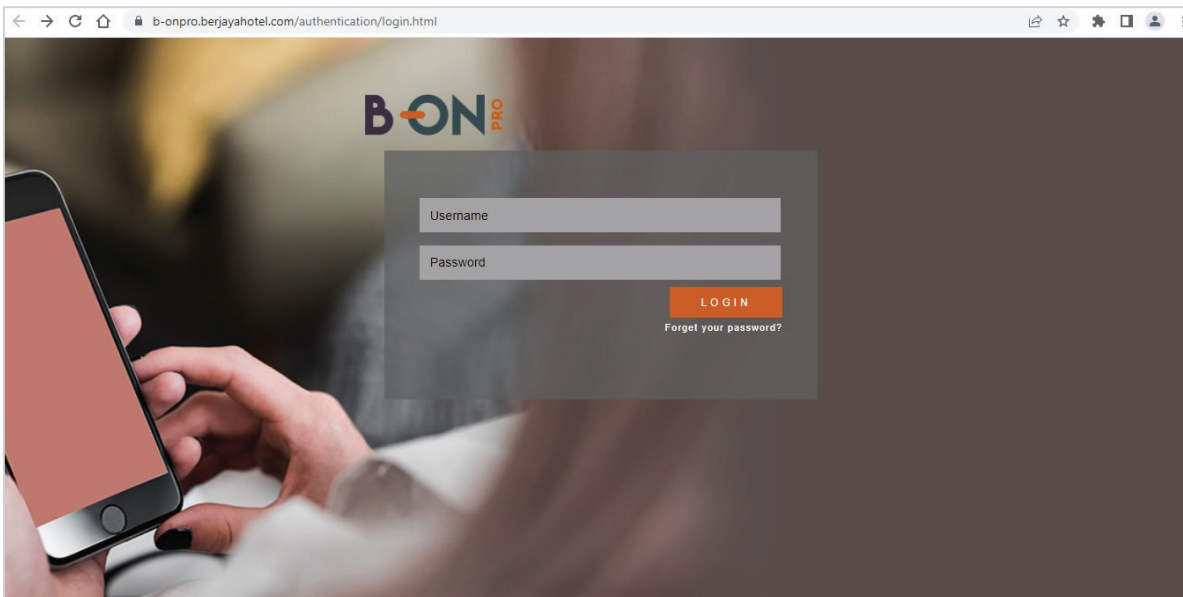


USER GUIDE FOR TRAVEL AGENTS & PARTNERS HOW TO BOOK VIA B-ON PRO

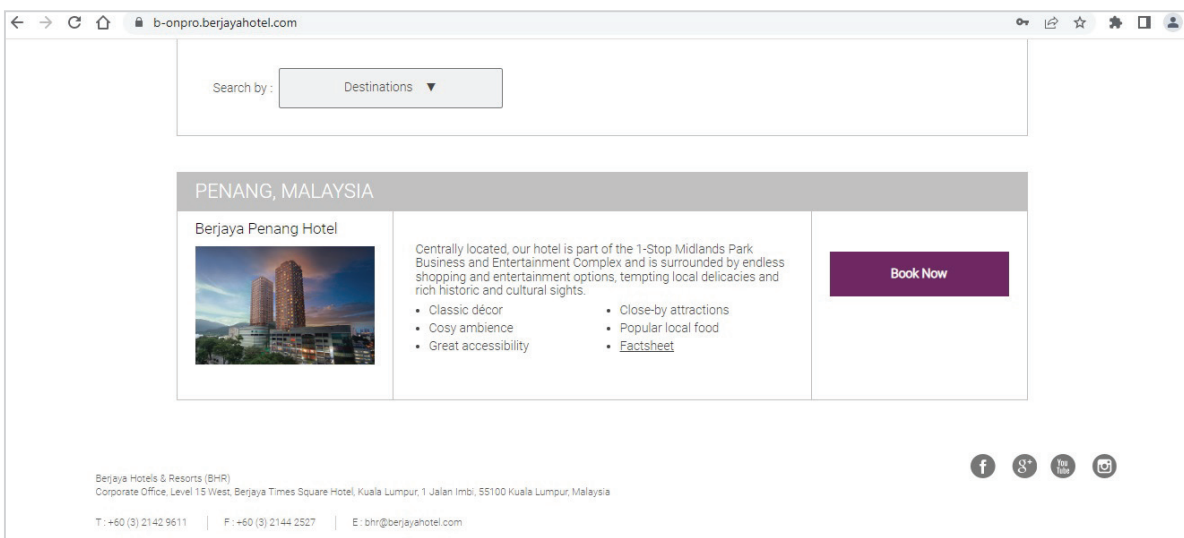
STEP 1

Log in with your username and password via
<https://b-onpro.berjayahotel.com/authentication/login.html>



STEP 2

Select hotel and click **'Book Now'**.



STEP 3

Select number of guests and rooms required.
Then select your preferred dates of stay.
Click **'CONFIRM DATES OF STAY'** to proceed.

The screenshot shows the reservation interface for Berjaya Hotel. At the top, there are navigation tabs for 'ADULTS & CHILDREN' (2/0), 'DATES OF STAY' (Select), 'ACCOMMODATIONS' (Select), and 'TOTAL RM 0.00'. Below these is a calendar for 'Check-in - Check-out' spanning November and December 2022. The calendar shows dates from 01 to 31. A 'GO BACK' button is on the left and a 'CONFIRM DATES OF STAY' button is on the right. The URL in the browser is 'reservations.berjayahotel.com/76221?identifier=PRcbq80BPH&rooms=1&theme_code=TRAV&ut=3#/datesofstay'.

STEP 4

Select your preferred room category and choose a contract rate.
Click **'BOOK'** to proceed.

The screenshot shows the room selection interface. At the top, the navigation tabs are 'ADULTS & CHILDREN' (2/0), 'DATES OF STAY' (Dec 20-21), 'ACCOMMODATIONS' (Select), and 'TOTAL RM 0.00'. Below the navigation is a 'ROOMS' section with a 'Unlock Private Offers' button. A room card for 'Superior' is displayed, featuring a photo of the room, a description, and pricing options. The 'B-on Pro' option is selected, showing a price of RM 111.00. The 'Advance Booking - 30 Days' option is also visible, showing a price of RM 111.00. A 'BOOK' button is at the bottom right of the room card. The URL in the browser is 'reservations.berjayahotel.com/76221?identifier=PRcbq80BPH&rooms=1&theme_code=TRAV&ut=3#/accommodation/room'.

STEP 5

Check your reservation. Key in arrival time and additional comments (if any).

Then fill in your guest's name, city and country. As for email address and phone number, please be reminded to fill in your own email address and phone number instead.

Tick **'I have read and agree to the Terms & Conditions and Privacy Policy'**.

Click **'BOOK NOW'** to complete your booking.

The booking confirmation will be sent to your email.

The screenshot shows the 'Negotiated' reservation page for Berjaya Hotel. The page is divided into several sections:

- Your Reservation:** Displays booking details such as 'B-on Pre: [TCH Happy Holidays Sdn Bhd]', 'Superior - 1 room', '1 night 2 adults', 'Mon, Dec 19, 2022', and a price breakdown including taxes, service charges, and a total amount.
- Guest Information:** A form with fields for 'First Name', 'Last Name', 'Email Address', 'Phone Number', and 'City'. A dropdown menu for 'Country' is set to 'MALAYSIA'. A 'BOOK NOW' button is located to the right of these fields.
- Special Requests:** A section for 'Arrival Time' and 'Additional Comments' with corresponding input fields.
- Agreement:** A checkbox for 'Notify me about special offers.' and a checked checkbox for 'I have read and agree to the Terms & Conditions and Privacy Policy'.

Annotations on the right side of the page identify key areas:

- Check-in Guest Information:** Points to the 'First Name', 'Last Name', 'Email Address', and 'Phone Number' fields.
- Agent's Information:** Points to the 'Email Address' and 'Phone Number' fields.
- Optional Information:** Points to the 'Arrival Time' and 'Additional Comments' fields.