





AGENT BOOKING ENGINE

User Guide

To access the Agent booking engine please go to: http://www.ncl.co.uk/agents/book









CONTACT DETAILS

RESERVATIONS: 0845 201 8900

GUEST SERVICES:

0845 201 8907

SPECIALIST SALES:

0845 201 8908

SALES SUPPORT: 020 8831 9037

SYSTEMS SUPPORT: 020 8834 9029

Welcome to the **Agent Booking Engine User Guide**

This user guide will introduce you to all you'll need to know about Seaweb - our newly improved Fly-Cruise & Cruise Only online booking engine for agents.

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DON'T FORGET

Go here in order to access the travel partners website content You will need to login with:

> username: freestyle password: cruising

PLEASE NOTE

If you have forgotten your password please still click on the 'Existing users login here' button as you will able to regain this information on the next screen.

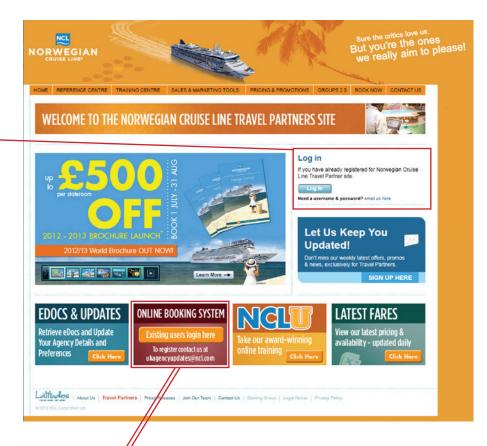
Also as shown on the 'Online Booking System' button should you need to register please contact us at ukagencyupdates@ncl.com

Agent Booking Engine - User Manual

Please follow the instructions below to access and utilise our new Agent Booking Engine.

Accessing the Agent Booking Engine

To access the Agent booking engine please go to: http://www.ncl.co.uk/agents





To access Seaweb, the Online Booking Engine, click on:

'Existing users login here' at the bottom of the page. (as shown to the left)







We encourage each agent to have an individual login.

To request new login details please contact your Agency Administrator or email:

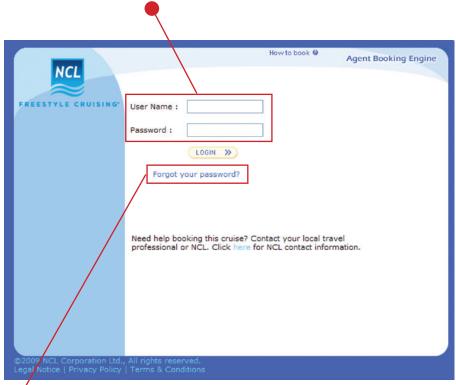
> londonsyssup@ncl.com or call 020 8834 9029

Login Screen

By clicking on the 'Existing user login here' button you should now have the login screen (shown below) displayed.

Logging in to the Agent Booking Engine

Please input your username and password (as originally supplied by Norwegian Cruise Line Systems Support).



If you have forgotten your password click here and we will email it.







Flight information will be confirmed within 24 hours and will not be seen during the online booking process.

IMPORTANT NOTE

Once you have logged on to Seaweb the system will allow approximately 15-minutes between transactions. If you exceed this time limit your session will be terminated. When you try to move to the next screen you will be returned to the Log In page. If this happens you will need to log in again.

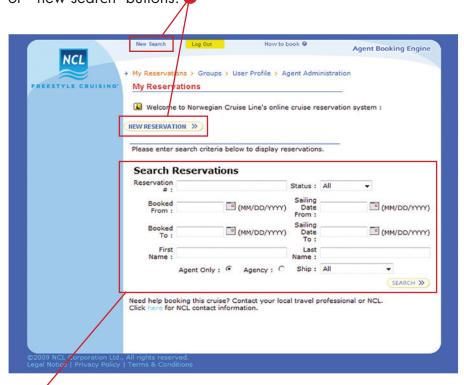
Home Screen

Once you have successfully logged in, you will be taken to the Agent Booking Engine Home page.

Using the Home Screen

From the home screen (shown below) you can make a new reservation or search for existing reservations.

To create a new reservation click on either the 'new reservation' or 'new search' buttons.



To search for an existing reservation please use the search form highlighted above. Further information on how to retrieve a reservation can be found on page 27.

To end your session, click the 'Log Out' button (highlighted in yellow on the above image) at the top of the home screen.







You will need to create a seperate reservation for each seperate stateroom required.

IMPORTANT NOTES

Please use the calendar to pick the departure date Date format is MM/DD/YYYY

You will need to enter child/ infant dates of births later in the booking journey to confirm any child pricing. Final pricing will be determined by the child's age on the date of cruise departure

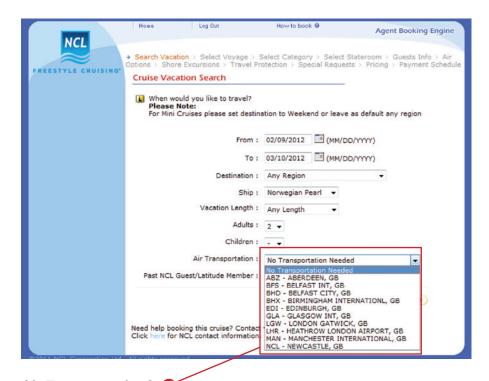
Reservation Creation

If you have clicked on the 'new reservation' or 'new search' button on the home screen you will now see the page shown below.

The Cruise Vacation Search Page

On the Cruise Vacation Search page you will be able to enter parameters to help search for the most appropriate cruise for your customers. With the information provided, Norwegian Cruise Line is able to display a list of voyages that meet or closely match the request.

The more specific your search criteria, the better.



Air Transportation?

Please select the preferred departure airport from the drop down menu or leave as 'no transportation needed'. If no air is selected the booking will be priced as Cruise Only.

Past NCL Guest / Latitude Member

If the customer has cruised with Norwegian Cruise Line before, set the Latitudes Member option to 'Yes'.







You MUST submit entries on the current page before using the top navigation bar to return to any previous pages.

Reservations Functions

All screens in the Pricing and New Reservations function have some common features as explained below.

The Common Features

The first common feature is a top navigation bar. As you move from screen to screen, the page name will change from light grey to blue, with the current page indicated in orange.

You will be able to go back to any previously viewed page by clicking on the screen name on this navigation bar.

Once you are on a previously viewed page you will be able to modify the information on this page as required. In order to confirm the modification, you will need to click the 'continue' or 'search' button.





The second common feature, beginning on the Select a Stateroom Category page, is a booking summary display along the left side of the screen.

As you move from screen to screen to build your bookings, additional details will be displayed.

Some of the entries are hyperlinks to additional information. These hyperlinks can be identified by the <u>underline</u>.







Fly Cruises from U.S. Ports: The vacation will start the day before to allow for one night hotel stay before the cruise.

THE NEXT STEPS

By clicking on the itinerary info button () you will see the detailed intinerary information.

To continue, click the 'Select' link to the right of your preferred sailing.

If the voyages displayed do not meet your needs, or you want to see something else, click the 'Search Vacation' link at the top of the page. All previous entries will be cleared and you will be returned to the Cruise Vacation Search page. This option is available to you throughout the booking process.

Available Cruise Vacations Screen

The Available Cruise Vacations screen shows cruises based on the information entered on the Cruise Vacation Search page. Some of the voyages displayed may not exactly match your search criteria. The system returns the closest matches to your request.

Using the Cruise Vacations Screen

This screen provides general information about the search results. For each voyage, the following information is provided:

Indicates the number of cruise days. Length:

Destination: Indicates cruise region.

Indicates the name of the vessel. Ship:

Itinerary: Click the icon to display a pop-up itinerary details,

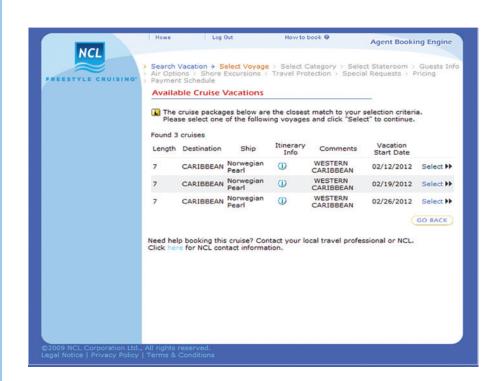
and map when available.

Comments: Indicates the name of the sailing plus the departure

port of call

Vacation Start Date: Indicates the cruise departure date

(MM/DD/YYYY)









Fly Cruises from U.S. Ports: The vacation will start the day before to allow for one night hotel stay before the cruise.

THE NEXT STEPS

To continue, click the 'Select Voyage' link at the bottom of the page.

If the voyage displayed does not meet your needs, or you want to see another voyage click the 'Go Back' button at the bottom of the page to return to your previous search results.

Itinerary Information Screen

If you have clicked the 'itinerary info' button on the 'Cruise Vacation Screen', you will be see the screen shown below.

The Itinerary Information Screen Explained

The following information is provided for the cruise portion of your vacation.

Any additional hotel stays are not included in this display.

Sailing date (MM/DD/YYYY) **Date**

Indicates the day of week. Day

Port of Call Displays the name of the port.

Time Indicates itinerary times.

Activity Indicates itinerary details:

Indicates that the ship will be docked at a pier. Arrive – Dock

Arrive - Anchor Indicates that the ship will be anchored and

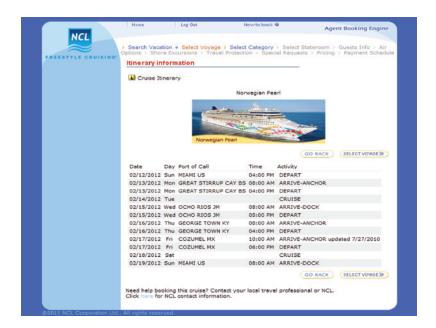
guests will take tenders into port.

Indicates when the ship will leave the port Depart

of call.

Cruise Indicates a cruising day.

Transit Indicates a transiting day (e.g. Panama Canal).









THE NEXT STEPS

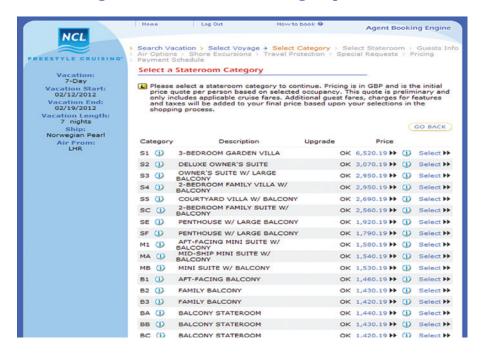
To continue, click the 'Select Voyage' link at the bottom of the page.

If the voyage displayed does not meet your needs, or you want to see another voyage click the 'Go Back' button at the bottom of the page to return to your previous search results.

Select a Stateroom Category

Once you have selected a voyage you will come to the 'select a stateroom category' page with pricing for available categories.

Selecting a Stateroom Category



The following information is provided:

Category

Lists the available categories on the ship based on the occupancy you requested.

Description

Gives a brief category name description. Click the opinion next to the cabin grade to display a pop-up (shown below) with a brief description of the category and, where available, a photo of a typical stateroom. Photos are examples only; your selected stateroom may differ.



CONTINUED ON NEXT PAGE ...









*Price gives the Cruise Only or Fly-Cruise fare per person based on parameters specified in the initial search. Fares are based on double occupancy, unless you specified differently. This rate includes the cruise package fare, any applicable non-commissionable fare, port & government taxes and fees.

Selecting a Stateroom Category Cont.

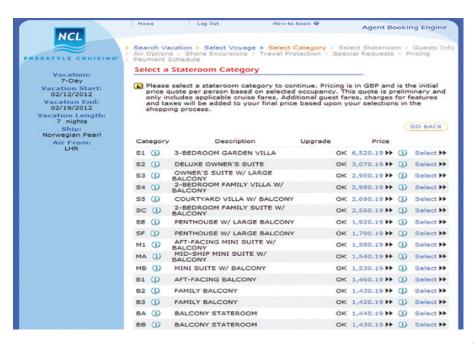
The following information is provided:

Price The price is a hyperlink to additional information. When you click on a price, you will be taken to the Category Pricing Detail page (explained on page 12).

> Infants under 2 cruise at substantially reduced prices when staying in a stateroom with two or more paying guests. Infants must pay any non-commissionable taxes & fees that apply. If an infant is travelling with only 1 other guest, they will both pay the full twin rate.

OK Indicates that staterooms are available and a specific stateroom number can be assigned.

GTY Indicates that staterooms are available but no specific stateroom number will be assigned at time of booking Guarantees are limited to single and double occupancy only and are not available for back to back sailing, suites or special staterooms such as family or spa staterooms.









*Price gives the Cruise Only or Fly-Cruise fare per person based on parameters specified in the initial search. Fares are based on double occupancy, unless you specified differently. This rate includes the cruise package fare, any applicable non-commissionable fare, port & government taxes and fees.

THE NEXT STEPS

To continue, click the 'Select Voyage' link at the bottom of the page.

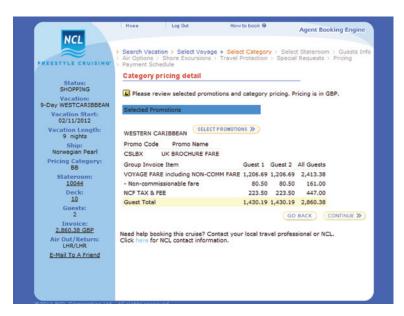
If the voyage displayed does not meet your needs, or you want to see another voyage click the 'Go Back' button at the bottom of the page to return to your previous search results.

Category Pricing Detail Page

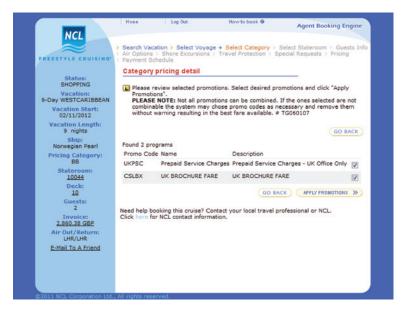
If you have clicked on a 'price' for a specific stateroom category on the previous page you will be sent to the 'category pricing detail page' explained below.

Using the Category Pricing Detail Page

On the 'Category pricing detail' page you can apply alternative fare codes listed, including **Prepaid service charges**, by clicking on the 'select promotions' button.



Then on the page shown below you can tick the applicable box and click 'apply promotions'.









Guarantees are limited to single and double occupancy only and are not available for back to back sailing, suites or special staterooms such as family or spa staterooms

GUARANTEE' EXPLAINED

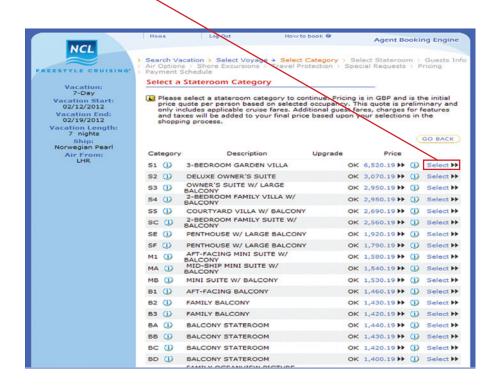
A guarantee is where the price of a booking is guaranteed, but no stateroom is assigned. Stateroom assignment is at Norwegian Cruise Line's discretion at any time from final payment until day of sailing. Deck, location, bed type, etc. is not guaranteed. If your customers have particular requirements for their stateroom, a guarantee is not appropriate.

OK & GTY Explained

OK or GTY indicates whether there are staterooms available within a particular category or if there are only guarantees available. If there are staterooms available, this field will show "OK". If there are only guarantees available, the field will show "GTY"

If you book a category guarantee, stateroom assignment will be in that category or higher. Do not assume a higher category will be assigned.

Click the link to the right of your preferred category to accept the price.









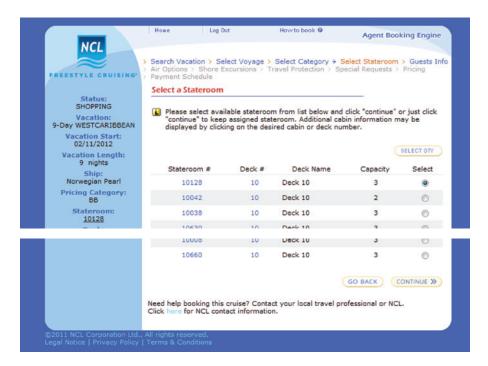
THIS PAGE WILL BE BYPASSED IF THE CATEGORY YOU SELECTED HAD ONLY GUARANTEES AVAILABLE.

Select a Stateroom Page

Once you have selected a 'stateroom category' you will be sent to the Select a Stateroom page where you can select the stateroom required.

Selecting a Stateroom

The screen shown below provides you with a list of available staterooms in the category you selected. The best available staterooms are listed first.



The system will automatically assign the best available stateroom in the category.

The selected stateroom appears in the left hand summary. In the example above, 10128 has been assigned. If you are booking into a group allocation, the default stateroom will come from your allocation.

You can click on the Deck number to view deck plan

You may either accept this default stateroom by clicking on the 'Continue' button or select from a list of other available staterooms.

Available staterooms are displayed in blocks of 15.

CONTINUED ON NEXT PAGE ...









THIS PAGE WILL BE BYPASSED IF THE CATEGORY YOU SELECTED HAD ONLY GUARENTEES AVAILABLE.

GTY Cabins



Click this button (above) to select a guarantee instead of a particular stateroom.

This option appears only when single or double occupancy was requested on the Cruise Vacation Search page.

Please Note

Some staterooms will accommodate additional guests with rollaway beds. Click the stateroom number link for detailed bedinformation. Call for assistance with adding the additional guest.

Selecting a Stateroom Continued

For each stateroom, the following information is provided:



Stateroom #### click the stateroom number to display a pop-up (shown left) with detailed stateroom information. A representative photo will be included when available.

This pop-up will provide you with detailed stateroom features, including bed configuration, bath or shower and square footage.

If you are booking an infant, be sure to verify that crib is listed as one of the features.

Please note that in most cases, cribs can be accommodated only if a sofa bed, pullout bed or rollaway is not being used.

Contact Norwegian Cruise Line for additional information. You may request a crib and high chair in the Special Requests section on the 'Special Requests' page.

Category The pricing group to which the stateroom belongs. Deck The level on which the stateroom is located. Capacity Tells you the number of guests the stateroom will accommodate in permanent beds.

Make your stateroom selection and click 'continue'.







Please Note

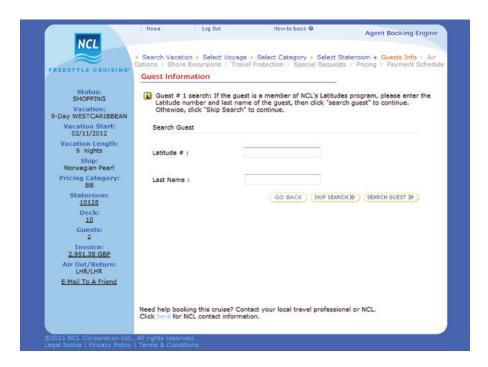
The search cannot be made with only the guests last name. The Latitudes number and last name must exactly match our records.

Guest Information Pages

Once you have selected a stateroom you will see the 'Guest Information' pages, where you can enter information for each guest on the reservation.

Entering Guest Information

The first screen (shown below) is for guests who have cruised with Norwegian Cruise Line before (Latitudes Members). Please enter their Latitude number and last name in order to retrieve their details:



If guests have never cruised with Norwegian Cruise Line before please select 'Skip Search'.

If guests do not have the Latitudes number to hand, please select 'Skip Search' and enter their details as a new Customer and then call our Reservations Team to update their details once you have the latitudes number.

CONTINUED ON NEXT PAGE ...











Items with an asterisk (*) are mandatory and you will not be able to continue if these fields are blank.

IMPORTANT LAST NAME NOTE

Do not use hyphens, e.g. Benson-Smith should be entered BensonSmith. Also. do not use titles, e.g. Jr. or Sr.

IMPORTANT DATE OF BIRTH NOTE

Norwegian Cruise Line requires that there be at least one person age 21 or older per stateroom. If you are booking a child be sure to enter the birth date here to ensure they receive the correct price.

Guest Information Pages Continued

Once you have either entered the guests Latitudes details, or (if they are a new cruiser with Norwegian cruise Line) selected the 'skip search' option you will have the guest information screen (shown below).

Entering Guest Information Cont.

On this page the following information is requested.

*Title Select the guest's title from the dropdown menu

(defaults to Mr).

*Gender Click the radio button. (defaults to male).

*First name This should match the guest's name as it appears

on their passport.

This should match the guest's name as it appears *Last Name

on their passport.

Middle Initial Type the full middle name if included on

the passport.

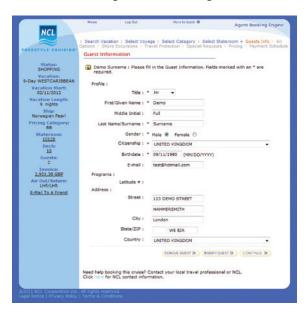
*Citizenship Select the appropriate country of citizenship from

the dropdown menu (defaults to blank).

*Date of Birth Please enter the guests date of birth in the

following format MM/DD/YYYY.

Email Please enter the guest's email address Address Please enter guests' mailing address



After you have entered the information for each guest, click the 'continue' button to proceed to the next screen.







Flight details will be confirmed within 24 hours of making a booking.

PLEASE NOTE

Fly Cruises from U.S. Ports: The vacation will start the day before to allow for one night hotel stay before the cruise.

PLEASE NOTE

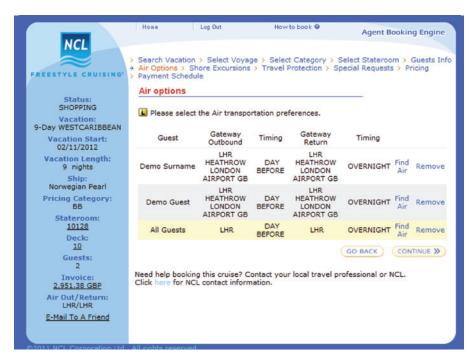
When searching for an airport and no results are returned, the airport is not available for this particular date/departure point.

Air Options Page

Once you have entered all guest information you will be directed to the 'Air Options' page.

The Air Options Page Explained

If Air Transportation was selected on the first screen, the flight routing will automatically be shown.



If you would like to change the booking to 'Cruise Only', you can remove the flights by pressing "Remove" next to the appropriate guest or All Guests.

If no action is needed, simply review the summary and press the 'continue' button to skip to the next page.







Shore Excursions Page

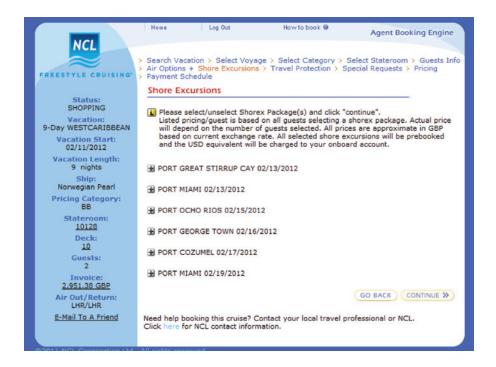
Once you have reviewd the Air Options you will be sent to the 'Shore Excursions' page.

The Shore Excursions Page Explained

You are now able to pre-book your guests' shore excursions.

The cost of the excursions will be charged to the guests' on board account.

Shore Excursions are non-commissionable to the agency.



PLEASE NOTE

Some excursions may overlap.

Please be sure to check the departure time noted after the excursion name.

Guests can also book direct via our website once a booking has been confirmed.

Each port of call is listed, even if there are no shore excursions available to be booked online.

Excursions may become available later, or be available on board.

To view the available shore excursions for each port, click the 🗐 next to the port name. To hide the list of excursions, click the [-]

Once you have requested any required shore excursions click the 'continue' button to move to the next step.







Travel Protection (Insurance) Page

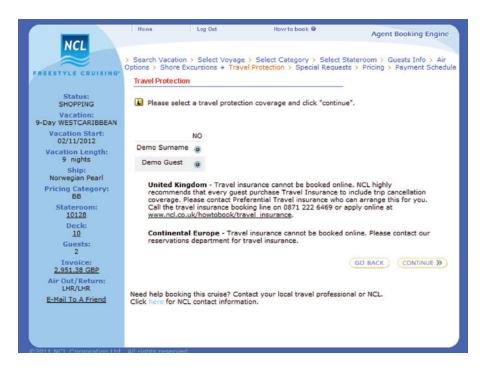
After 'Shore Excursions', you will be sent to the 'Travel Protection' page.

The Travel Protection Page Explained

Please note that travel insurance cannot be purchased online.

Please refer to the applicable Norwegian Cruise Line brochure for our Payment and Cancellation policy. Guests are required to take out adequate and appropriate holiday insurance to cover as a minimum all travel, cancellation, medical and repatriation liabilities.

Please refer to www.ncl.co.uk/insurance or call the Travel Insurance booking line - 0871 222 6469 - for a quote.



Please click the 'continue' button to move to the next step.







The Special Requests Page

You can now add any special requests required by your guests.

Adding Special Requests

Requests are made by request type and on an individual basis.

Select the request type (e.g stateroom features) and tick the check box next to the desired option for each guest.

Then click 'continue'.

Selections will be indicated on the main special requests menu. You may make multiple selections for each guest.



Once all requests have been made for all guests, click the 'continue' button to move to the next step.







There are 2 views: Guest Pricing (default) & Review Commissions.

To toggle between the views, click on the

'Review Commissions'

'Go Back to Guest Pricing' buttons.

IMPORTANT NOTE

These prices are subject to change in the event that you make alternate selections.

IMPORTANT NOTE

Norwegian Cruise Line charges fees for certain changes made within cancellation fee period. If any charges or fees have been assessed on the reservation, they will be indicated on this display.

Statement of Pricing

You will now be at the statement of pricing screen which will provide you with a complete price summary, both with total price and per person.

The applicable currency will be displayed below the Statement of Pricing title.

The Statement of Pricing Page Explained

The following information is provided on all reservations:

Voyage Fare This is the price for the cruise portion of the booking. The first two guests in a stateroom pay

the 'twin occupancy' rate.

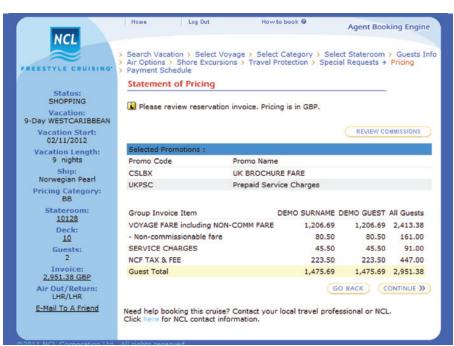
Any subsequent guests pay Guest 3-8 rate.

Any applicable single supplement will be included in the Guest 1 fare where applicable.

Non Commissionable Fare This is the non commissionable element of the voyage fare. This is included in the

Voyage fare amount but itemised separately for your information.

NCF Tax & Fee This is the amount of non commissionable taxes and fees that apply for the voyage.



Click the 'continue' button to review payment schedule and confirm booking







For any booking made within 14 days of departure, full payment is required at time of booking.

IMPORTANT NOTE

By clicking the 'confirm booking' button you are accepting Norwegian Cruise Line's booking conditions which will apply immediately.

Subsequent cancellation of the booking will incur cancellation charges in accordance with Norwegian Cruise Line's Terms and Conditions.

> All bookings are FIRM and immediately subject to Norwegian Cruise Line booking conditions.

Payment Schedule

This page will allow you to review the payment schedule for the cruise itinerary.

The Payment Schedule Page Explained



Please review the payment schedule. All amounts are in GBP. If applicable, please use the payment link on the next page or call 0845 201 8907 to make any payment due by debit/credit card.

If your payments are managed by your Head Office, you can disregard the payment instructions but will need to collect the applicable deposit as per Norwegian Cruise Line booking conditions.

Please take a moment to read through the booking conditions which can be found at www.ncl.co.uk.

Click the 'confirm booking' to proceed.

COMING SOON: ABTA Single Payment Scheme.









Please Note

This is a summary only. Please refer to your complete e-mail or fax confirmation, which will be sent automatically, for full details, including flight itinerary.

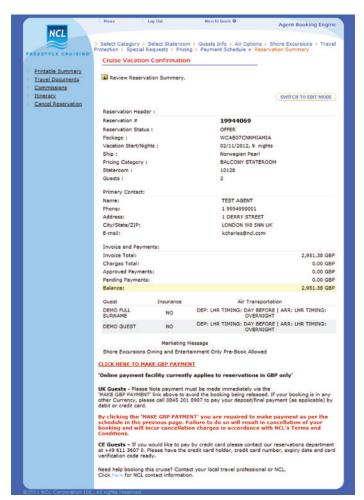
IMPORTANT NOTE

This booking is now FIRM and subject to Norwegian Cruise Line booking conditions.

Cruise Reservation Confirmation

The confirmation page provides an overview of your reservation.

The Cruise Reservation Confirmation Page



The page is divided into the following sections:

- Confirmation number
- Agency Contact Information
- Voyage Information
- Pricing Details
- Charges Details (where applicable)
- Guest Information
- Itinerary







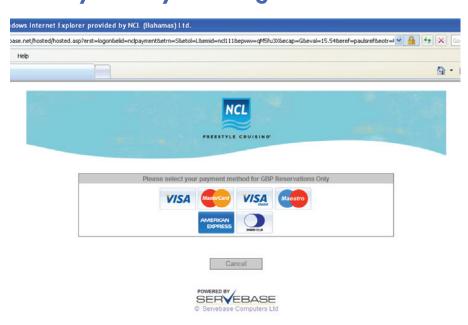


Payment

Click on the Online payment link to make any payment due by debit/credit card. (Minimum transaction of £100)

Alternatively please call our payment line 0845 201 8907

The Payment System Page



If your payment is handled by your Head Office, you can disregard the payment instructions but will need to collect the applicable deposit as per Norwegian Cruise Line booking conditions.







Cancel Reservation

Cancelling a Reservation



To cancel Reservation please select the cancel reservation option on the left hand menu. The cancel reservation summary page will be displayed.

The cancel reservation summary page will be displayed.

Any applicable cancellation charges will be shown. Please review the charges prior to cancelling the reservation.

Cancellation of the reservation will incur cancellation charges in accordance with Norwegian Cruise Line's Terms and Conditions.







Important Search Information

Enter additional information to refine the search.

The name fields allow you to search for partial matches. For example, if you enter "Br" in the last name field, all bookings where passenger names begin with "Br" will be returned: Brown, Bridges, Brooks, etc.

This search field provides a great deal of flexibility in managing your bookings. You can view a list of all of your bookings in a particular month, or on a particular ship.

Results are security-level dependent. If you have Supervisor access, all results for your agency will be returned. You will be able to filter the results to show only your bookings.

Retrieve Reservation

This screen allows you to view a list of your reservations:

Retrieving a Reservation



There are 3 ways to search for a reservation:

- By reservation number
- By record
- By all bookings (default)

To search by confirmation number, type the reservation number in the box and click the 'search' button. This is the narrowest search.

To search by record, enter your search criteria in any of the available fields:

Last Name

First Name

Date Range (MM/DD/YYYY)

Ship

CONTINUED ON NEXT PAGE ...









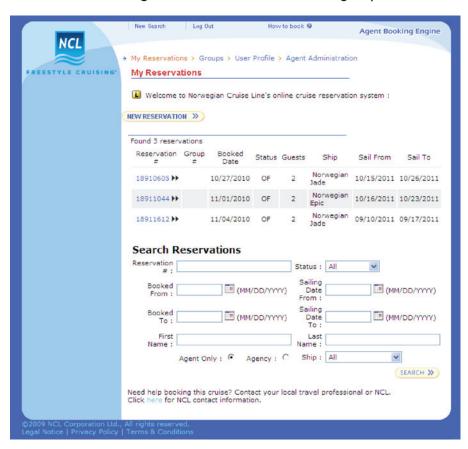
Please Note

*Modifications permitted are change stateroom, add shore excursions, add special requests.

For all other modifications, please call 0845 201 8907

Retrieving a Reservation Continued

To search all bookings, click search without entering any details.



To retrieve a reservation click on the reservation number.

You will be taken to the Cruise Vacation confirmation screen. From there you may make certain Modifications* or cancel the reservation.







Please be aware that charges may be assessed for certain changes.

Cancellation charges for air, land and other add-ons may apply even if the reservation is not cancelled in full. Please contact Norwegian Cruise Line for details.

A notification that fees may be assessed will be displayed when navigating from the Confirmation.

Any changes you make will automatically be applied to the reservation.

Do not modify any item unless you are certain you want to make the change.

Modify an Existing Booking

You are permitted to change the stateroom, add shore excursions and add special requests to an existing booking. For all other modifications, please call 0845 201 8907

Modifying an Existing Booking

Click on the 'switch to edit mode' button to update the reservation.



Use the top navigation bar to navigate to the applicable page.

Screens that are not available for modification will be shaded.

For example, if you would like to add a special request, click the Special Request link.

Currently you are not be able to change the category, ship or sailing date online. Contact our Reservations team for assistance.







(FLY-CRUISE & CRUISE ONLY BOOKINGS)

CONTACT INFORMATION

If you need additional assistance, please contact us.

For Maintenance Issues online ID / Passwords queries Please contact Systems Support Email londonsyssup@ncl.com Telephone 020 8834 9029

For Booking queries and amendments

Please contact Reservations (FIT) or Specialist Sales (Groups) Email londonspecialistsales@ncl.com Telephone 0845 201 8900



