

**Formats for**

**Travel Coordinator Dashboard**

* **RFQ**
* **Quotation**
* **LPO**

Submitted on

Nov 4, 2018

**Manage RFQ**

Contains List of Travel Request from different Employee, with **Click** button - ***more details***.

**RFQ#** HRD-BTC-CC-XXXX; where XXXX = 4 digit number; CC = Cost Center 🡪2 capital letters (like:- DH, OH etc)

**RFQ Processing form**

*Extract data from Submitted Travel Request form which should contain the below fields in read only mode*

* Common details to be extracted for all the sections
* Cost center
* BTC Employee code
* Employee Name
* Passport Number
* Passport Expiry
* Designation
* **Details to be extracted for – Air Ticket (AT)**

|  |
| --- |
| **AT** |
| Ticket Class  Departure Date/Time  Arrival Date/Time  Port of Origin  Port of Destination  Airlines |

* **Details to be extracted for – Hotel Stay (HS)**

|  |
| --- |
| **HS** |
| Travel Sector  Hotel Name  Hotel Category  Room Category  Room Type  Check In Date/Time  Check Out Date/Time |

* **Details to be extracted for – Pickup (PC)**

|  |
| --- |
| **PC** |
| **Travel Sector**  **Pick up location**  **Pick up Date/Time**  **Drop off location**  **Drop off Date/Time**  **Preferred vehicle type** |

**Details to be Capturer from Travel Coordinator**: (Manual entry)

* Travel Agency
* Attachments
* Remarks

**Operations to be performed by the Travel Coordinator**

* *Click event to* ***Process RFQ***
* *Click event to* ***Email RFQ***
* *Click event to* ***View Selected RFQ***

**Manage Quotation**

**Details to be entered by Travel Coordinator to create Quotation:** (Manually entry)

* Common details to be extracted for all the sections
* Cost Center
* BTC Employee Code
* Purpose
* Employee Name
* Passport Number
* Passport Expiry
* **Details to be captured for – Air Ticket (AT) (Manual Entry)**

|  |
| --- |
| **Air Ticket-Q** |
| **Ticket Class**  **Departure Date/Time**  **Arrival Date/Time**  **Destination**  **Airlines**  **Ticket #**  **Ticket Amount**  **Attachment** |

* **Details to be captured for – Hotel Stay(HS) (Manual Entry)**

|  |
| --- |
| **Hotel Stay-Q** |
| **Travel Sector**  **Hotel Name**  **Hotel Category**  **Room Category**  **Room Type**  **Check In Date/Time**  **Check Out Date/Time**  **Amount**  **Attachment** |

* **Details to be captured for – Airport Pickup (PC) (Manual Entry)**

|  |
| --- |
| **Airport Pickup-Q** |
| **Travel Sector**  **Pick up location**  **Pick up Date/Time**  **Drop off location**  **Drop off Date/Time**  **Preferred vehicle type**  **Amount**  **Attachment** |

**Operations to be performed by the Travel Coordinator**

* ***Add Quotation*** *button* to add quotation received for the particular RFQ
* *Click event to* ***Save***Quotation
* *Click event to* **View** added quotation

**Manage LPO**

**Operations to be performed by Travel Coordinator to create LPO:** (Manually entry)

* Creation of Travel details and Employee Intimation
* ***Select RFQ*** button
* ***Select Quotation*** button
* ***Add to Travel Grid*** to include Travel details for Employee
* *Click event* ***Create Travel Grid*** to create Travel details for Employee
* ***Remove*** button to remove any details included
* *Click event to* ***View*** Travel Grid as PDF as this will be available to the Employee, once Travel Coordinator intimates the employee via *Intimate Employee* button
* *Click event to* ***Intimate Employee*** (after creating Travel details) so that he can download it from his dashboard
* *Click event to* ***Create LPO*** to move control to the LPO processing phase
* Processing of LPO
* *Click event to* ***Save*** LPO to save LPO to records
* *Click event to* ***Email*** LPO to mail it to the concerned Travel Agency
* *Click event to* ***View*** LPO to view the details saved/mailed

**NP:** Table name: HRW\_Picture – include Photo of the Employee