Sel	Ship	Departs	Nights	Tour	Inside	Stat	Outside	Stat	Balcony	Stat	Suite	Stat	Itinerary
☐	Sun Princess	04JAN25	007		1,217		1,317		1,418		1,647		CRUISE
☐	Sun Princess	18JAN25	007		1,317		1,367		1,518		1,717		CRUISE
☐	Sun Princess	25JAN25	007		1,317		1,367		1,518		1,917		CRUISE
☐	Sun Princess	11JAN25	007		1,417		1,467		1,718		2,258		CRUISE
☐	Sun Princess	25JAN25	014		2,689		2,586		2,937		3,999		CRUISE
☐	Sun Princess	04JAN25	014		2,778		2,786		3,137		4,091		CRUISE
☐	Sun Princess	11JAN25	014		2,884		2,836		3,237		4,172		CRUISE

Step #2: Availability by Date

MAIN MENU | HELP | FEEDBACK | EXIT

Language: English

Click to Chat

POLARONLINE

SEARCH

AVAILABILITY

PRICING

FARES

UP-SELL

CABINS

PASSENGER INFO

CONFIRMATION

SAILING AVAILABILITY BY DATE

RDLV - AAL - PPPO

Review category and dining availability. Click **View** for itinerary details.

SEARCH RESULTS

SAILINGS

PREVIOUS

NEXT

Select a departure then click **VIEW**. Click **NEXT** for additional sailings.

Stateroom Type

Mini-Suite

Voyage Selection

☐

☐

☐

☐

☐

☐

☐

☐

Ship	SUN	SUN	SUN	SUN	SUN	SUN	SUN	SUN
Departure Date	21DEC24	28DEC24	28DEC24	04JAN25		11JAN25	11JAN25	18JAN25
Nights & Product	14 Caribbean - Eastern / Western XR	7 Caribbean - Eastern XR	14 Caribbean - Eastern / Western XR	7 Caribbean - Eastern / Western XR		7 Caribbean - Eastern XR	14 Caribbean - Eastern / Western XR	7 Caribbean - Western XR
Voyage Itinerary	VIEW	VIEW	VIEW	VIEW	VIEW	VIEW	VIEW	VIEW
Voyage Number	U450A	U501	U501A	U502	U502A	U503	U503A	U504
Route	FLL-FLL	FLL-FLL	FLL-FLL	FLL-FLL	FLL-FLL	FLL-FLL	FLL-FLL	FLL-FLL
New Groups	4 Points	4 Points	Closed	4 Points	4 Points	4 Points	4 Points	4 Points
Aft	Waitlisted	Waitlisted	Guarantee	Open	Open	Guarantee	Open	Open
Mid-Aft	Waitlisted	Waitlisted	Waitlisted	Open	Waitlisted	Waitlisted	Waitlisted	Open
Midship	Waitlisted	Open	Waitlisted	Open	Open	Open	Open	Open
Mid-Forward	Waitlisted	Open	Waitlisted	Open	Open	Open	Open	Open
Forward	Closed	Waitlisted	Closed	Waitlisted	Waitlisted	Closed	Closed	Open

- A. Pick a sailing then proceed to fares
- B. View cruise itinerary details
- C. Review category status

Step #2: Availability by Category List

Searching by Category Pricing List will drop you right into the Category Pricing List for the desired sailing!

[MAIN MENU](#) | [HELP](#) | [FEEDBACK](#) | [EXIT](#)

Language: English

Product: X501/28DEC24/007-MRH/XPLAX1-LAX2 [Deck Plans & Itinerary](#) [Click to Chat](#) **POLARONLINE**

SEARCH > **AVAILABILITY** > PRICING > FARES > UP-SELL > CABINS > PASSENGER INFO > CONFIRMATION

CATEGORY FARES RDIC - AAL - PPP0

Select either FIT Best Fare or Group Pricing. Click **Fare Comparisons** for a list of eligible fare codes.

FARE SELECTION [PREVIOUS](#) [NEXT](#)

Select a category. Click **SAVE & CONTINUE** for a detailed quote.
Additional Taxes, Fees & Port Expenses: 159.70**

FIT Pricing - Best Buy USD
* = Price net of On Board Credit

	Category	Status	Price	Promo
☐	S05 Suites	VW	9,791*	NMP
☐	S23 Suites	VW	4,530*	NMP
☐	S33 Suites	VW	4,368*	NMP
☐	S43 Suites	5	4,044*	NMP
☐	S5+ Suites	5	3,964*	NMP
☐	S63 Suites	4	3,818*	NMP
☐	S73 Suites	VW	3,964*	NMP
☐	M14 Suites	2	2,759*	NMP
☐	M63 Suites	1	2,689*	NMP
☐	MA4 Suites	9	2,549*	NMP
☐	MB4 Suites	9	2,430*	NMP
☐	MC4 Suites	9	2,340*	NMP
☐	ME4 Suites	9	2,252*	NMP
☐	MF4 Suites	G	2,168*	KG4

GROUP Pricing - FARE SVP USD
TR = Group Space Trade

	Category	Status	Price	Upgraded Category
☐	M14 Suites	2	3,019	
☐	M63 Suites	1	2,999	
☐	MA4 Suites	9	2,976	
☐	MB4 Suites	5	2,834	
☐	MC4 Suites	5	2,725	
☐	ME4 Suites	TR9	2,620	
☐	MF4 Suites	G/G	2,519	

Step #3: Category Pricing

MAIN MENU | HELP | FEEDBACK | EXIT Language: English

Product: X501/28DEC24/007-MRH/XPLAX1-LAX2 ? Deck Plan Click to Chat POLARONLINE

SEARCH > AVAILABILITY > PRICING > FARES > CABINS > PASSENGER INFO > CONFIRMATION

CATEGORY FARES

Select either FIT Best Fare or Group Pricing. Click **Fare Comparisons** for a list of eligible fare codes.

FARE SELECTION

Select a category. Click **SAVE & CONTINUE** for a detailed quote.
Additional Taxes, Fees & Port Expenses: 159.70**

PREVIOUS NEXT

FIT Pricing - Best Buy USD
* = Price net of On Board Credit ?

Category	Status	Price	Promo
☐ S05 Suites	VW	9,791*	NMP
☐ S23 Suites	VW	4,530*	NMP
☐ S33 Suites	VW	4,530*	NMP
☐ S43 Suites	5	4,044*	NMP
☐ S5+ Suites	5	3,964*	NMP
☐ S63 Suites	4	3,818*	NMP
☐ S73 Suites	VW	3,964*	NMP
☐ M14 Suites	2	2,759*	NMP

GROUP Pricing - FARE SVP USD
TR = Group Space Trade ?

Category	Status	Price	Upgraded Category
☐			
☐			
☐			
☐			
☐			
☐			
☐			
☐ M14 Suites	2	3,019	

BACK SAVE & CONTINUE

FARE COMPARISONS CHANGE ITINERARY VIEW SEGMENTS CATEGORY DESCRIPTIONS

Category Fares page displays Best Buy FIT and Group Fares

- A. Best Buy FIT quotes
- B. Promo codes by category
- C. Group quotes
- D. Use fare comparison link for a list of FIT and Group promos

Step #3: Category Pricing – Best Buy

- No need to call reservations, POLAR Online displays all fares & allows you now to apply the client's Future Cruise Deposits.
- Best Buy always provides the best FIT quote.
- No manual fare comparisons, create fare comparisons by category.
- View the promo codes that append to your bookings.
- Only 4 steps from the pricing detail screen to closing the sale!

Step #3: Fare Comparisons

Fare Comparison Allows You to Compare 2 Promos Side by Side

- Promo list includes Agency Type, Past Passenger, HQ Groups and Agency Groups
- Select 2 promos for comparison in Category Pricing

FARE COMPARISONSRDLF - A&AL - PPPO

Select up to two Promos. If you do not see all past passenger fares, then return to Sailing Search and provide your client's membership numbers.

PROMO LISTPREVIOUSNEXT

Select up to 2 Promos, then click SAVE & CONTINUE.

☐ Include expired promos

Select	Promo	Expiration Date	Description	Advisory
☐	KG4	04MAY25	PPLUS-NON-REFUNDABLE DEPOSIT	
☐	KH1	04MAY25	PREMIER-NON-REFUNDABLE DEPOSIT	
	MMI	17APR24	LOVE THIS SALE- PAST GUEST OBC OFFER	Pax aircity N/A
☐	MR3	26MAR24	LOVE THIS SALE - \$99 DEPOSIT	Automatic
	NIA	31DEC25	PRINCESS PREMIER	Pax aircity N/A
	NID	31DEC25	PRINCESS PLUS	Pax aircity N/A
	NLW	31DEC25	PRINCESS STANDARD	Pax aircity N/A

Step #4: Passenger Pricing Detail

Make Some Adjustments and Present the Complete Quote

PRICING DETAIL RDLE - AAL - PPPO

Review passenger pricing details including FCCs, Onboard Credits and Commissions.
You can now add a hotel package by clicking "TRAVEL PACKAGES"

PRINT Print this page in a printer and fax friendly format. **PRINT** Print a customer copy in a printer and fax friendly format.

eQuote - Enter passenger email to send a pricing quote (without commission details). **SEND EQUOTE**

PASSENGER DETAILS

Add or remove Vacation Protection **Category** IA **Group** SVP

PAX	Age	Home City	Air	Gateway	Vacation Protection	Transfer	Promo	Included
1	Adult	LAX	No		Standard	Yes	NMP	NS1
2	Adult	LAX	No		Standard	Yes	NMP	NS1

SUBMIT CHANGES **PRINCESS EZAIR**

OFFER CODE

Enter your client's Offer Code (if applicable)

Add or Delete Offer Code (1234567890) **SUBMIT**

PASSENGER PRICING

Currency USD

	Passenger 1	Passenger 2	Passenger 3	Passenger 4	Passenger 5	Total
Fare	2,067.00	2,067.00				4,134.00
Air						
Vacation Protection	186.03	186.03				372.06
Taxes, Fees & Port Expenses	159.70	159.70				319.40
Air Fees						
Miscellaneous						

- A. Adjust transfers & Vacation Protection
- B. "Included" displays Group Amenities and bonus commission codes
- C. Print a customer copy of this screen that excludes your commission

Step #4: Passenger Pricing Detail (cont.)

Scroll down on the Pricing Detail screen to display the complete commission and payment option details

PRICING DETAIL

RDLE - AAL - PPP0

Review passenger pricing details including FCCs, Onboard Credits and Commissions.
You can now add a hotel package by clicking "TRAVEL PACKAGES"

PRINT

Print this page in a printer and fax friendly format.

PRINT

Print a customer copy in a printer and fax friendly format.

eQuote - Enter passenger email to send a pricing quote (without commission details).

SEND EQUOTE

PAYMENT

Deposit Due Date

28MAR24

Deposit

500.00

Net Payment Due

4,588.66

Final Payment Due Date

29SEP24

Gross Payment Due

5,001.46

Amount Received

COMMISSIONS

Standard

10.0 % 412.80

Override

%

Bonus Commission

Total Commission

412.80

GST:

Step #5: Up-Sell Category

We've made your sales pitch easy! Speaking points illustrate the cost and benefit for your client to upgrade!

SUGGESTED UP-SELLRDIF - AAL - PPP0

Move your client to a higher category! Increase your client's satisfaction and your agency's commissions! This step is optional.

UP-SELL OPTIONS

Select an up-sell option. To skip, click SAVE & CONTINUE. All prices shown in **USD**.

Categories to Up-Sell

Select one of the following options to upgrade your client's category. To continue without upgrading, do not make any selection and proceed directly to Cabin Selection using the SAVE & CONTINUE button below.

Current Category: IE 1,572.00

☐ FOR ONLY 281.00 more,(40.14 per day) you can book a category BW

☐ 281.00 more,(40.14 per day) you can book a category BE

☐ 424.00 more,(60.57 per day) you can book a category DE

Step #6: Cabin Selection

- **Option 1:** Select up to 3 cabins or Guarantees
- **Option 2:** Request a specific cabin
- **Option 3:** Sort the list above to show the closest cabin to the one entered here

CABIN SELECTION

RDLC - AAL - PPP0

Choose from 1 of the 3 below selection options. Select up to 3 available cabins or guarantees, request a specific cabin or search for the closest available cabin.

AVAILABLE CABINS

Please select desired cabin. If creating multiple bookings in the same category, you may select up to three cabins below and continue. Once the booking is complete, select "Clone" to create the next booking.

Category & Cabin	Location	Berths	Document Notes	Cabin Notes
☐ IE D137	FORE STAR 166 sq ft	2 TWINS OR 1 QUEEN		INTERIOR
☐ IE D133	FORE STAR 166 sq ft	2 TWINS OR 1 QUEEN		INTERIOR
☐ IE A119	FORE STAR 166 sq ft	2 TWINS OR 1 QUEEN		INTERIOR
☐ IE D129	FORE STAR 166 sq ft	2 TWINS OR 1 QUEEN		INTERIOR
☐ IE D130	FORE PORT 166 sq ft	2 TWINS OR 1 QUEEN		INTERIOR
☐ IE A115	FORE STAR 166 sq ft	2 TWINS OR 1 QUEEN		INTERIOR
☐ IE A114	FORE PORT 166 sq ft	2 TWINS OR 1 QUEEN		INTERIOR
☐ IE D125	FORE STAR 166 sq ft	2 TWINS OR 1 QUEEN		INTERIOR
☐ IE D126	FORE PORT 166 sq ft	2 TWINS OR 1 QUEEN		INTERIOR
☐ IE GUARANTEE				
☐ IE GUARANTEE				
☐ IE GUARANTEE				

ACCESSIBLE CABIN REQUEST

Search for accessible cabins. [Accessible Cabin Booking Requirements](#)

REQUEST A CABIN

This option will clear all cabin selections in the section above.

Category & Cabin

☐ IE

CLOSEST AVAILABLE CABIN ?

This option will find closest available cabin to the number entered below.

Cabin [SORT LIST](#)

Option 1

Option 3

Option 2

Step #7: Final Steps

The screenshot shows a multi-step booking form. At the top, a table lists five passengers with fields for Member #, Home City, Air, Birth Date, and Vacation Protection. Below this is a detailed passenger information section with fields for Title, First Name, Middle Name, Last Name, Suffix, Gender, and Age. Callout 'A' points to the Title dropdown for passenger 3. Callout 'B' points to the 'No Middle Name' checkbox for passenger 3. Callout 'C' points to the 'DINING / TRAVEL WITH ID (TWID)' section, which includes options to 'Create a New TWID' or 'Enter an Existing TWID'. Callout 'D' points to the 'BOOKING INFORMATION' section, which includes 'Auto Upgrade' options (Open To Any Upgrade, Only Upgrade to the Next, Stateroom Type, Do Not Upgrade) and a 'Passenger Contact Phone' field.

Passenger	Member #	Home City	Air	Birth Date (01Jan2009)	Vacation Protection
1		LAX	No	01Jan1982	None
2		LAX	No	02Feb1982	None
3					
4					
5					

Passenger	Title	First Name	Middle Name	Last Name	Suffix	Gender	Age
1	Mr	John	☐ No Middle Name	Doh		Male	Adult
2	Mrs	Jane	☐ No Middle Name	Doh		Female	Adult
3			☐ No Middle Name				
4			☐ No Middle Name				
5			☐ No Middle Name				

DINING & BEDDING

Red indicates required information

Dining options can be selected from the Princess MedallionClass App

Ship Bed

DINING / TRAVEL WITH ID (TWID)

Use a Travel with ID (TWID) for passengers who are family friends and they wish to dine together

Create a New TWID ☐

Enter an Existing TWID

BOOKING INFORMATION

Select your Upgrade Option

Auto Upgrade ☒ Open To Any Upgrade
☐ Only Upgrade to the Next
☐ Stateroom Type (ex. Balcony to Minisuite)
☐ Do Not Upgrade

Passenger Contact Phone

Voyage Information
Category IE
Cabin GUAR
Group SVP

- A. Enter passenger names
 - Passenger Info is automatically completed if you input Member Numbers
- B. Select dining option
 - (NOTE: For Princess, this is only done in the Princess Cruises App)
- C. Cross-reference bookings of groups traveling together
- D. Select auto-upgrade options

Booking Confirmation

- A. Send the agency copy, passenger copy or both to any email address!
- B. Dining status is confirmed. No waitlist number was given.
 - (Note: Dining for Princess will only display in the Princess Cruises App)
- C. Manage the booking through links to various parts of the booking!

BOOKING CONFIRMATION RCBD - CBOK - PPPD

Your booking is confirmed! Select the links below to make payments and changes.

SEND CONFIRMATION Optional PAX copy excludes commission details. PRINT Print this page in a printer and fax friendly format. CRUISE PERSONALIZER Access the Travel Summary and Dining Pass. CUSTOMER COPY Print a customer copy of this page. PRINCESS UPGRADE Bid for a Stateroom Upgrade.

SUMMARIES

Travel Agent ?
Booking Agent MITCHELL KIEFFER **Member Number** 550874070A
Agent Contact MITCHELL To edit contact name, click BOOKING INFORMATION below.

Booking Summary

Booking 6HDWDT	Status Guarantee	Group SVP	Category IE	Cabin
Voyage X501	Ship DISCOVERY	Sail Date 28DEC24	ADA Category ?	Tour ID
	Route LAX1 - LAX2			

Dining Status Summary ?

Status	W/L Pos	Seating	Table Size	Table Request
---------------	----------------	----------------	-------------------	----------------------

PASSENGER INFORMATION

Pax	Suffix	First Name	Last Name	Home City	Gateway	Air	Type	Vacation Protection
1		JOHN	DOH	LAX		No		
2		JANE	DOH	LAX		No		

PRINCESS EZAIR REFRESH

BOOKING INFORMATION PRICING SUMMARY PASSENGER IMMIGRATION PRINCESS EZAIR WAITLIST

COMMISSION DETAIL VOYAGE ITINERARY SPECIAL REQUESTS / GIFTS APPLY FCCS AIR DETAILS

CREDIT CARD PAYMENT TRAVEL PACKAGES CLONE BOOKING BOOKING SEARCH / LIST

Powerful Booking Management Features

Save time by using POLAR Online to modify your bookings

- Extend options
- Rebook features quickly change sailing, category or promo.
- Set-up “auto-charge” of final payment to your client’s card.
- Manage pre and post cruise packages.
- Submit required immigration information.
- Add Gifts like wine, flowers or on-board credit!

Booking Information: Manage Passenger Data

BOOKING INFORMATION

Access powerful modification features.

RCBA - CBOK - PPP0

RCBA-0993WV BOOKING DEPOSIT REQUIREMENTS HAVE NOT BEEN FULLY MET

BOOKING INFORMATION

Travel Agent ?

Booking Agent MITCHELL KIEFFER

Member Number 550874070A

Agent Contact MITCHELL

Booking Agency PRINCESS-CSSUS(TEST AGENCY)

Status Guaranteed

Open Date 28MAR24 **A**

Cancel Date

Passenger Contact Phone

Deposit Due Date 28MAR24 **EXTEND OPTION**

Required Deposit 500.00

Currency USD

Auto Upgrade

☒ Open To Any Upgrade

☐ Only Upgrade to the Next Stateroom Type (ex. Balcony to Minisuite)

☐ Do Not Upgrade

[About Auto Upgrade](#) ?

TRAVEL WITH ID (TWID)

Use a Travel with ID (TWID) for passengers who are family friends and they wish to dine together

Create a New TWID **NEW**

Enter an Existing TWID ? **C**

CANCEL BOOKING

CANCEL BOOKING ? **B**

REBOOK OR REFARE

REBOOK ?

OFFER CODE

Enter your clients Offer Code (if applicable)

Add or Delete Offer Code

(1234567890) **SUBMIT** ?

DINING AND BEDS

Dining Dining options can be selected from the Princess MedallionClass App

Bed Queen

SUBMIT

A. Extend booking option

B. Rebook options include:

- Change sailing
- Change promo
- Change category

C. Cross-reference bookings with TWID

Booking Search: Retrieve a Booking or a Booking List

- A. Retrieve by booking number
 - This includes bookings made via POLAR Online, any GDS or only booking tool, or over the phone
- B. Create a Booking List of your agency's bookings on any voyage
- C. Create a Booking List by ship and date
- D. View ALL bookings under your agency

The screenshot shows the 'BOOKING SEARCH' interface. The header includes 'BOOKING SEARCH' and 'RCBI - CBOK - PPPO'. Below the header, a sub-header states 'The Voyage and Sailing Data search options list bookings by departure.' The main content area is divided into two columns. The left column, titled 'BOOKING SEARCH OPTIONS', contains three sections: 'BOOKING NUMBER SEARCH' with a 'Booking Number' input field and a 'SEARCH' button (annotated with a pink box 'A'); 'BOOKING LIST BY VOYAGE' with a 'Voyage Number' input field and a 'SEARCH' button (annotated with a pink box 'B'); and 'BOOKING LIST BY SHIP & DATE' with a 'Ship' dropdown menu, a 'Departure Date (01 Jan 25)' input field, 'Initials' and 'Last Name' input fields, and a 'SEARCH' button (annotated with a pink box 'C'). A red note indicates 'Red indicates required information'. The right column, titled 'BOOKING LIST', contains a 'VIEW BOOKING LIST' button (annotated with a pink box 'D').



Enjoy POLAR Online!