

**Formats for**

**Travel Coordinator Dashboard**

**Manage Travel Agency**

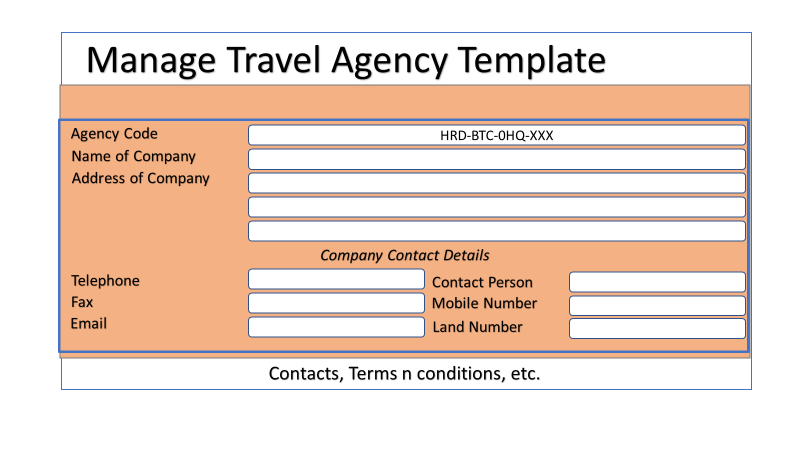
Submitted on

Nov 4, 2018

**Manage Travel Agency - Use by Admin**

Fields required for Manual entry: -

* Agency Code**:** HRD-BTC-0HQ-XXX ; XXX – 3 digit number (Auto generated & Unique value)
* Name of company:
* Address of the company: (*Multi lines of which One line mandatory)*
* Contact details of Company:
* Telephone
* Fax
* Email
* Contact Person:
* Mobile number
* Direct Telephone/ Land number

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