



Booking.com for Business

Sabre Red Booking.com app - Travel Agency Guide

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[Sign up here](#) to use Booking.com Sabre Red app or Booking.com via Sabre CSL

Booking.com
In partnership with Sabre

Setup your Booking.com Sabre app to access 29 million listings

By signing up with Booking.com for Business, Sabre agency customers get access to all Booking.com listings, including alternative lodging listings, through Sabre Content Service for Lodging. This instantly connects Sabre customers with the unparalleled depth and diversity of the Booking.com offering.

Company name *
Agency ABC

First name *
Jessica

Last name *
Smith

Email *
jessica.smith@booking.com

Password *
.....

Sign up

1

Check your email! Confirm your company's Booking.com for Business Tool account by clicking Confirm in the email

Booking.com business

Hello,

Thanks for joining Booking.com for Business.

Your account is almost ready. Please click "Confirm" to verify your email address.

Confirm

You can also copy this link into your browser: <https://www.booking.com/go/eab7e997e9d6fa8c.html>

Kind regards,

The Booking.com for Business Team

Booking.com

2

Add your agents (for successful SSO)

1

Go to tab “People”

Manual option- Add the agents manually. Send invitations to users individually. Note: Please ensure agents’ names do not contain any special characters e.g. _,-,()

2

Add profiles in bulk via an .xlsx template. Fill it with your contacts’ first names, last names, email addresses and roles (Admin, Travel Organizer) and then upload. Note: The only mandatory fields are: name, surname and email

3

Add agent profiles as Admin or Travel organizer. Those roles will have access to Sabre Red app. Note that role booker will not have access to Sabre Red app.

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US\$ List Your Property Test BBT Test BBT

Test BBT > Search Bookings Reports **People** More Account Activity

People

Add people to your business account with their role and groups, and we'll help you book faster by pre-filling their details and adding them to your reports. To start, select whether you want to send individual invitations, import everyone using a spreadsheet, or create a page where people can join by themselves. ✕

Got it

Send Invitations
Manually invite people by email address

Import/Bulk Upload
Import groups of bookers and travel organizers using a spreadsheet

Create Sign-up Page
Get a custom link to a page so your travelers can join by themselves

Select Role

Select Role for Contact

None

Can be booked for, but won't be invited to connect to your company account

First Name Last Name Email

e.g. John e.g. Smith john.smith@company.com

Legal Entity Department Cost Center

Search or create new legal entity Select department Select cost center

Cancel **Add**

2

The agent should check their email and click 'Get Started' to accept being added to the tool. This is done one time during set-up.

Jan, confirm your new Travel Organizer account > Inbox x

Booking.com for Business <business@booking.com>
to me

4:44 PM (0 minutes ago) ☆

Booking.com business

Join the **Test BBT** company account today.

Enjoy an easy, convenient and free platform to manage all your business and leisure travel arrangements.



Find Business Stays Anywhere

Use your company's destination budgets and preferences to find the perfect places to stay.



You're in Control

Manage all your reservations with the help of a 24/7 support line for you and your travelers.



Stay on Track

Review your group's spending and get easy-to-read reporting.

Get started

Kind regards,
The Booking.com for Business Team

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2

Agent should enter a password to connect and sign into your company's BBT account. This is done **one time only**

Booking.com business for Test BBT



[Contact Us](#)

Connect to Test BBT on Booking.com for Business

If you already have an account, please [sign in](#) instead.

st log in

First Name
Jan

Last Name
Greene

Password

By creating an account, you agree to our [Terms and Conditions](#) and [Privacy Statement](#).

[Join](#)

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**Success! The agent is ready
to single sign-on from Sabre
Red Workspace into your
BBT.**

FAQ - Errors.

If the agent account has **not** been confirmed, they will get the below error when trying to SSO. This means that the agent account is not added or confirmed in the Tool. Please check that the agent account is confirmed by clicking on “People”

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Missing employee account. Please have your Travel Manager or Administrator create the account

FAQ - Errors Part 2.

These are example of a confirmed agent account in BBT. You can find this overview in tab “People”







DEPARTMENT: No departments

COST CENTRE: No cost centre

LEGAL ENTITY: No legal entities selected

ROLE: No roles selected

Find contacts

Name	Role	Legal entity	Department	Cost centre
 Ashley SabreRedDemo	Admin			
 Dilyana SabreRedDemo	Admin			
 Elke SabreRedDemo	Admin			

Issues, questions or feedback about Booking.com Sabre
Red app? Email sabre.support@booking.com

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