

Kali Booking System bkbholidays.com/kali Guide



The BKB Holidays Kali Booking System will include the following options:

- (a) Quotes, Bookings & Check Availability (b) Bali & Singapore (c) Accommodation, Transfers & Day Tours
(d) Quote Advice & Booking Advice - Agent Copy With Price & Commission (e) Pax Itinerary - Without Price & Commission
If your preferred accommodation, day tour or transfer is not displayed in Kali please contact BKB Holidays reservations.

Login

BKB Holidays will create one login & password for each agency.

Forget your agency login or password – refer to bkbholidays.com/kali & Forgot Your Username & Password

Each web page – footer

Includes hyperlinks - Kali Guide & Payments to BKB Holidays (Bank Transfer, Credit Card).

Home Page

After logging in the Kali Home Page will be displayed & will include:

- (1) Drop down menu including Quotes/Bookings & Check Availability (2) BKB Holidays website specials

Handy Hint – after logging in - from any Kali webpage click on the back button  to return to the previous Kali webpage.

Quotes & Bookings

The following options are available via the Dropdown Menu - Quotes & Bookings.

- (1) New Search/Add Service ie. New search/add service to a new quote/booking
(2) List Quotes/Bookings ie. Retrieve a list of your quotes/bookings

To create a new quote/booking - click on: Dropdown Menu - Quotes & Bookings & click on: New Search/Add Service

Screen #1 New Search/Add Service

What - Click on the Service field & select Accommodation, Transfer or Day Tour/Attractions.

Search by hotel name - Hotel Name field: enter a keyword of the hotel name (eg. Hyatt), tick Search All Destinations box.

Where - Kali has 3 tiers - #1 Destination (eg. Bali), #2 Location (eg. Nusa Dua & Tanjung Benoa), #3 Locality (eg. Nusa Dua)

Accommodation - From date – enter a check in date, & then enter either a To/Check Out Date OR Number of nights.

Enter the number of rooms & adults/children/ages in each room.

Infants under 2 years cannot be quoted/booked via Kali, please contact the BKB Holidays reservations team.

Transfer & Day Tour/Attraction - Where – Destination & Locations fields – select the transfer/day tour date, pick up destination/location & adults/children/ages.

All Services - the from date must be at least 15 days into the future.

After completing the above selections – click on SEARCH in the bottom right corner

Screen #2 New Search/Add Service ie. Supplier & Product Picklist

If your preferred accommodation, day tour or transfer is not displayed please contact our reservations team.

Shortcut – to find your preferred hotel enter Control F & a key word of the hotel name – eg. Mandira.

Price = gross price including agent commission.

Availability - Accommodation = Yes - if all nights & rooms are available, otherwise the Availability column = On Req.

Availability - Transfer/Day Tour = Yes - if all pax are available, otherwise the Availability column = On Req.

Accommodation

- (1) Each hotel - will display one or multiple room types, rate types/promos & meal inclusions. The cheapest option is 1st



Booking Deadline Free Night – hover over the icon & Kali will display the booking deadline date.



Free Night – hover over the icon & Kali will display the number of free nights included.

Click on the hotel name to retrieve hotel information - eg - check-in time & address.

Click on the room name to retrieve (a) room information - eg. booking deadline date, rate inclusions, bedding, availability & cancellation fees (b) the option to search prices & availability for other dates

Transfer/Day Tour - click on the supplier name to retrieve supplier information.

Click on the transfer/day tour name to retrieve tour/transfer information & inclusions.

How to add a service (accommodation/transfer/day tour) to the itinerary from the picklist

Each room type & price will include an Add Now button. Click on this button to add the service to the itinerary.

Screen #3 Service Summary, Add Extras & Passenger Details

(a) Top of screen = summary. Supplier information - click on supplier name, service information - click on service name.

(b) Booking name (ie. passenger lead name) & Consultant Compulsory fields

Booking remarks & bedding requests & Your reference Optional fields

(c) Add Extra or Additional Booking Details

Accommodation – Optional Late Checkout (An Additional Charge Will Apply)

Transfer – Please add the pickup & drop off locations & flight information. Day Tour – Please add the pickup location.

(d) Passenger Details - Each passenger – please add their title, given name & surname.

IMPORTANT - points b, c & d above – After this step this information cannot be added/amended via Kali. If you need to add/amend these details at a later date please contact BKB reservations.

(e) After completing the above selections – click on ADD SERVICE in the bottom right corner.

Kali will create a quote. The quote can be converted to a booking in the next screen (Quote/Booking screen).

Screen #4 Quote/Booking Summary

Top of screen = quote/booking summary. An itinerary including each service will be displayed.

Supplier information - click on supplier name, service information - click on service name.

To retrieve the passenger names click on Action/Details.

Quote - the following will be displayed - the Itinerary with Action/Delete a service & the below icons:

(a) Add Another Service (b) Copy Quote, Cancel Quote/Booking & Re-sequence Itinerary

(c) Check Availability (click on Check Availability, current availability will be displayed in the Itinerary/Availability column).

(d) Convert To Booking – ***1st service must commence at least 15 days into the future.***

Top left – the status will change from Quote to Booking.

Itinerary/Availability column – each service status will display either Confirmed or On Request.

(e) View Booking Documentation (i) Quote – Agent Copy (including the gross price & agent commission)

(ii) Itinerary – Pax Copy (excluding the gross price & agent commission). This is an editable Microsoft Word document so agents can amend the document/itinerary and send to their clients.

Booking - the following will be displayed - the Itinerary with Action/Cancel a service & the below icons:

(a) Add Another Service (b) Cancel Quote/Booking & Re-sequence Itinerary

(c) View Booking Documentation (i) Booking Advice – Agent Copy (includes the gross price & agent commission)

(ii) Itinerary – Pax Copy (excluding the gross price & agent commission). This is an editable Microsoft Word document so agents can amend the document/itinerary and send to their clients.

Each Kali booking – After BKB Holidays staff review/action travel agents will be unable to add/cancel a service/the booking. After all services are confirmed BKB will email a pro-forma invoice with total gross & nett prices, agent commission, a payment schedule & itinerary.

Whilst working on a quote/booking

The following options are available via the Dropdown Menu - Quotes & Bookings.

- | | |
|------------------------------------|--|
| (1) New Search/Add Service | ie. New search/add service to your existing quote/booking |
| (2) List Quotes/Bookings | ie. Retrieve a list of your quotes/bookings created via Kali & BKB reservations. |
| (3) Exit & New Quote/Booking | ie. Save/exit the existing quote/booking & create a new quote/booking |
| (4) Existing Quote/Booking Summary | ie. A summary of your existing quote/booking |



Check Availability

To check availability click on Dropdown Menu – Check Availability

Important - Check Availability will allow agents to find available dates for a selected:

(a) Hotel & Room Type or (b) Location - eg. Nusa Dua & Tanjung Benoa or (c) Locality – eg. Seminyak

Screen #1 Availability Search

What - Click on the Service field & select Accommodation.

Search by hotel name - Hotel Name field: enter a keyword of the hotel name (eg. Hyatt), tick Search All Destinations box.

Where - Kali has 3 tiers - #1 Destination (eg. Bali), #2 Location (eg. Nusa Dua & Tanjung Benoa), #3 Locality (eg. Nusa Dua)

Accommodation – enter a from date

After completing the above selections – click on SEARCH in the bottom right corner

Screen #2 Availability Search ie. Picklist

Accommodation

Kali will display one or multiple hotels. To display availability for all room types for:

(1) All hotels - click on the Expand All icon. (2) One hotel - click on the arrow icon 

Kali Availability - Kali displays 21 days availability & commences from the date selected in screen 1.

Accommodation AV = at least one room is available RQ = On request

Back & Next Buttons

The availability commencement date can be brought:

(1) Backwards by 14 days by clicking on the Back icon. (2) Forwards by 14 days by clicking on the Next icon.

Hotel & Room Information

Click on the hotel name to retrieve hotel information - eg - check-in time & address.

Click on the room name to retrieve (a) room information - eg. booking deadline date, rate inclusions, bedding, availability & cancellation fees (b) the option to search prices & availability for other dates

Find/Quote/Book AVAILABLE hotel allotment

If clients request a specific hotel/room type & are flexible with dates, you can find/quote/book available dates.

(1) Screen #1 Availability Search - Service = Accommodation. Hotel Name = keyword of the hotel name (eg. Padma).

From = preferred check in date. After completing these selections click on SEARCH in the bottom right corner

(2) Screen #2 – Availability Search (ie. Picklist) - click on the arrow icon  to display all rooms.

Important – if a room type is displayed twice click on the room type name including Promo (ie. Promo = cheaper price).

Use the Back & Next Buttons to find suitable available dates, then click on the room type name.

(3) The Information tab will be displayed – review this information and then click on the Price & Availability tab.

(4) Amend the From Date & Number of Nights to your clients preference & click on Update.

The Price & Availability details will be updated – review these details.

Click on the Add Now button to add this accommodation service to your itinerary.

(5) Kali will display the Quote/Book Screen #3 - Select Quote or Booking, & Add Extras & Passenger Details.

Complete this screen & then click on ADD SERVICE in the bottom right corner.

The accommodation service will be added to your itinerary & a Kali quote/booking number will be created.