

# Add or Modify a Supplier in Addons



1 In the general Addons menu, click on "Manage Addons".

ADD-ONS system    Welcome suzanne

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**MENU**

- > Home Page
- > Batch Viewer
- > Booking List
- > Booking View
- > Currencies
- > Destinations
- > **Manage addons**
- > Price Manager
- > Rich Content
- > Start-Stopsale
- > Suppliers
- > User Manager
- > Voucher Edit
- > Password Edit
- Logout

**Addons List**

Reservation email auto-send:  yes  no           

Booking to (FROM) : - - -    Booking to (TO) : - - -   

Show  Suppliers

Search:

Supplier Addon ID	Destination	Categorie	Addon Name	Supplier ID	Supplier Name	Auto Confirmation	Offer External	Offer B2C	Cop
5279	CHA	ACTIVITE	<a href="#">Flotting cottage</a>			No	Yes	No	Co
6466	JED	ACTIVITE	<a href="#">VISA for UMRAJ</a>			Addons level	Yes	Yes	Co
6849	MEX	ACTIVITE	<a href="#">Luggage Pickup Mexico</a>			Yes	Yes	Yes	Co
7222	ORY	ACTIVITE	<a href="#">Zoo Parc de Beauval</a>			Yes	Yes	Yes	Co
6372	YGP	ACTIVITE	<a href="#">Parc de la Gaspésie</a>			Addons level	Yes	Yes	Co
6894	YGP	TRANSFERT	<a href="#">Parc national</a>			Addons level	Yes	Yes	Co
5464	YGV	ACTIVITE	<a href="#">Visite de la Station de Recherche des Îles Mingan</a>			Addons level	Yes	Yes	Co
4415	YML	ACTIVITE	<a href="#">Azulee</a>	439	<a href="#">Azulée</a>	Addons level	Yes	Yes	Co
4421	YML	ACTIVITE	<a href="#">Musee de Charlevoix</a>			Yes	Yes	Yes	Co
5082	YML	ACTIVITE	<a href="#">Train de Charlevoix ( allée simple Baie St-Paul - La Malbaie)</a>			Addons level	Yes	Yes	Co
4416	YQB	ACTIVITE	<a href="#">Aquarium de Quebec</a>			Addons level	Yes	Yes	Co
6373	YQB	ACTIVITE	<a href="#">Canot</a>			Addons level	Yes	Yes	Co
6377	YQB	ACTIVITE	<a href="#">Journée de pêche</a>			Addons level	Yes	Yes	Co
6892	YYY	ACTIVITE	<a href="#">Location de canne a peche</a>			Addons level	Yes	Yes	Co

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This takes you to the page containing all your Addons. Go to the bottom of the page, then click on "Addons".

ADD-ONS system    Welcome suzanne

MENU							No	Yes	No	Co
> Home Page	5279	CHA	ACTIVITE	Flotting cottage						
> Batch Viewer	6466	JED	ACTIVITE	VISA for UMRAJ			Addons level	Yes	Yes	Co
> Booking List	6849	MEX	ACTIVITE	Luggage Pickup Mexico			Yes	Yes	Yes	Co
> Booking View	7222	ORY	ACTIVITE	Zoo Parc de Beauval			Yes	Yes	Yes	Co
> Currencies										
> Destinations	6372	YGP	ACTIVITE	Parc de la Gaspésie			Addons level	Yes	Yes	Co
> Manage addons										
> Price Manager	6894	YGP	TRANSFERT	Parc national			Addons level	Yes	Yes	Co
> Rich Content	5464	YGV	ACTIVITE	Visite de la Station de Recherche des Îles Mingan			Addons level	Yes	Yes	Co
> Start-Stopsale										
> Suppliers	4415	YML	ACTIVITE	Azulée	439	Azulée	Addons level	Yes	Yes	Co
> User Manager	4421	YML	ACTIVITE	Musee de Charlevoix			Yes	Yes	Yes	Co
> Voucher Edit	5082	YML	ACTIVITE	Train de Charlevoix ( allée simple Baie St-Paul - La Malbaie)			Addons level	Yes	Yes	Co
> Password Edit										
Logout	4416	YQB	ACTIVITE	Aquarium de Quebec			Addons level	Yes	Yes	Co
	6373	YQB	ACTIVITE	Canot			Addons level	Yes	Yes	Co
	6377	YQB	ACTIVITE	Journée de pêche			Addons level	Yes	Yes	Co
	6892	YYY	ACTIVITE	Location de canne a peche			Addons level	Yes	Yes	Co
	6890	YYY	ACTIVITE	Location de Kayak			Yes	Yes	Yes	Co
	6889	YYY	ACTIVITE	Location de vélo			Yes	Yes	Yes	Co
	6891	YYY	ACTIVITE	Planche a pagaie (paddle board)			Addons level	Yes	Yes	Co
	6895	YYY	ACTIVITE	Pourvoirie de la Gaspésie			Addons level	Yes	Yes	Co

Add Addon    Using Supplier ID :

Showing 1 to 18 of 18 entries

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Please complete all the information required. If you do not need to fill in all the boxes, the boxes marked with a red asterisk are compulsory.

ADD-ONS system    Welcome suzanne

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### Add Addon Information

Contact Information			
Name:	<input style="width: 95%;" type="text"/>		
Private Name :	<input style="width: 95%;" type="text"/>		
Supplier ID :	None <input type="button" value="v"/>		
Latitude:	<input style="width: 40%;" type="text"/>	Longitude:	<input style="width: 40%;" type="text"/>
	(S = NEG)		(W = NEG)
Phone:	<input style="width: 40%;" type="text"/>	Fax:	<input style="width: 40%;" type="text"/>
Sales Contact:	<input style="width: 40%;" type="text"/>	Sales Email :	<input style="width: 40%;" type="text"/>
Sales phone number:	<input style="width: 40%;" type="text"/>	Password:	<input style="width: 40%;" type="password"/>
Sales Mailing Address:	<input style="width: 95%;" type="text"/>		
Reservation Contact:	<input style="width: 40%;" type="text"/>	Reservation Email:	<input style="width: 40%;" type="text"/>
Reservation Phone:	<input style="width: 95%;" type="text"/>		
Reservation Language:	EN <input type="button" value="v"/>		
Address:	<input style="width: 95%;" type="text"/>		
Destination:	<input type="button" value="v"/>		
Zone:	<input type="button" value="v"/>		
Extra destinations (from your city completor). You can add multiple separated by a comma:	<input style="width: 95%;" type="text"/>		
Disable:	<input type="checkbox"/>	Auto Confirmation	<input type="button" value="v"/>
Category	No category selected <span style="color: red; font-size: small;">*You need to select a category</span>		

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Once you've entered your details, click on "Add" at the bottom of the page.

<b>Bank Information :</b>	<input style="width: 95%;" type="text"/>		
<b>Account #:</b>	<input style="width: 95%;" type="text"/>		
<b>Bank Address :</b>	<input style="width: 95%;" type="text"/>		
<b># ABA:</b>	<input style="width: 40%;" type="text"/>	<b># Swift:</b>	<input style="width: 40%;" type="text"/>
<b># IBAN:</b>	<input style="width: 95%;" type="text"/>		
<b>Beneficiary Information:</b>	<input style="width: 95%;" type="text"/>		
<b>Billing Code #:</b>	<input style="width: 95%;" type="text"/> (Optional, code linked to external accounting system)		
<b>Default Currency:</b>	Canadian Dollars <input type="button" value="v"/>		
<input type="button" value="Add"/>			
<input type="button" value="Back"/>			

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If your Addons have been successfully added, you'll be taken to this page. If not, problems to be solved (often missing fields) will appear in red on the creation page. To return to your Addons, click on "Back".

The screenshot displays the 'ADD-ONS system' interface. At the top left, it says 'ADD-ONS system' and 'Welcome suzanne'. On the left side, there is a 'MENU' section with the following items: > Home Page, > Batch Viewer, > Booking List, > Booking View, > Currencies, > Destinations, > Manage addons, > Price Manager, > Rich Content, > Start-Stopsale, > Suppliers, > User Manager, > Voucher Edit, > Password Edit, and a 'Logout' button at the bottom. The main content area is titled 'Add Addon Information' and contains a message: 'The Supplier was added successfully!'. Below this message is a circular orange button labeled 'Back'.

## 6

To modify an Addon, simply click on its name in the list.

ADD-ONS system    Welcome suzanne

### MENU

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## Addons List

Reservation email auto-send:  yes  no    Update    Generate Report for all Supplier    Import/Export

Booking to (FROM) : - - -    Booking to (TO) : - - -    Generate BOOK TO EBB REPORT

Show  Suppliers    Search:

Supplier Addon ID	Destination	Categorie	Addon Name	Supplier ID	Supplier Name	Auto Confirmation	Offer External	Offer B2C	Cop
5279	CHA	ACTIVITE	<a href="#">Flotting cottage</a>			No	Yes	No	Co
6466	JED	ACTIVITE	<a href="#">VISA for UMRAJ</a>			Addons level	Yes	Yes	Co
6849	MEX	ACTIVITE	<a href="#">Luggage Pickup Mexico</a>			Yes	Yes	Yes	Co
7222	ORY	ACTIVITE	<a href="#">Zoo Parc de Beauval</a>			Yes	Yes	Yes	Co
7232	PAR	ACTIVITE	<a href="#">Diner PAR</a>			No	No	No	Co
6372	YGP	ACTIVITE	<a href="#">Parc de la Gaspésie</a>			Addons level	Yes	Yes	Co
6894	YGP	TRANSFERT	<a href="#">Parc national</a>			Addons level	Yes	Yes	Co
5464	YGV	ACTIVITE	<a href="#">Visite de la Station de Recherche des Îles Mingan</a>			Addons level	Yes	Yes	Co
4415	YML	ACTIVITE	<a href="#">Azulée</a>	439	Azulée	Addons level	Yes	Yes	Co
4421	YML	ACTIVITE	<a href="#">Musee de Charlevoix</a>			Yes	Yes	Yes	Co
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6373	YQB	ACTIVITE	<a href="#">Canot</a>			Addons level	Yes	Yes	Co
6377	YQB	ACTIVITE	<a href="#">Journée de pêche</a>			Addons level	Yes	Yes	Co

7 Then click on "Update".

The screenshot shows a sidebar on the left with navigation options: Booking List, Booking View, Currencies, Destinations, Manage addons, Price Manager, Rich Content, Start-Stopsale, Suppliers, User Manager, Voucher Edit, Password Edit, and Logout. The main content area is divided into three sections:

- Payment Information:** A form with fields for Payment Contact, Payment Email, Payment Phone, General Information, Payment Method, Deposit Due, Deposit Information, Final Payment Due, Cancellation policies, and Client payment option (set to 25%/45).
- Wire Transfer:** A section with fields for General Wire transfer Information, Bank Information, Account #, Bank Address, # ABA, # Swift, # IBAN, Beneficiary Information, and Billing Code. An orange "Update" button is positioned below this section.
- Add-Ons List:** A table with columns: Addon ID, Code, English Description, French Description, Spanish Description, and Action. The table is currently empty, displaying the message: "There is currently no add-ons for this supplier in the database." Below the table is an "Add" button.
- Fee List:** A section with columns for Taxable, Taxable, and Taxable.

8 You will then return to the Addon creation page. Once you've completed your modifications, simply click on "Update". That's it, your Addon is modified!

The screenshot shows the same sidebar as in the previous image. The main content area is focused on the 'Wire Transfer' and 'Beneficiary Information' sections:

- Wire Transfer:** A section with fields for General Wire transfer Information, Bank Information, Account #, Bank Address, # ABA, # Swift, # IBAN, Beneficiary Information, and Billing Code #. The Default Currency is set to Canadian Dollars.
- Update and Back:** An orange "Update" button and a "Back" button are located at the bottom of the form.