

## TRAVEL AGENT COMMISSION PROCESSING

The Onyx online commission processing service is a web-based, easy-to-use tool to reconcile and pay all your travel agent commissions. All reservations made via the Preferred Travel Group central reservation system are posted weekly to a password protected site for audit and payment confirmation. Hotel direct reservations can also be included in the electronic processing.

### HOW IT WORKS

The Travel Agent Commission Processing tool is meant to ensure safe, on-time payments to your top travel agent clients with these key features included:

- Web-based system on a secure network
- Hotel team verification and approval of all transactions before payment processing
- Payment options include wire transfer, direct debit, or credit card
- Agents are paid in the currency of their choice
- Hotel determines frequency of payment to travel agents – monthly minimum is recommended
- Self-generated invoice for payment is available if needed

### BENEFITS

- **Builds travel agency loyalty**  
Through on-time, local currency payment of commissions – and through a GDS indicator that can influence an agency to book your hotel over one with manual processing
- **Decreases travel agent inquiries**  
Detailed information for every transaction is shared in the secure network server
- **Saves staff resources**  
Eliminate the need for accounting departments to process travel agent commission checks
- **Payment Tracking**  
If you receive a travel agent commission inquiry, the Onyx system allows you to track their payment

# TRAVEL AGENT COMMISSION PROCESSING (CONTINUED)

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## SETUP AND FEES\*

Processing fee	€1.00 per transaction, plus travel agency commission (3% surcharge for credit card payments)
Set-up fee	Complimentary

\*Note: Fees are subject to change. Please contact Onyx for a quote.

## FAQs

### Are there different fees for debit, credit card, or wire payments?

There are no additional fees for debit or wire payments; credit card payments levy a 3% surcharge.

### Are there added fees if international agencies?

No. However, if your hotel is in a location that requires an invoice to process the commission, this can be self-generated through the tool, saving the headache of numerous email exchanges and late payments.

### Can I decide whom to pay or not?

Absolutely. The system allows you to verify each booking prior to payment on a regular schedule. If a booking or agency requires research, this can be put aside for a later batch.

## FOR MORE INFORMATION

### Onyx

Visit [Onyxcentersource.com](http://Onyxcentersource.com)

Contact [commission@preferredhotels.com](mailto:commission@preferredhotels.com) to get started.