scoot

# Scoot BSP Portal User Guide

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# BSP Portal

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**Online Registration**

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Account Support

# Online Registration

- <u>여기</u>를 클릭하여 웹사이트에 접속하세요.

Welcome to BSP Portals

등록하기 선택

Register an IATA Agent

Login to Intranet Portal

Login to Agent Portal

# Online Registration

- 회사의 IATA 번호 8자리를 입력하세요.

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Enter your IATA Number then click verify to proceed.

IATA Number*

| IATA Number | **Verify** |

# Online Registration

- 아래 등록 양식에 상세 정보를 입력하세요.



제출 서류 업로드 (PDF 형식):

- 최근 IATA Certificate (IATA 등록증)
- 사업자등록증
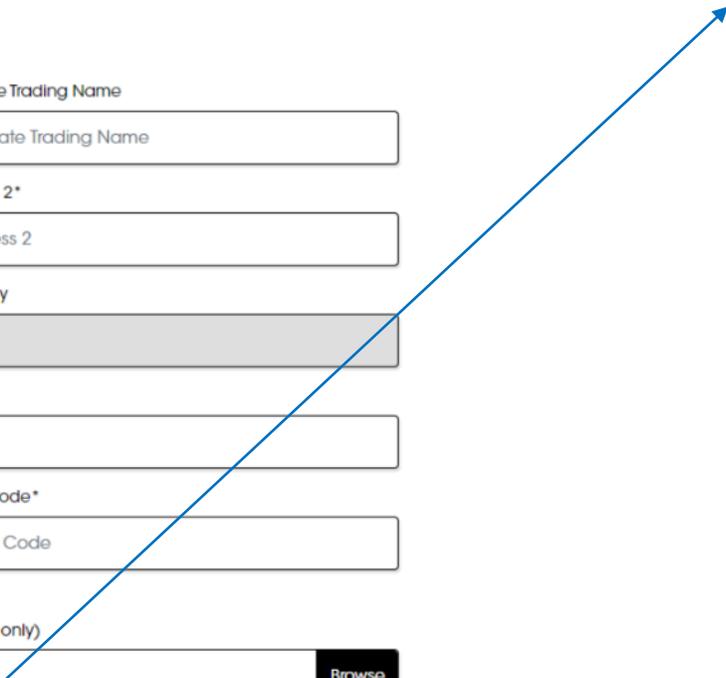
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# Online Registration

- 내용 입력 후 아래 Register 클릭

Password format:

o 최소 한 개 이상의 특수문자가
  포함 되어야합니다.

예시) **Flyscoot90!**
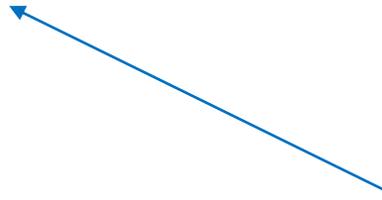
**CONTACT DETAILS**

| Title* | First Name* | Last Name* |
|---|---|---|
| Please ▾ | First Name | Last Name |

| Office Number* | | Mobile Number* | |
|---|---|---|---|
| ▾ | Office Number | ▾ | Mobile Number |

| Email Address* | Confirm Email Address* |
|---|---|
| Email Address | Confirm Email Address |

**SECONDARY CONTACT DETAILS**

| Title* | First Name* | Last Name* |
|---|---|---|
| Please ▾ | First Name | Last Name |

| Office Number* | | Mobile Number* | |
|---|---|---|---|
| ▾ | Office Number | ▾ | Mobile Number |

| Email Address* | Confirm Email Address* |
|---|---|
| Email Address | Confirm Email Address |

**GDS Section (Indicate the GDS which your agency is participating in)***

☐ Amadeus          ☐ Infini          ☐ Sabre

☐ Galileo          ☐ Travelport       ☐ Others   Please specify

| Password* | Confirm Password* |
|---|---|
| Password | Confirm Password |

Register

# Online Registration

- 신청서 제출 후, 아래 계약에 서명하는 페이지로 이동하게 됩니다.

**01** SkyAgent Registration Contract

**02** Terms and Conditions

# Online Registration

- 제출이 완료되면 신청서가 성공적으로 제출되었다는 메시지와 시스템 생성 요청 ID (예: SCOATA00001) 가 표시된 메시지가 나타납니다.

- 등록을 성공하면 입력한 이메일로 공지 메일이 발송됩니다.
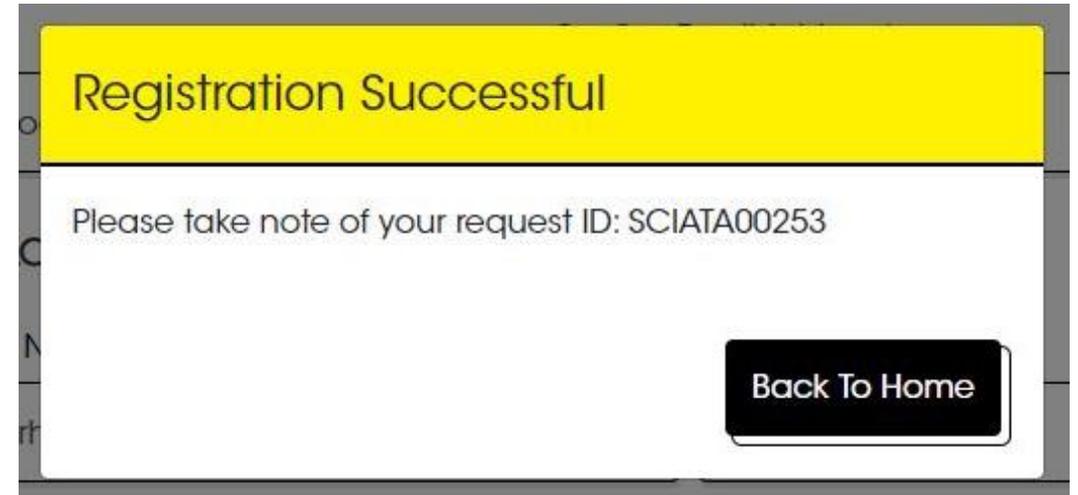
scoot

# Online Registration

- 에이전트는 이메일에 제공된 링크(here)를 통해 등록 상태를 확인할 수 있습니다.

신청 현황은 우측 상단에 표시됩니다.

Hi,

Thank you for your interest to be Scoot's IATA registered travel agent.

Your application will be reviewed and processed accordingly. Processing time is approximately 6-8 weeks.

Request Number: SCIATA00253

Please click here to view your request status.

Thank you.

*Please do not reply to this email as it is an automated system.*

## Agent Registration Details

ORGANIZATION DETAILS

Status: **Pending Sales Approval**

# Online Registration

- 등록이 완료되지 않을 경우 신청서를 검토하고 다시 제출하라는 메일을 받게 됩니다.

- 수정이 완료되면 'SUBMIT' 을 클릭하세요.

Comments 박스에 보완 요구 사항이 표시됩니다.

Hi,

Kindly note that your BSP application is unsuccessful.

Please review the submission requirements for Scoot to re-assess your application. Click here to view the request.

You may contact our Sales Representative for further information.

Thank you.

Comments

Sales Team 24 June 2020 6:12AM (UTC)
  Follow Up Agent

Sales Team 24 June 2020 6:12AM (UTC)
  missing document

Write and Add Comment

Add new comment

Submit

# Online Registration

- 등록이 승인되면, 승인되었다는 내용의 이메일을 받게 됩니다.

Hi,

Congratulations! Your registration request for          has been approved. You can now start booking via the Scoot SkyAgent portal or through our GDS Partners.

Please click here to view your account.

To start booking via our SkyAgent portal, click here.

Thank you!

Agent Portal 에 로그인하면 "Active" 상태로 표시됩니다.

Status: **Active**

Overview

Update Threshold

Edit Information

**Registration Status** | Request Approved

IATA Number 32392150
Current Assignment No Assignment

**Update Information Status** | No Update

Approver No Assignment

**Ticketing Authority Status** | Initial Cap

AdHoc No

0/20 Tickets

**Current Refresh Cycle** | 6 days left

Start Date End Date
June 24, 2020 June 30, 2020

# Account Support 📢

- o Contact sales@flyscoot.com for sales enquiries

- o Visit flyscoot.com for more info