

Making a booking

Step 1
Login to System



System Login

User Name:

Password:

Culture:

LOGIN

Step 2
Click Manage Booking



Welcome *partner name* 0844 888 2882

VOUCHER BOOKING

WELCOME TO THE BUYAGIFT ONLINE BOOKING SYSTEM

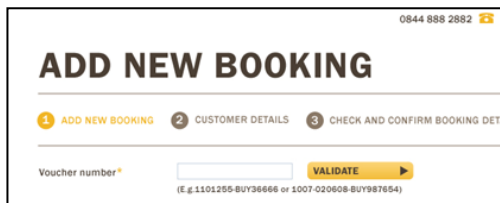
Please select one of the options available to begin managing your account with us.

Manage Booking

Manage Billing

- Manage booked vouchers
- Saved statement of accounts
- Sent statement of accounts
- Vouchers not available for billing

Step 3
Enter Voucher Reference Number



0844 888 2882

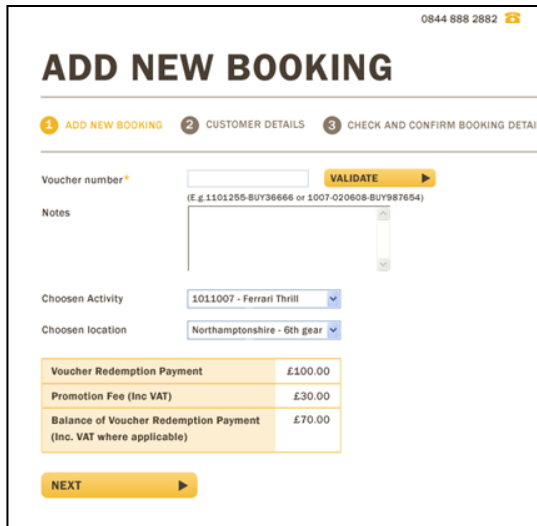
ADD NEW BOOKING

1 ADD NEW BOOKING 2 CUSTOMER DETAILS 3 CHECK AND CONFIRM BOOKING DETAILS

Voucher number* **VALIDATE**

(E.g.1101255-BUY36666 or 1007-020608-BUY987654)

Step 4
Choose the activity and location for experience



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ADD NEW BOOKING

1 ADD NEW BOOKING 2 CUSTOMER DETAILS 3 CHECK AND CONFIRM BOOKING DETAILS

Voucher number* **VALIDATE**

(E.g.1101255-BUY36666 or 1007-020608-BUY987654)

Notes

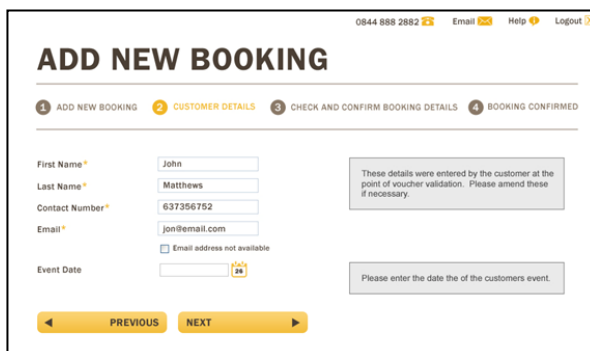
Chosen Activity:

Chosen location:

Voucher Redemption Payment	£100.00
Promotion Fee (inc VAT)	£30.00
Balance of Voucher Redemption Payment (Inc. VAT where applicable)	£70.00

NEXT

Step 5
Check or enter the customer's details



0844 888 2882 Email Help Logout

ADD NEW BOOKING

1 ADD NEW BOOKING 2 CUSTOMER DETAILS 3 CHECK AND CONFIRM BOOKING DETAILS 4 BOOKING CONFIRMED

First Name*

Last Name*

Contact Number*

Email*

Email address not available

Event Date

These details were entered by the customer at the point of voucher validation. Please amend these if necessary.

Please enter the date the of the customers event.

PREVIOUS **NEXT**

Step 6
Check and confirm
details

0844 888 2882

ADD NEW BOOKING

1 ADD NEW BOOKING 2 CUSTOMER DETAILS 3 CHECK AND CONFIRM BOOKING DETAILS

Booking Details	
Voucher Number	BUY13837
Activity Name	Crystal Choice
First Name	John
Last Name	Matthews
Contact No.	418641586
Email	johnm@email.com
Event Date	01/11/2010

CHANGE DETAILS PREVIOUS NEXT

Step 7
Booking confirmed

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ADD NEW BOOKING

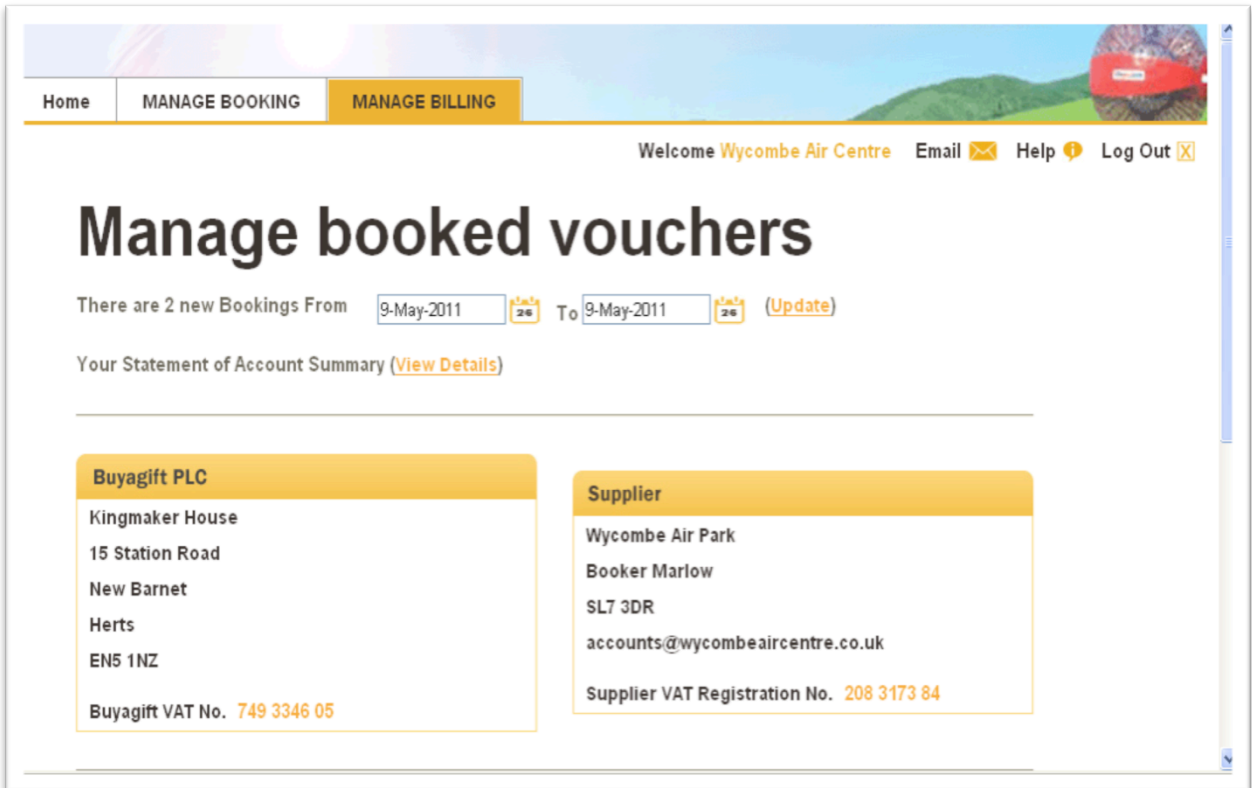
1 ADD NEW BOOKING 2 CUSTOMER DETAILS 3 CHECK AND CONFIRM BOOKING DETAILS 4 BOOKING CONFIRMED

Booking Details	
Voucher Number	BUY13837
Activity Name	Crystal Choice
First Name	John
Last Name	Matthews
Contact No.	418641586
Email	johnm@email.com
Event Date	01/11/2010

Notes
Voucher has been exchanged.

ADD ANOTHER BOOKING BACK TO HOMEPAGE

Raising a statement of account for selected vouchers



Home | MANAGE BOOKING | MANAGE BILLING

Welcome Wycombe Air Centre | Email ✉ | Help ⓘ | Log Out ✕

Manage booked vouchers

There are 2 new Bookings From To [\(Update\)](#)

Your Statement of Account Summary [\(View Details\)](#)

Buyagift PLC	Supplier
Kingmaker House	Wycombe Air Park
15 Station Road	Booker Marlow
New Barnet	SL7 3DR
Herts	accounts@wycombeaircentre.co.uk
EN5 1NZ	Supplier VAT Registration No. 208 3173 84
Buyagift VAT No. 749 3346 05	

This screen shows you a summary of all your booked vouchers. The buttons at the bottom of the page allow you to raise a request for payment for this sum.

You may not wish to produce a statement of account for all the vouchers that you have entered. In this case, click the “View Details” button.

Manage booked vouchers

There are 116 new Bookings From To [\(Update\)](#)

Your Statement of Account Summary [\(View Details\)](#) Click here to view a list of all the vouchers you have booked

Buyagift PLC

Kingmaker House
15 Station Road
New Barnet
Herts
EN5 1NZ

Buyagift VAT No. **749 3346 05**

Supplier

DRIVERS DREAM DAYS
The Coach House
Mallory Park Kirkby Mallory Leics
LE9 7QE
emily@everymanracing.co.uk

Supplier VAT Registration No. **974 8871 51**

The screen below will pop up. Use the ‘select all’ button to mark all the vouchers as ticked. You should then work through the voucher list, **un-ticking** each voucher that you want in your statement. If you do not want a voucher in your statement, leave it ticked.

<input type="checkbox"/>	1027206-buy626133a	30/03/2011	25/07/2011	1027206	Ferrari and Lamborghini Driving Experience Offer	North Yorkshire - Everyman - Yorkshire Air Museum at Elvington	Daniel jones	£145.00	£43.50	£7.25	£36.25
<input type="checkbox"/>	10211756-BAG252873	30/04/2011	25/07/2011	10211756	Driving Thrill with Photo, Passenger Ride and Damage Waiver Offer	North Yorkshire - Everyman - Yorkshire Air Museum at Elvington	Brian Whittington	£109.00	£38.15	£6.36	£31.79
<input type="checkbox"/>	10210069-buy648446	30/04/2011	25/07/2011	10210069	Exclusive Audi R8 Driving Blast Special Offer	North Yorkshire - Everyman - Yorkshire Air Museum at Elvington	Nicholas Rimmer	£59.00	£17.70	£2.95	£14.75
<input type="checkbox"/>	1027206-asda44632	31/03/2011	25/07/2011	1027206	Ferrari and Lamborghini Driving Experience Offer	North Yorkshire - Everyman - Yorkshire Air Museum at Elvington	Russ Woolley	£145.00	£43.50	£7.25	£36.25

Click "select all". All the boxes will now be ticked. UNTICK the vouchers you WANT in the statement. Any vouchers you want to REMOVE from the statement, you should leave ticked.

SELECT ALL
▶

REMOVE SELECTED BOOKINGS
▶

SAVE
▶

Click “remove selected bookings”. Then click “save” to return to the previous screen.

You should now be back on the Manage Booked Voucher page. The total for the amount in the Statement of Account (visible in the bottom right of the screen) should now be updated and will show the total amount for the vouchers you selected.

If you are happy with these details, you should save the Statement of Account using the button on the bottom left (do **not** use the “save and send” button at this stage.) This makes sure the details are safe and refreshes the page.

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HOME MANAGE BOOKING MANAGE BILLING

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STATEMENT OF ACCOUNT

STATEMENT OF ACCOUNT NO: **200-21** STATEMENT OF ACCOUNT DATE: **01/12/2010**

Your Statement of Account Summary ([View details](#))

i The following statement has been saved within your saved statement of accounts

Buyagift PLC	
Kingmaker House	
15 Station Road	
New Barnet	
Herts	
EN5 1NZ	
Buyagift VAT No.	4674867486746789

Supplier	
Airkix	
602 Marlborough Gate	
Central Milton Keynes	
MK9 3XS	
Supplier VAT Registration No.	4674867486746

Supplier Bank Details	
BANK NAME	Barclays
ACCOUNT NAME	Airkix
SORT CODE	43-89-67
ACCOUNT NUMBER	4363466346
IBAN	GB 26454624
SWIFT/BIC	ISO 5834
PAYMENT CURRENCY	GBP

Totals	
Voucher Redemption Payment	£100.00
Promotion Fee (Inc VAT)	£30.00
Balance of Voucher Redemption Payment (Inc. VAT where applicable)	£70.00

Save and send **Save only**

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Finally, in order to submit the Statement of Account, click “save and send” in the bottom left hand side of the screen. Your Statement will be passed to us for processing

Manage Billing

Step 1
Login to System



System Login

User Name:

Password:

Culture:

Step 2
Click Manage Booked Vouchers



Welcome *partner name* 0844 888 2882

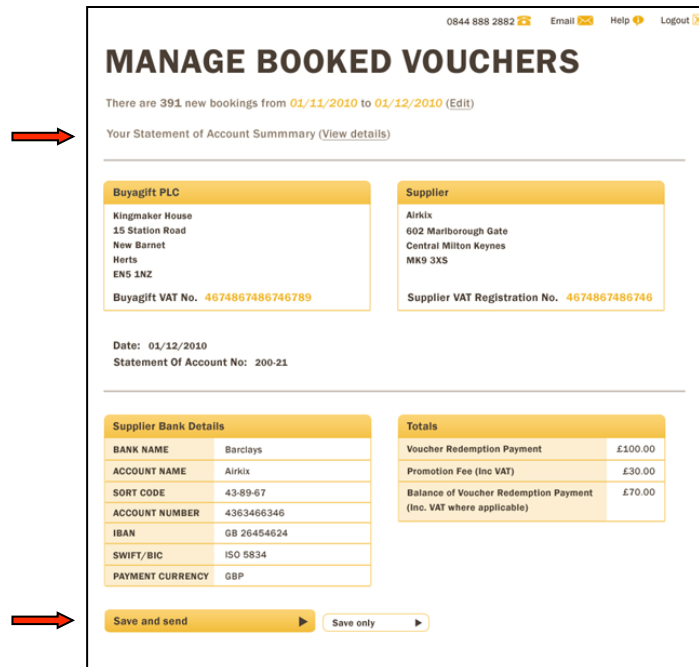
VOUCHER BOOKING

WELCOME TO THE BUYAGIFT ONLINE BOOKING SYSTEM

Please select one of the options available to begin managing your account with us.

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- [Manage booked vouchers](#)
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 - [Vouchers not available for billing](#)

Step 3
Click "View details" to edit the vouchers contained within Statement (in popup screen)



0844 888 2882 Email Help Logout

MANAGE BOOKED VOUCHERS

There are 391 new bookings from 01/11/2010 to 01/12/2010 (Edit)

Your Statement of Account Summary (View details)

Buyagift PLC Kingmaker House 15 Station Road New Barnet Herts EN5 1NZ Buyagift VAT No. 4674867486746789	Supplier Airkix 602 Marlborough Gate Central Milton Keynes MK9 3XS Supplier VAT Registration No. 4674867486746
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Date: 01/12/2010
Statement Of Account No: 200-21

Supplier Bank Details	Totals
BANK NAME: Barclays	Voucher Redemption Payment: £100.00
ACCOUNT NAME: Airkix	Promotion Fee (inc VAT): £30.00
SORT CODE: 43-89-67	Balance of Voucher Redemption Payment (inc. VAT where applicable): £70.00
ACCOUNT NUMBER: 4363466346	
IBAN: GB 26454624	
SWIFT/BIC: ISO 5834	
PAYMENT CURRENCY: GBP	

Step 4
Click "Save and send" to submit to Buyagift.