**A.      Business Affiliates/Sourcing Agent functionality**

1.       Register Business Affiliate

Have registration form very similar to supplier registration.  Registration approval and account created, all similar to supplier process

2.       The account will be created with login email id and password

3.       Key features for account – My Account,  My Suppliers . My account to be update the information.  My Suppliers is function using which the Business Affiliate can link itself to multiple Suppliers.

Under My suppliers – there will be option to Search for and Link a supplier.  There should be a check if Supplier is already linked to another Business Affiliate, if already linked system should not allow unless other linking is removed. We should also have option to remove link to supplier.

4.       We should have  a Report for this as well. Report should list all Business Affiliates registered (with names, address , city, contact no) and against each the Suppliers linked and date of registration.

I have re-attached scope document as well, which also contains info on Business Affiliates.

**B.      Reports Export to Excel**

We need to add export to Excel option for all reports including the new report we last discussed for Supplier Booking, and the new report for Business Affiliates

Valid Bookings should not come in these 3 reports:  Gross Margin, Supplier Payment and Collections.  Please exclude invalid bookings from these 3 reports, please correct in Beta first and do testing.

Also for modifications currently these 3 reports show 2 records – 1 for booking with stays extended, another for extension record.  We should show only 1 record with showing stay duration extended.

Also they should be flagged as invalid or incomplete and moved for verification in tracking and should under admin tracking with status as incomplete.

Report change

Anoop,

As discussed we need to do Daily report to property/supplier for bookings made.

Please see format in attached excel and see the tab “Daily Booking-Inv – Supplier” which second tab.

1.       Report will be sent to only the properties which have booking for day. This can be sent early morning for prev day.

2.       First collect bookings data for the prev day. This will include new bookings, cancellations and modifications

3.       Group together data by property

4.       For each property that has some bookings email will be sent as per format . It will be emailed to property email id with copy to supplier email id and [customer-support@staybazar.com](mailto:customer-support@staybazar.com). For properties with no bookings, no report will be sent.

5.       It will be sent from [customer-support@staybazar.com](mailto:customer-support@staybazar.com)  every day early morning ( I will send password for this account soon)

6.       Same report will have a web version as well. Input parameters will be from date and to date. There will be also option to select supplier name and property name to filter and see report. Web version can be downloaded or exported to excel or printed.

Please develop and test in Beta site first.

Regards