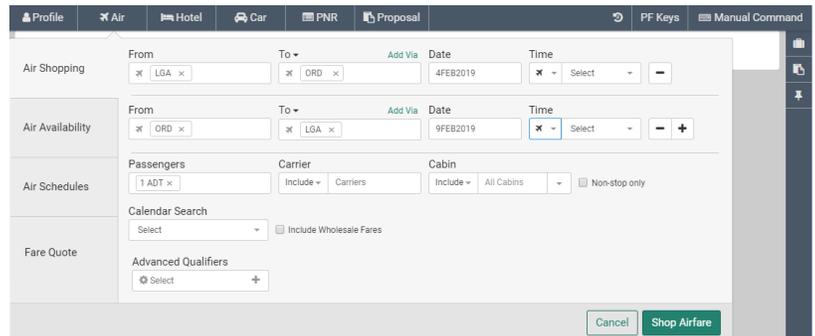# Trip Proposal

Overview

Trip Proposal is an offer management tool that allows you to propose multiple air, hotel, and car itinerary options with a simple click of a button during the shopping workflow. Available only in the new Sabre Red Workspace, Trip Proposal simplifies the end-to-end offer process with a "Propose" function integrated directly into the new Workspace's intuitive, easy-to-use workflow. Once a traveler indicates which proposed itinerary works best for them, you can convert the traveler's desired options to bookings in one easy click.

Creating a Proposal – Graphical Workflow

Air	Example
In Graphical style, click **Air** and then **Air Shopping** to start a search.	
Expand the panel on the shopping response by clicking the down arrow. Click **Propose,** to automatically begin a new proposal and save the segment to the proposal, without withholding any inventory from the airline.	

Note: The Propose button is available in every response panel at the time of shopping or pricing.

Hotel and Car

Propose hotel and car options easily with a workflow consistent to the Air Shopping path shown in this example above.

Creating a Proposal – Format driven Workflow

Air	Format
You can also propose segments using the following commands: Type WPNI to start an air shop.	

Air	Format
Propose the Current Itinerary price, **Note**: To propose a segment when there is only one pricing option, as in a WP response, simply enter the command TP.	**TP**
Propose Option 2 in the WPNI response	TP (option number) **TP2**
TP(N-n1) will propose a range of options. For example, TP1-3 would add Options 1, 2, and 3 to the proposal from the WPNI response above	TP(N-n1) **TP1-3**
TP(n/n1) will propose a selection of options. For example, TP2/4 would add Options 2 and 4 to the proposal from the WPNI response above	TP(n/n1) **TP2/4**
TP(n-n1) and TP(n/n1) can be combined. For example, TP2-4/6 would add Options 2,3,4 and 6 to the proposal from the WPNI response below.	TP(n-n1) **TP2-4/6**

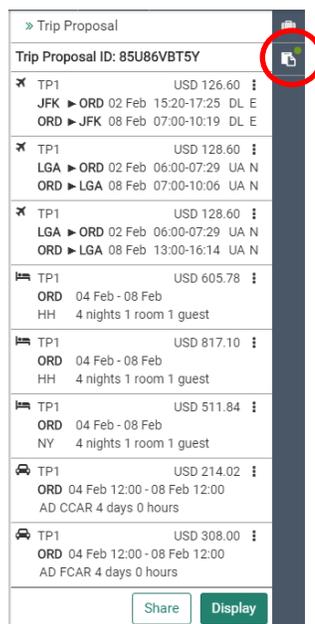| Hotel and Car	Format
Propose hotel rate from the Hotel Details Display (HOD)	TP (option number) **TP2**
Propose car rate from the Car Shop (CF) or Car Location Shop (CLF) Display	TP (option number) **TP2**

Proposal Side Panel and Proposal Display

As you add air, hotel, and car segments, you can check the progress of the proposal at any time.

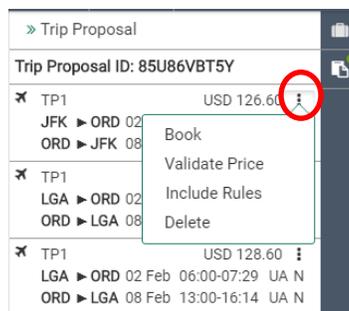| Check Proposal	Example
Click on the **clipboard** icon from the righthand side of the workspace, right underneath the Trip Summary suitcase icon. The proposal side panel displays; a **green dot** indicates a proposal is currently in progress.	
Click on the vertical ellipses to the right of the "Trip Proposal" of each proposed segment to access a menu of actions: Book, Validate Price, Include Rules, or Delete.	
The proposal is currently in progress. The total price for all travelers will be shown for each segment, (TP) number indicates how many travelers are included in the quoted price.	

Click on the vertical ellipses to the right of the 'Trip Proposal' header to access two more actions: Add Passive Segment or Add alias.
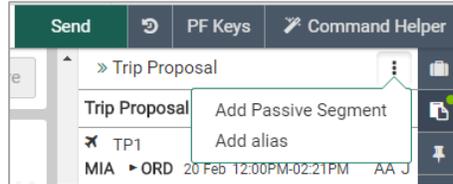
Add alias: Add an alias or title to the proposal, which will appear on the generated proposal document.
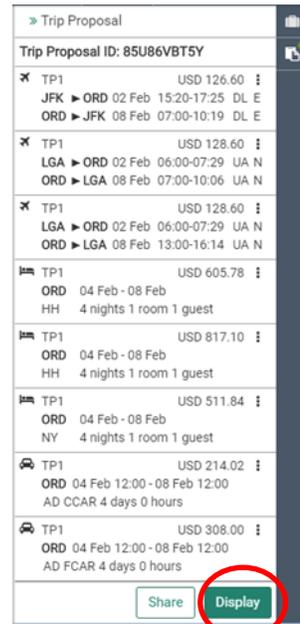
Add Passive segment: this option is explained in the Proposed Display section below.
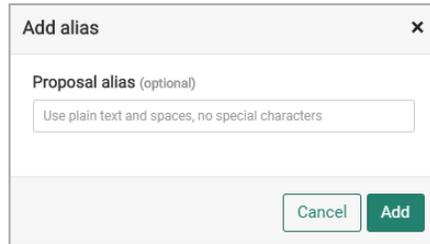
Proposal Display

Click **Display** to open the interactive proposal display, which provides a more detailed view of each segment proposed, as well as actions to modify the proposal.

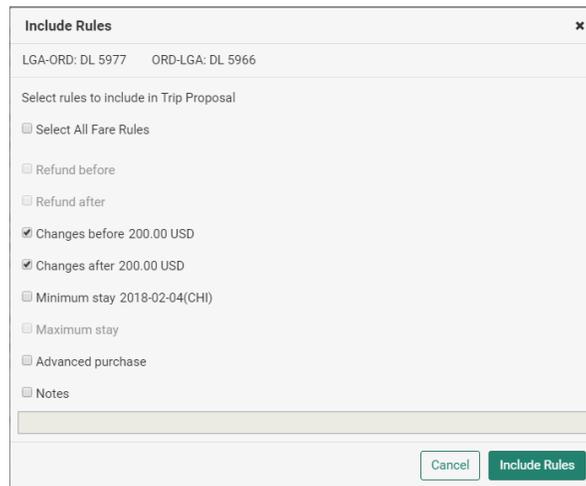You can also open the proposal display using the command **TP*.**

+Add: This button allows you to add a Passive Segment to the proposal. Clicking will prompt a form to appear, where you can enter in Passive Segment information. Once added to the proposal, the Passive Segment will be integrated seamlessly into the proposal document. You have the option to delete the segment or convert it into a booking in the PNR (YK segment). You cannot validate price or include rules.
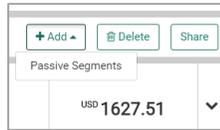
Delete: Click Delete to remove a segment from the proposal. **Note**: A Cancel button allows you to cancel the delete action.

Include Rules: This button displays a pop-up to select which fare rules to include in the proposal document.

Include Rules   ✕

LGA-ORD: DL 5977   ORD-LGA: DL 5966

Select rules to include in Trip Proposal

☐ Select All Fare Rules

☐ Refund before

☐ Refund after

☑ Changes before 200.00 USD

☑ Changes after 200.00 USD

☐ Minimum stay 2018-02-04(CHI)

☐ Maximum stay

☐ Advanced purchase

☐ Notes

[   ]

                                          Cancel   **Include Rules**

Close Proposal

To Save and Close a proposal, enter the Ignore command into the Command Bar.

Note: If the PNR has not been ended, ignore will also delete any PNR elements currently in progress in that work area without saving the changes.

After you have closed the proposal, you can create a new proposal or open another existing proposal
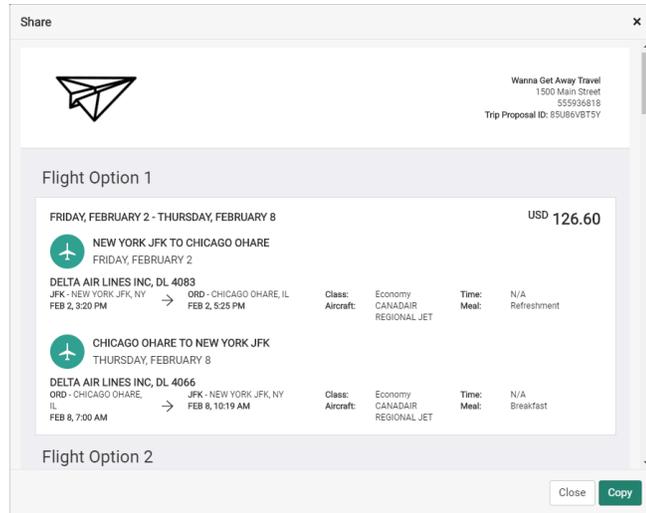
Format

I

Sharing the Proposal

The Share button is available from the Trip Proposal display, the proposal side panel, and the Proposal module in Command Helper.

Share Proposal	Example
Click **Share** to generate an HTML file containing all segments currently stored in the proposal, which can easily be copied into an email or Word document. (Copy/Paste)	

Once pasted, the proposal document is editable, allowing you to modify the text or add additional notes before you send it to the potential traveler

Adding Brand Logos through TripCase Connect

Go to connect.tripcase.com.

Log in with your Agent ID/PCC and Password.

Click on Settings > Standard.

Note: To access TripCase Connect, the Agent ID must be assigned SUBMGR and duty code 9
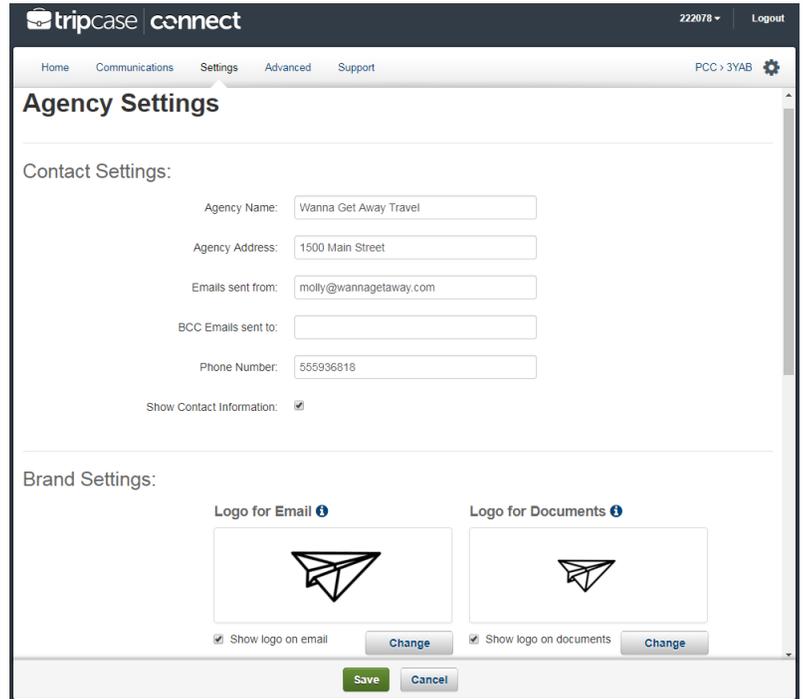
Adding Brand Logos	Example

Fill in the **Contact Settings** information if you would like your agency's contact information to appear in the top righthand corner of the proposal document.

Add your agency's log in the **Logo for Email** box if you would like it to appear in the header and footer of the proposal document.

Additionally, you can choose whether you want to share proposal options in 12 or 24-hour format in **General Settings**

Searching for Existing Proposals

Search for a Proposal	Example

To open a previously created proposal, click on the Proposal module in the Command Helper bar.

You can search for proposals in the current PCC or across All branch PCCs. Search by Traveler Name, Email Address, Phone Number, or Proposal ID.

You can search by partial names or IDs, with a minimum of 2 characters. For example, selecting "Proposal ID" as the Search Type and searching "AB" will produce a list of all Proposal IDs that begin with "AB".
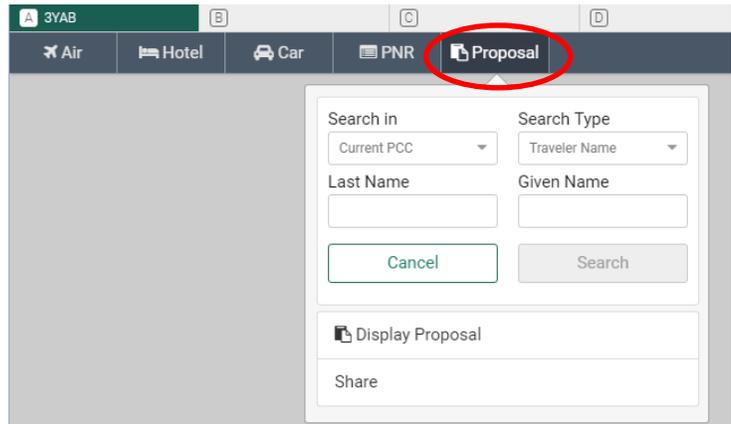
Note: Each proposal is automatically assigned a unique Proposal ID. To search by Traveler Name, Email Address, or Phone Number, you need to attach these elements to the proposal, either by adding them to the PNR or by copying a Profile

Proposals with JONES (6)

1	Jones, Johnny	FIJTS9MJFZ Sweet trip for summer	No email 2145147777	No PNR 3YAB*AAS	Created date 18 OCT	>
2	Jones, Molly	BLS4JHESZI No alias	No email 9998887777	No PNR 3YAB*AMJ	Created date 10 NOV	20 Nov - 27 Nov Chicago - London	>
3	Jones, Molly	GMH6ONUJAK No alias	No email 9998887777	No PNR 3YAB*AMJ	Created date 10 NOV	20 Dec - 25 Dec Dallas - Miami	>
4	Jones, Molly	C8KQVLWHSQ No alias	No email 81734323423	No PNR 3YAB*AMJ	Created date 09 NOV	>
5	Jones, Bob	4USG68G56V No alias	No email 1234567890	No PNR 3YAB*AAS	Created date 15 NOV	09 Dec Dallas - Los Angeles	>
6	Jones, Molly	Q1NSA8BJFP No alias	No email 9998887777	No PNR 3YAB*AMJ	Created date 19 JAN	19 Feb - 23 Feb Dallas - Seattle	>

In addition to the Proposal ID and PNR information (if applicable), the Trip Proposal search response includes the date the proposal was created and the city pair/travel dates for the first proposed segment in each proposal.

Proposal Storage Lifecycles

- Proposals with no associated PNR are accessible in NSRW for 26 days after the last date of travel on the proposal.
- Proposals with an associated PNR are accessible NSRW for 26 days after the last date of travel on the PNR.
- Proposals with no segments are accessible in NSRW for 26 days after the creation date, or since the last segment was deleted.

Booking Proposed Segments

Book from a Proposal

Once you have located the customer's proposal, expand the panel of the segment you wish to book and click Book to convert the proposed segment to a booking in the PNR.

If you want to make sure the proposed fare or rate is still available prior to booking, click **Validate Price**. A pop-up will appear with the original price and current price of the proposed segment

If the originally proposed price is no longer available, Trip Proposal will strike through the price in the display as a warning to the agent. However, price is not strike through in the HTML file generated by the "Share" action described above.

Clicking **Book** will still convert the segment to a booking, if it is available, but at whatever the current price is.

Proposal-PNR Relationship

The Proposal-PNR relationship is 1:1 – i.e., once a proposal is created and then a PNR shell is created (or vice versa), the two will be associated in the session, and it is not possible to associate another existing PNR with an existing proposal.

It is possible to book a segment from an existing proposal to an existing PNR by through the following workflow:

- In an empty session (no open proposals or PNRs), open the proposal.
- Open the PNR. You cannot open the PNR prior to opening the proposal.
- Book the desired segment(s).

Qualifications:

- The proposal cannot already be related to another PNR. This means no traveler names, email addresses, or phone numbers can be added to the proposal.
- The PNR cannot already be related to another proposal.