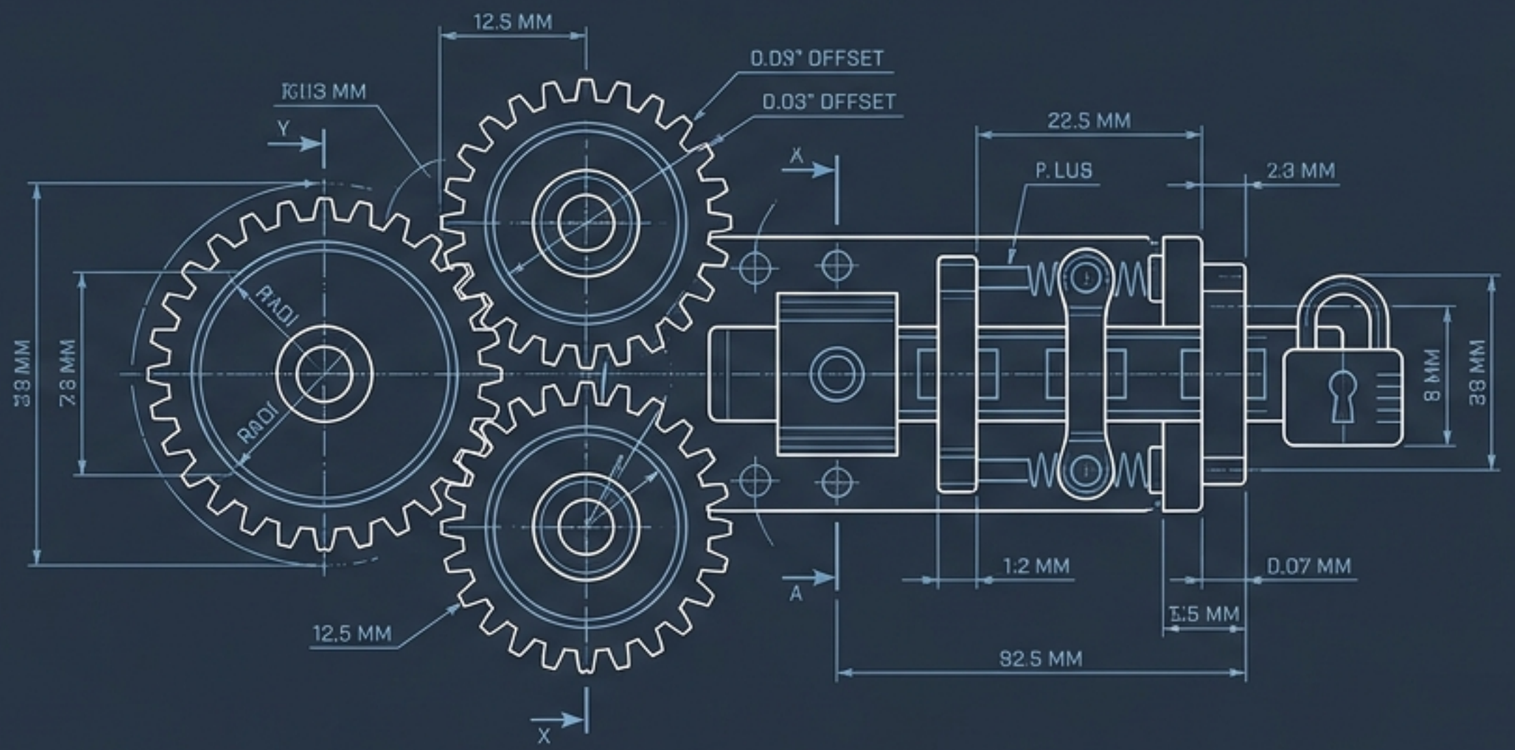
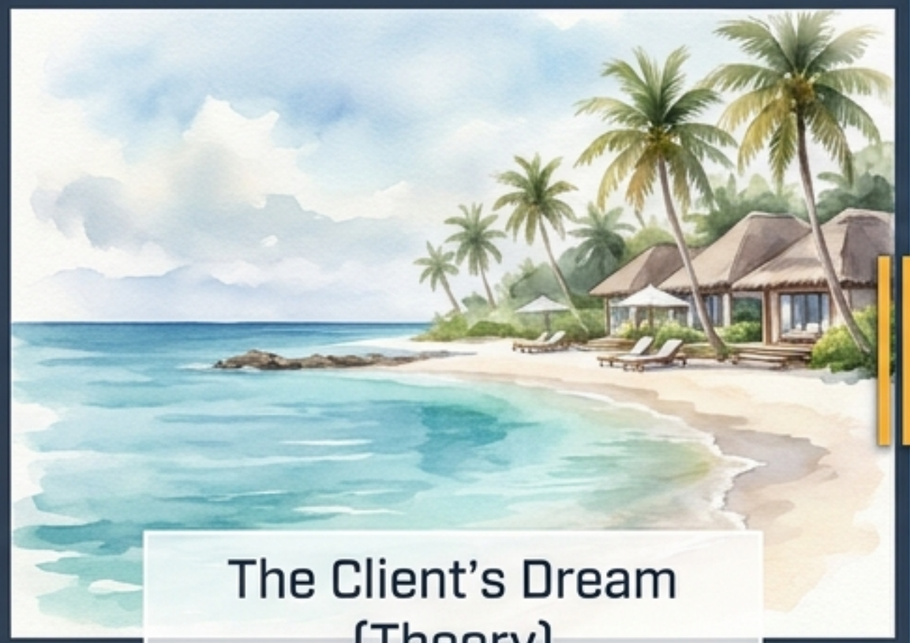
USAEV Core Academy Day 6: Supplier Systems & Booking Readiness



SYSTEM STATUS: Transitioning from Itinerary Design to Live Operational Execution.

Gemini Notebook

Welcome to the Backend.



The Client's Dream
(Theory)

The USAEV Advisor

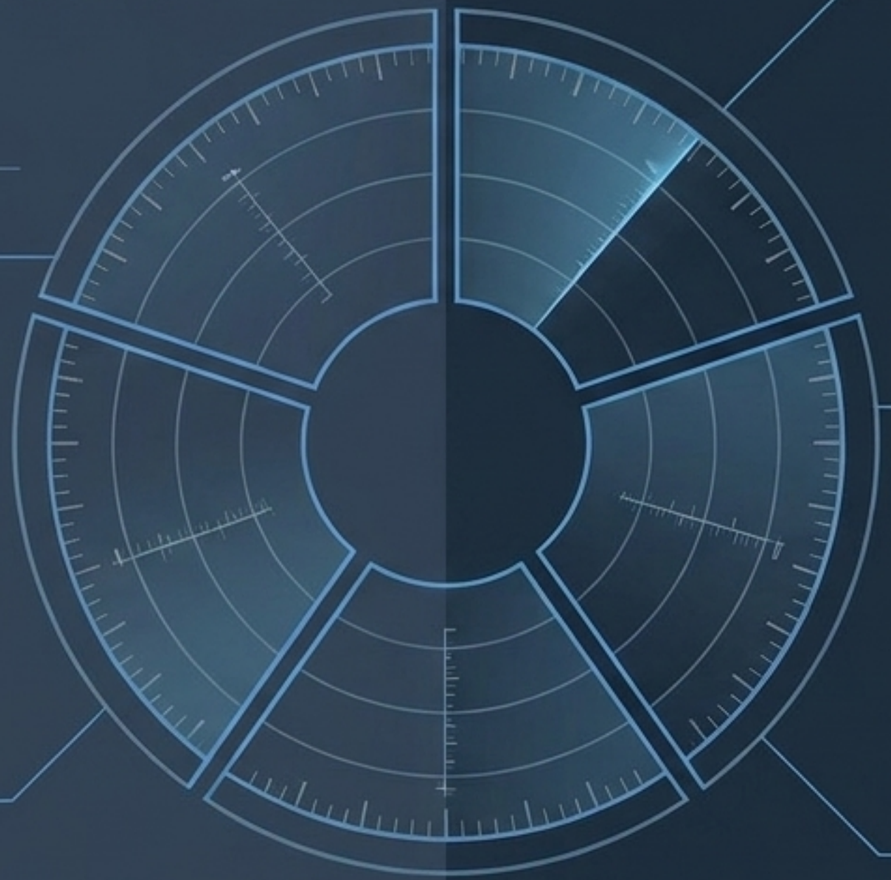


The Supplier's Reality
(Execution)

We are moving from designing hypothetical itineraries to executing live supplier transactions where precision, security, and fiduciary responsibility are paramount.

Gemini Notebook

The Five Pillars of Mission Control



1. Portal Access

Secure entry into approved agency systems.

2. Inventory Review

Scanning beyond base price for live availability.

3. Booking Readiness

The mandatory pre-flight checklist.

4. Supplier Comm

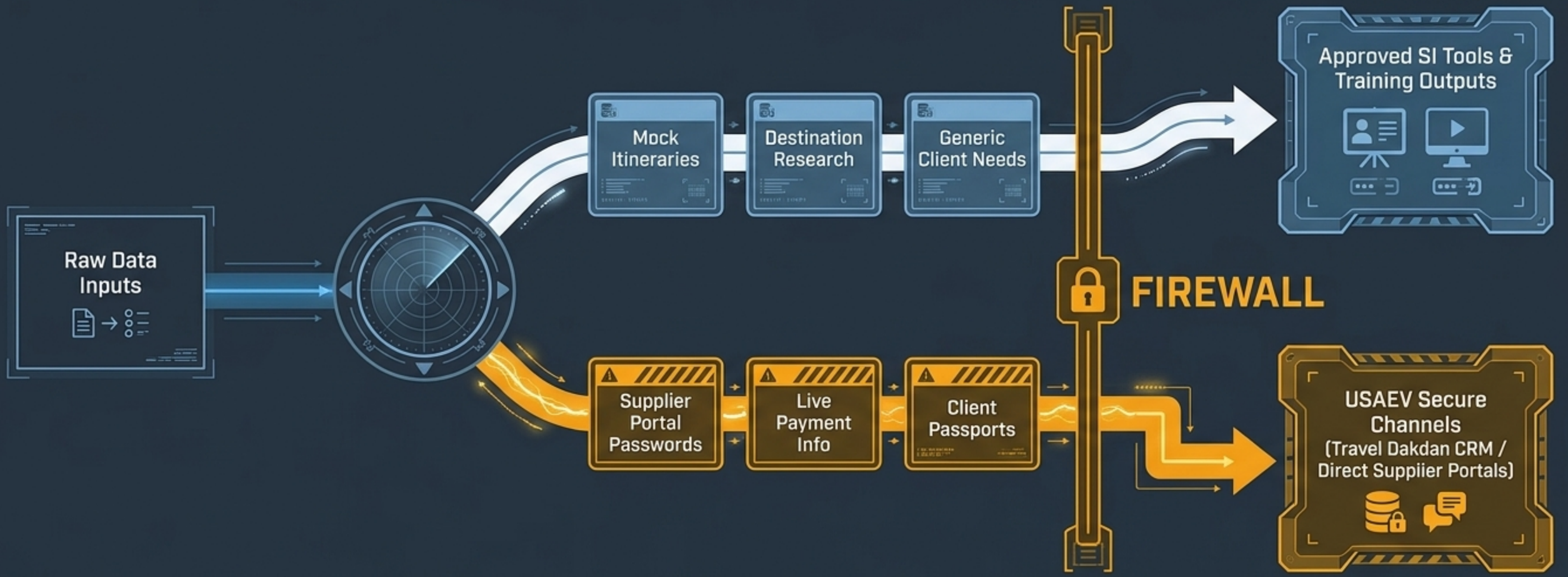
Professional, structured inquiry protocols.

5. Confirmation Tracking

Securing the win in Travel Dakdan CRM.

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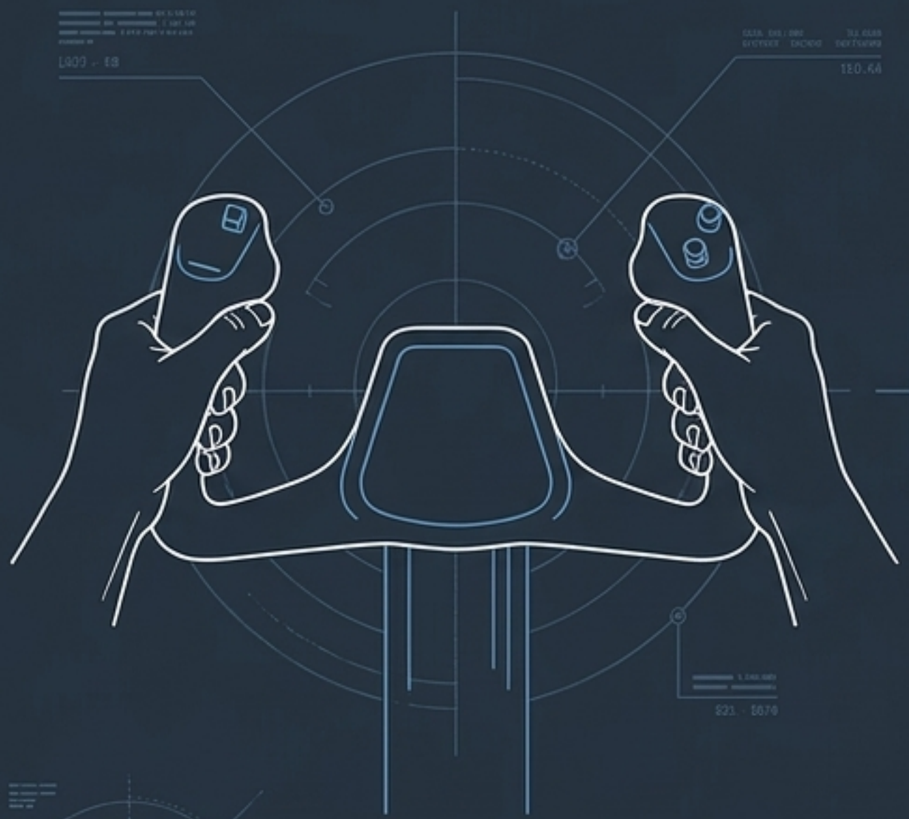
The Credential Firewall: Zero Tolerance for Data Leaks



Zero-tolerance policy on copying sensitive payment credentials or restricted supplier credentials into unapproved SI systems.

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SI is the Co-Pilot. You are the Captain.

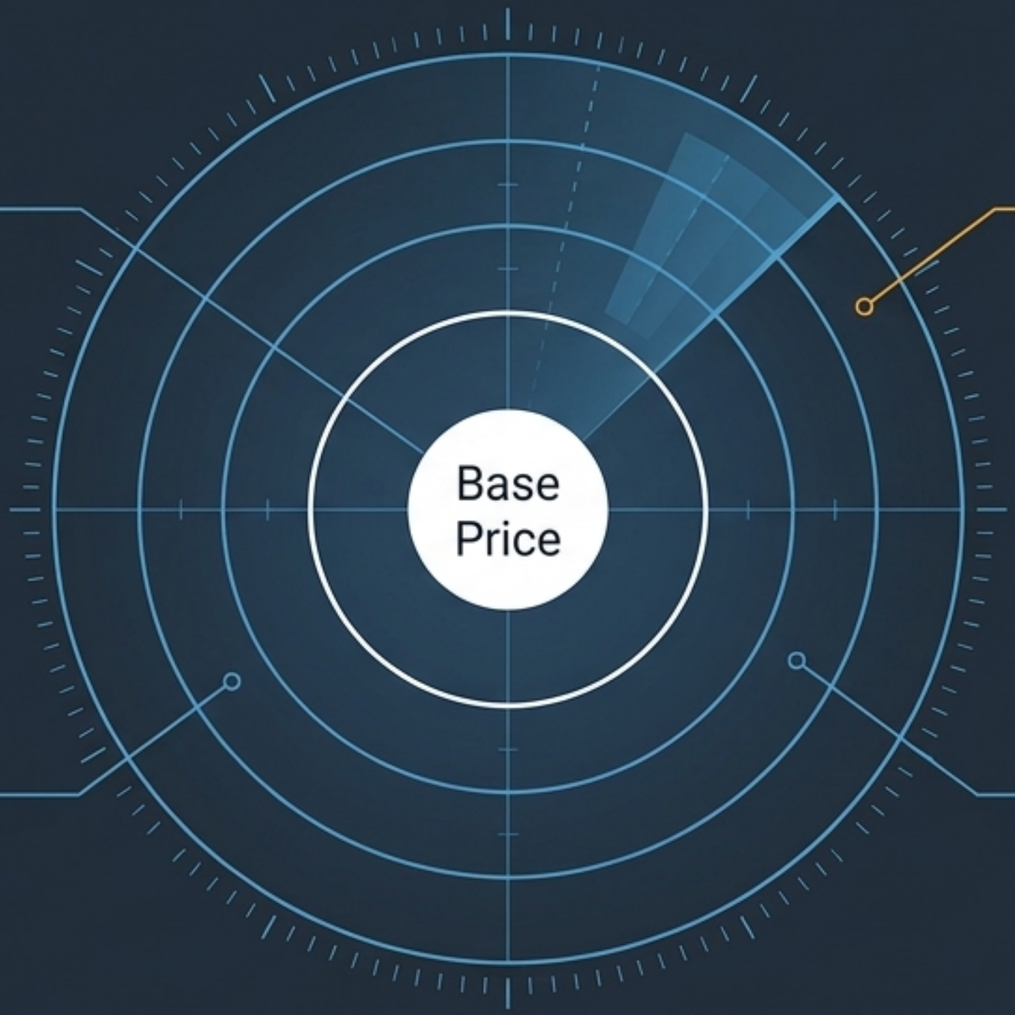


SI Accelerates (Approved Uses)	Human Verifies (Mandatory Responsibilities)
Drafting supplier inquiries	Tone verification
Accelerating research	Fact-checking live dates/prices
Summarizing terms	Compliance checks
QA auditing	The final client recommendation

STATUS READOUT: The advisor remains 100% responsible for verification and compliance.

Gemini Notebook

Rate & Inventory Radar: Scanning the Full Blueprint



Ring 1 (Core)

Live availability and current supplier status.

Ring 2 (Financials)

Taxes, mandatory resort fees, exact commissionable amounts.

Ring 3 (Inclusions)

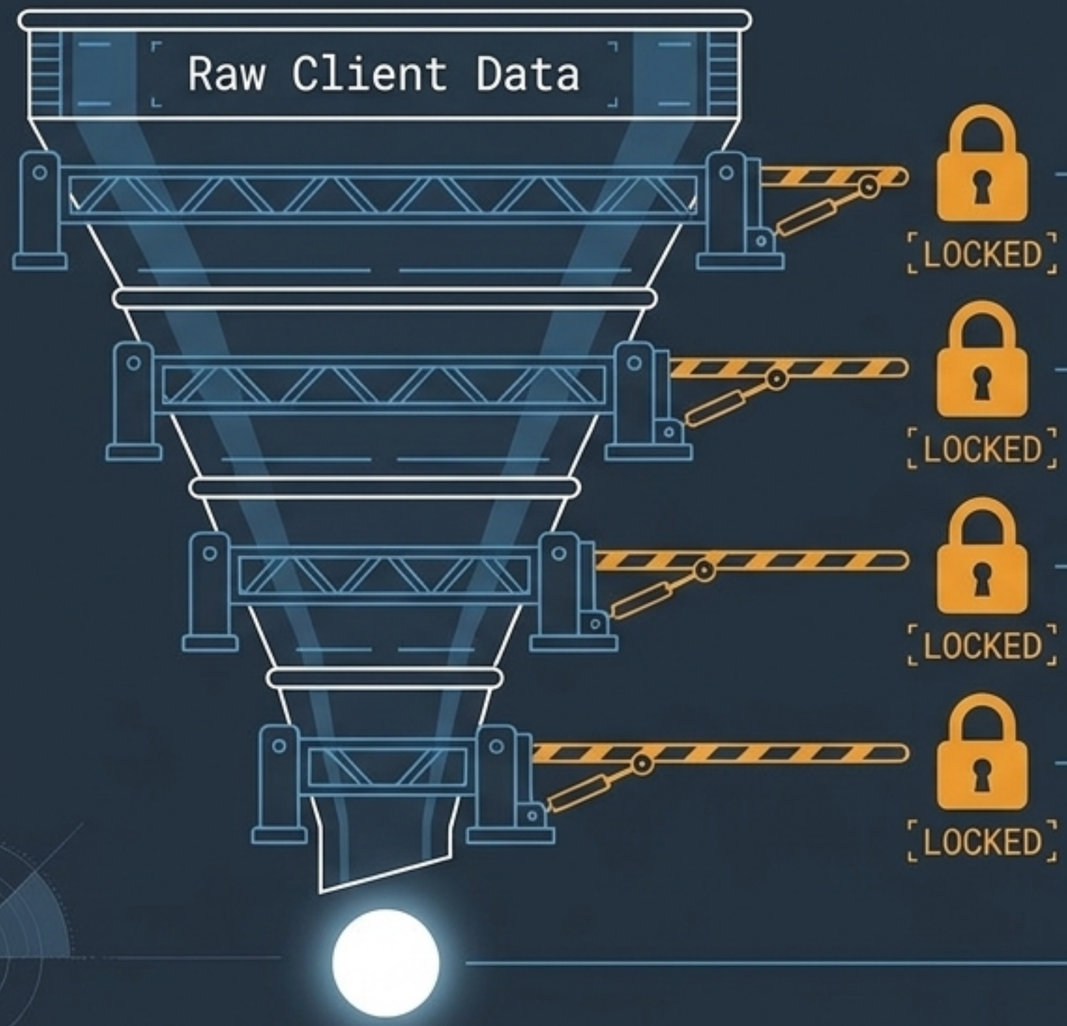
Specific room categories, meal plans, amenities.

Ring 4 (Risks)

Deposit deadlines and cancellation exposure.

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The Booking-Readiness Filter



Gate 1: Identity Match

Traveler names and birthdates precisely match current passports/IDs.

Gate 2: Documentation

Visas, entry requirements, and health logistics verified.

Gate 3: Payment Secured

Approved payment methods authorized securely.

Gate 4: Client Approval

Written sign-off on disclosures and cancellation terms obtained.

SYSTEM STATUS: Only when all 4 gates unlock does the system allow the transaction to proceed.

Gemini Notebook

Mandatory Compliance Checkpoint

Seller-of-Travel Framework

State-specific registration requirements must be verified before authorization to sell.

REGISTRATION STATUS:
VERIFY [ ] PENDING [ ]



Travel Protection Boundaries

Explain insurance only within authorized scope using approved supplier materials. No medical/coverage guarantees.

SCOPE AUTHORIZATION:
LIMITED [>--|--<] EXCEEDED

Financial Security

Limit collection and storage of private data; never handle unsecured payment information.

DATA HANDLING:
SECURE [ ] COMPLIANT [ ] UNSECURED [!]

Gemini Notebook

The Communications Matrix: Novice vs. USAEV Certified

The Amateur Inquiry

Hi, I have a client looking for a nice room next October for a week. They have a budget of $3000. Do you have anything available with a view?

WARNING FLAGS

- [emotional]
- [vague]
- [missing pax count]
- [missing exact dates]
- [no identifier]

The USAEV Professional

Requesting hold for 2 Pax.
Dates: Oct 4-10.
Category: Ocean View Suite.
Agency: USAEV [ID#].
Total budget ceiling: $3,000 gross.
Please confirm availability and deposit deadline.

HIGHLIGHTS

- [structured]
- [precise]
- [utilizes identifiers]
- [strict parameters]

Gemini Notebook

Anatomy of a Precision Supplier Inquiry

1. Agency Identifiers

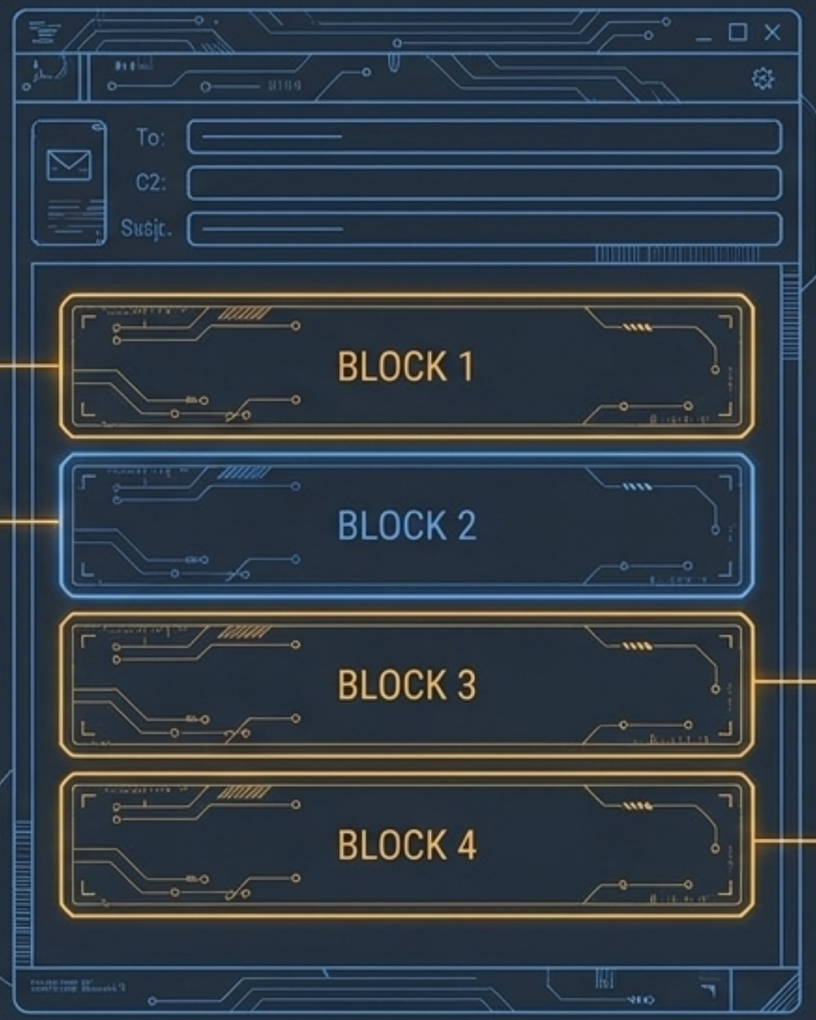
Upfront establishment of USAEV credentials (IATA/CLIA/TRUE where applicable).

[CREDENTIAL ESTABLISHMENT]

2. The Concise Request

Exact dates, passenger counts, and specific inventory codes.

[SPECIFIC PARAMETERS :: DATES | PAX | CODES]



3. Action Deadlines

Clear expectations on hold expirations and response times.

[TIME SENSITIVE :: HOLD EXP | RESPONSE TARGET]

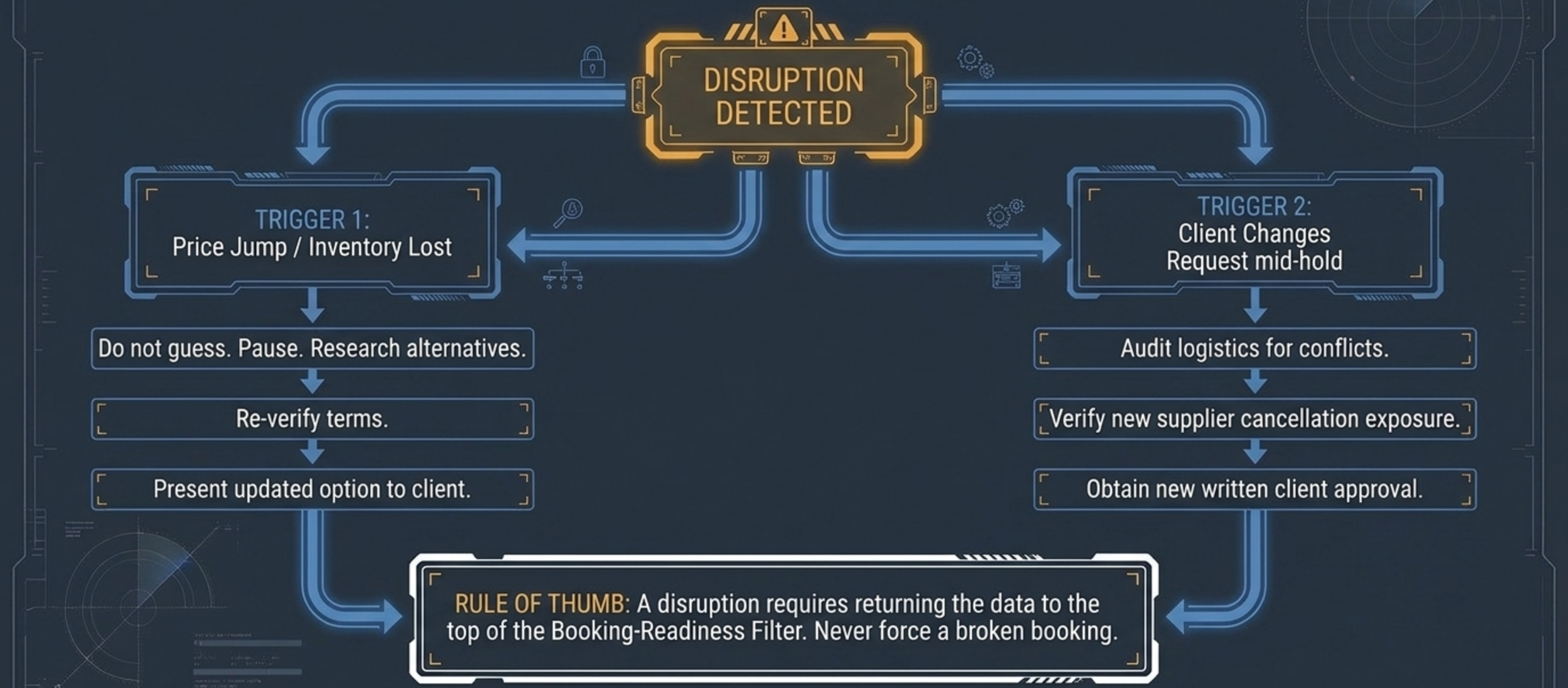
4. Professional Escalation

Logical next steps for changes, special requests, or contingencies without applying undue pressure.

[CONTINGENCY PROTOCOLS :: LOGICAL NEXT STEPS]

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The Disruption Protocol: Handling Mid-Booking Changes



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Securing the Win: Travel Dakdan Recordkeeping



THE LOCATOR

Supplier Confirmation Numbers permanently housed in the primary record.

THE TIMELINE

Exact dates for deposits, final payments, and penalty milestones.

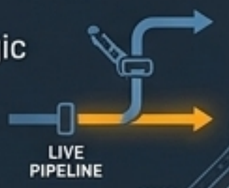
THE CONTRACT

Attached supplier terms and conditions.

THE STATUS

Moving the opportunity logic accurately without mixing training stages with live traveler pipelines.





Gemini Notebook

Day 6 Assessment Gate: The Practical Lab

WAITING PENDING WAITING

Lab 1: Supplier Verification

STATUS: PENDING
TIME EST: 45 MIN
ERRORS ALLOWED: 0

Complete three accurate supplier lookup exercises.



Lab 2: The Inquiry

STATUS: PENDING
TIME EST: 45 MIN
ERRORS ALLOWED: 0

Draft a flawless booking-readiness checklist and professional supplier inquiry.



Lab 3: System Logging

STATUS: PENDING
TIME EST: 45 MIN
ERRORS ALLOWED: 0

Record mock confirmation details perfectly in the Travel Dakdan CRM production log.



CRITICAL FAILURE CONDITION: Any restricted credential copied into training output results in an immediate halt.



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Take Command of Your Bookings.

Precision is your protection.
Compliance is your foundation.



Proceed to Day 6
Practical Labs

Gemini Notebook