ADMIN

Users

Tours (Input cost price)

Tour Categories

Non-Tours

Reports

SALES

Customers

Leads

Bookings

- 1. When lead is allocated to user
- 2. For allocated leads Remind user 24 hours later to follow up.
- 3. For quotation

RESERVATIONS

Vendors

Vendor Categories

Purchase Orders (EOV)

Search and display Ad-hoc and Normal rates

MTQ Slots

- 1. Contact supplier for new contract 5 months before expiry of contract to get new contract rates at the end of the year
- Contracts usually end
 March
- 3. Remind of MTQ expiring availability
- 4. Prompt user that booking is successful and that he/she can contact the

1. Daily topolate to Operations

2. Weekly update to Operations

OPERATIONS

Dashboard view of today's deployment and who is on leave

Mountain Guides

Tour Guides

Captains

Vehicles (Licence validity and maintenance)

FINANCE

Bookings (Able to issue official receipts)

Journal Entries

General Ledgers

Debit Note

Credit Note

- 1. Notify due date of the expiry of license (period of validity for each) and vehicle license (2 weeks before)
- 2. Email notification of daily and weekly update
- 1. Underpaid and tour is approaching.

Quotation sending

2. Invoice sending

3. Itinerary sending - Itinerary (Sample) sending

4. Purchase order sending

BACKGROUND PROCESSES



Lynn Tiang

ADMIN

Dashboard

Tours

Tour Categories

Users

Tours

Add New

Select Tour Category



▼ No.	▼ Tour Code	▼ Tour Name	▼ Tour Category	▼ Action
1	ABK- AWR01	WHITE WATER RAFTING - KIULU (GRADE 1-2)	Daily Local Tours	Edit
2	ABK- AWR02	WHITE WATER RAFTING - PADAS (GRADE 3-4)	Daily Local Tours	Edit
3	ABK-KP01	KINABALU PARK & PORING HOT SPRING TOUR	Daily Local Tours	Edit
4	ABK-KP02	2 DAYS 1 NIGHT MOUNT KINABALU PARK & PORING HOT SPRING TOUR	Mt Kinabalu Climb	Edit
5	ABK-LT01	KOTA KINABALU CITY DAY TOUR & FILIPINO MARKET SHOPPING	Daily Local Tours	Edit
6	ABK-LT02	KOTA KINABALU CITY NIGHT TOUR with SEAFOOD DINNER	Daily Local Tours	Edit
7	ABK-LT03	MONSOPIAD HEAD HUNTER'S TOUR	Daily Local Tours	Edit
8	ABK-LT04	MARI MARI CULTURAL VILLAGE TOUR	Daily Local Tours	Edit
9	ABK-MKFT	MOUNT KINABALU FAST TRACK (1 DAY NON-SUMMIT HIKE)	Mt Kinabalu Climb	Edit
10	BK-WA05	"THE LITTLE KINABATANGAN" - WILDLIFE & FIREFLIES SUNSET CRUISE	Wildlife Adventure	Edit

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Lynn Tiang

ADMIN

Dashboard

Tours

Add New

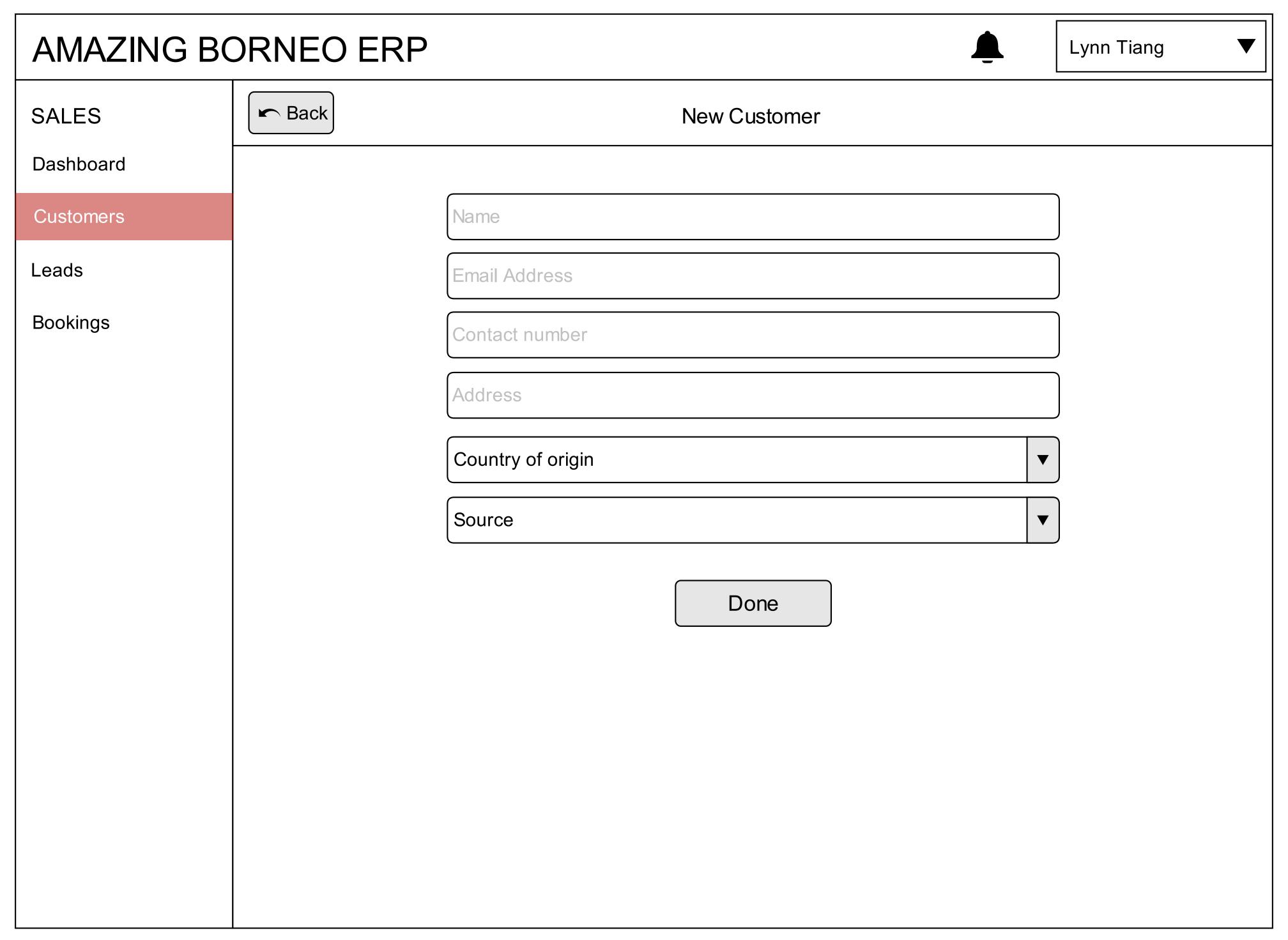
Q Search

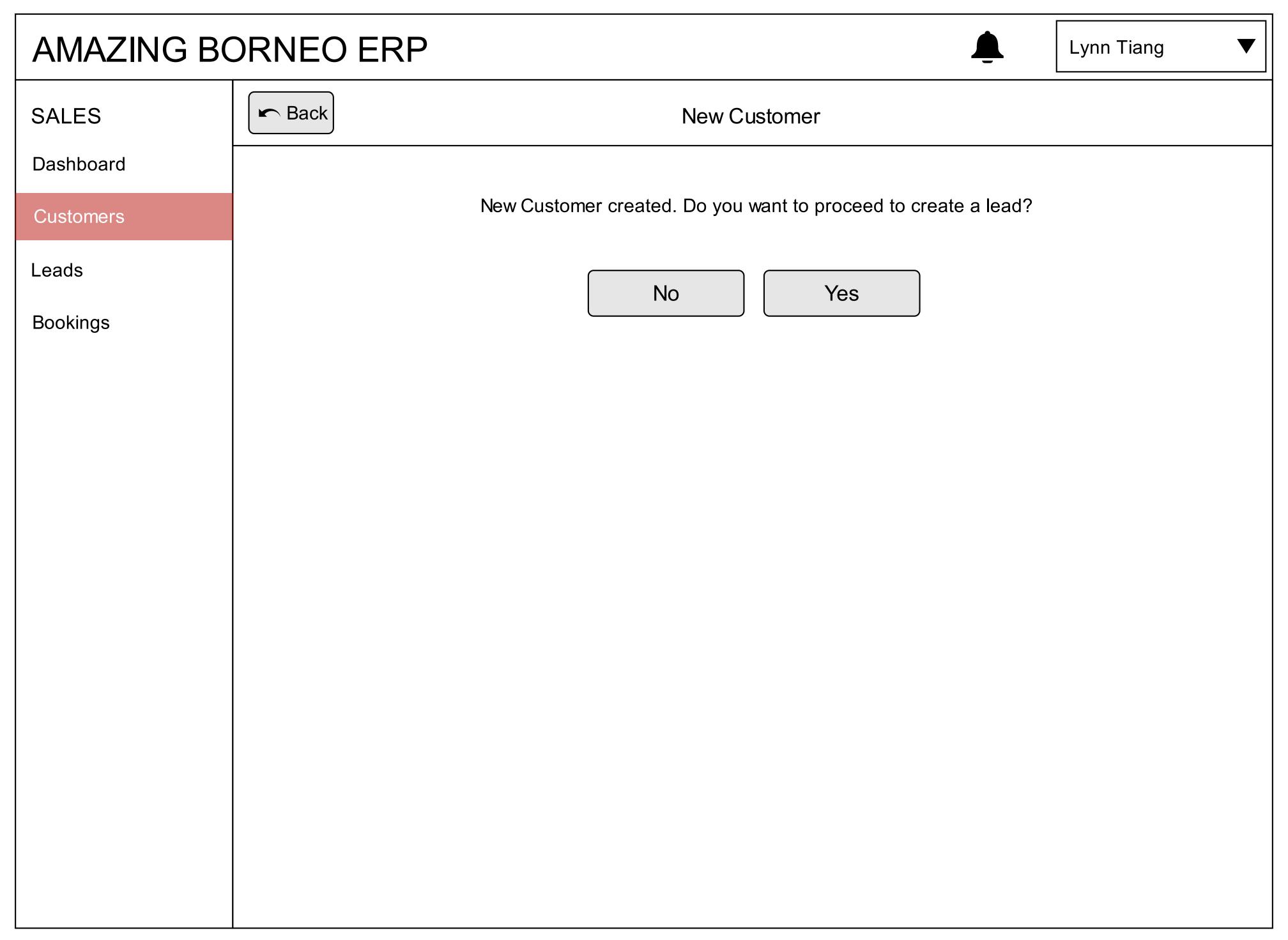
Tours Categories

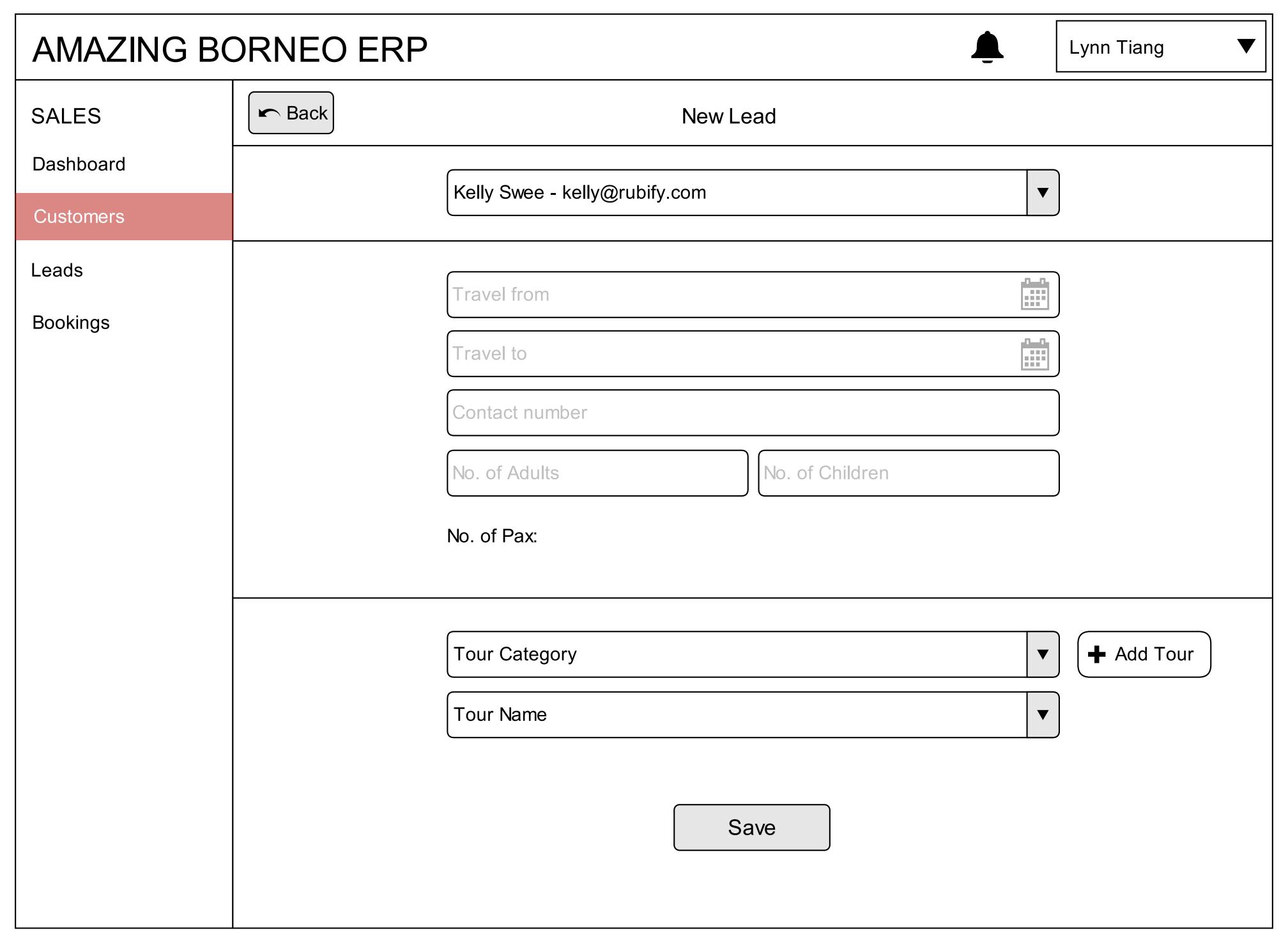
Tour Categories

Users

▼ No.	▼ Tour Category Name	▼ Action
1	WHITE WATER RAFTING - KIULU (GRADE 1-2)	Edit
2	WHITE WATER RAFTING - PADAS (GRADE 3-4)	Edit
3	KINABALU PARK & PORING HOT SPRING TOUR	Edit
4	2 DAYS 1 NIGHT MOUNT KINABALU PARK & PORING HOT SPRING TOUR	Edit
5	KOTA KINABALU CITY DAY TOUR & FILIPINO MARKET SHOPPING	Edit
6	KOTA KINABALU CITY NIGHT TOUR with SEAFOOD DINNER	Edit
7	MONSOPIAD HEAD HUNTER'S TOUR	Edit
8	MARI MARI CULTURAL VILLAGE TOUR	Edit
9	MOUNT KINABALU FAST TRACK (1 DAY NON-SUMMIT HIKE)	Edit
10	"THE LITTLE KINABATANGAN" - WILDLIFE & FIREFLIES SUNSET CRUISE	Edit







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Lynn Tiang

lacktriangle

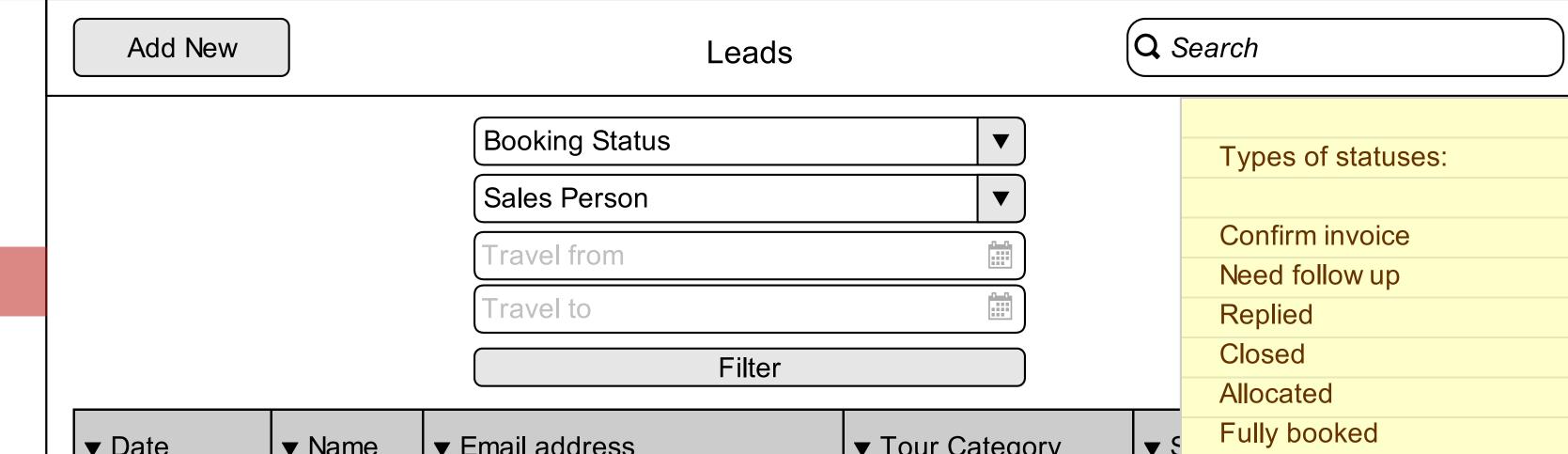
SALES

Dashboard

Customers

Leads

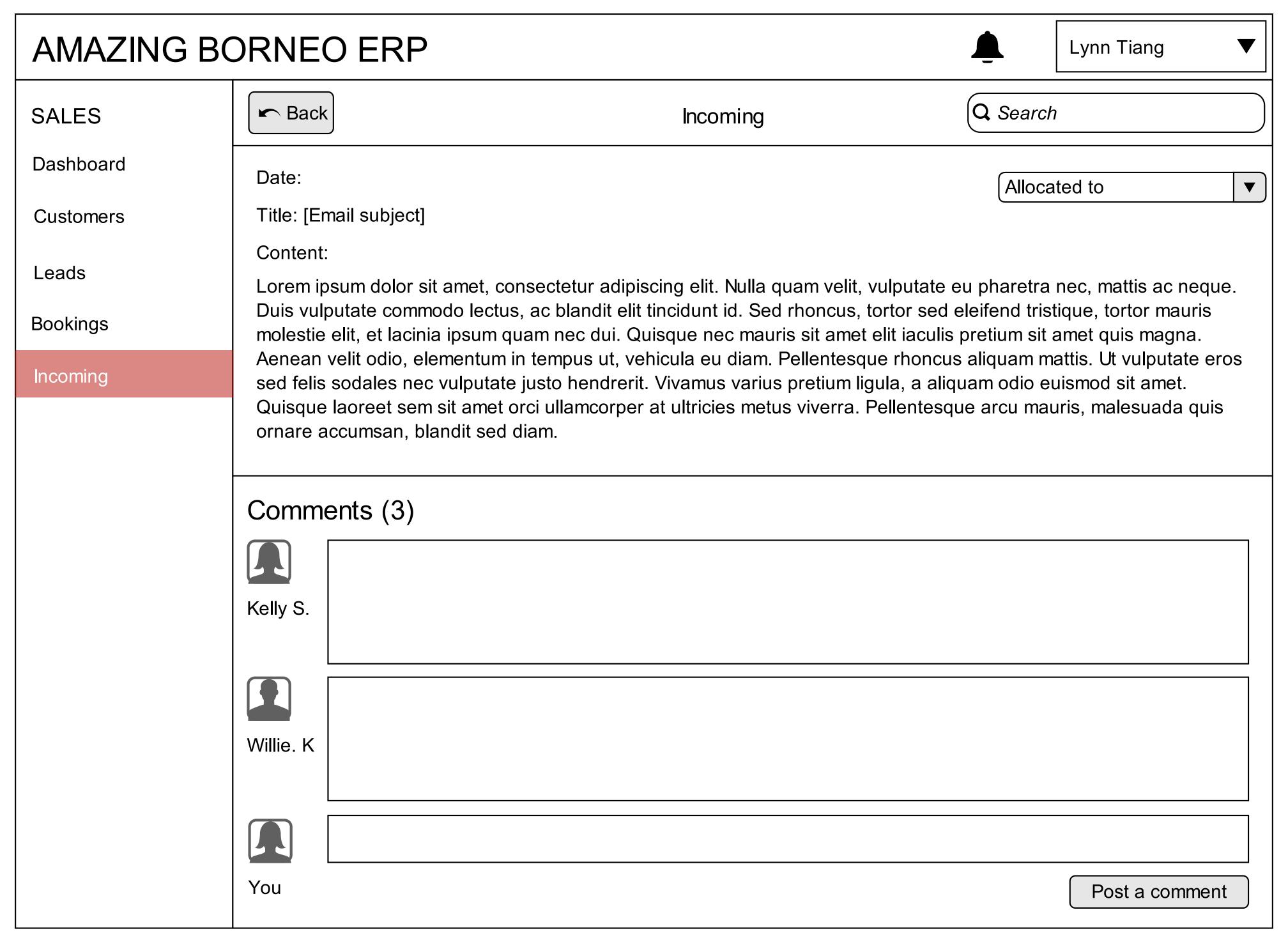
Bookings

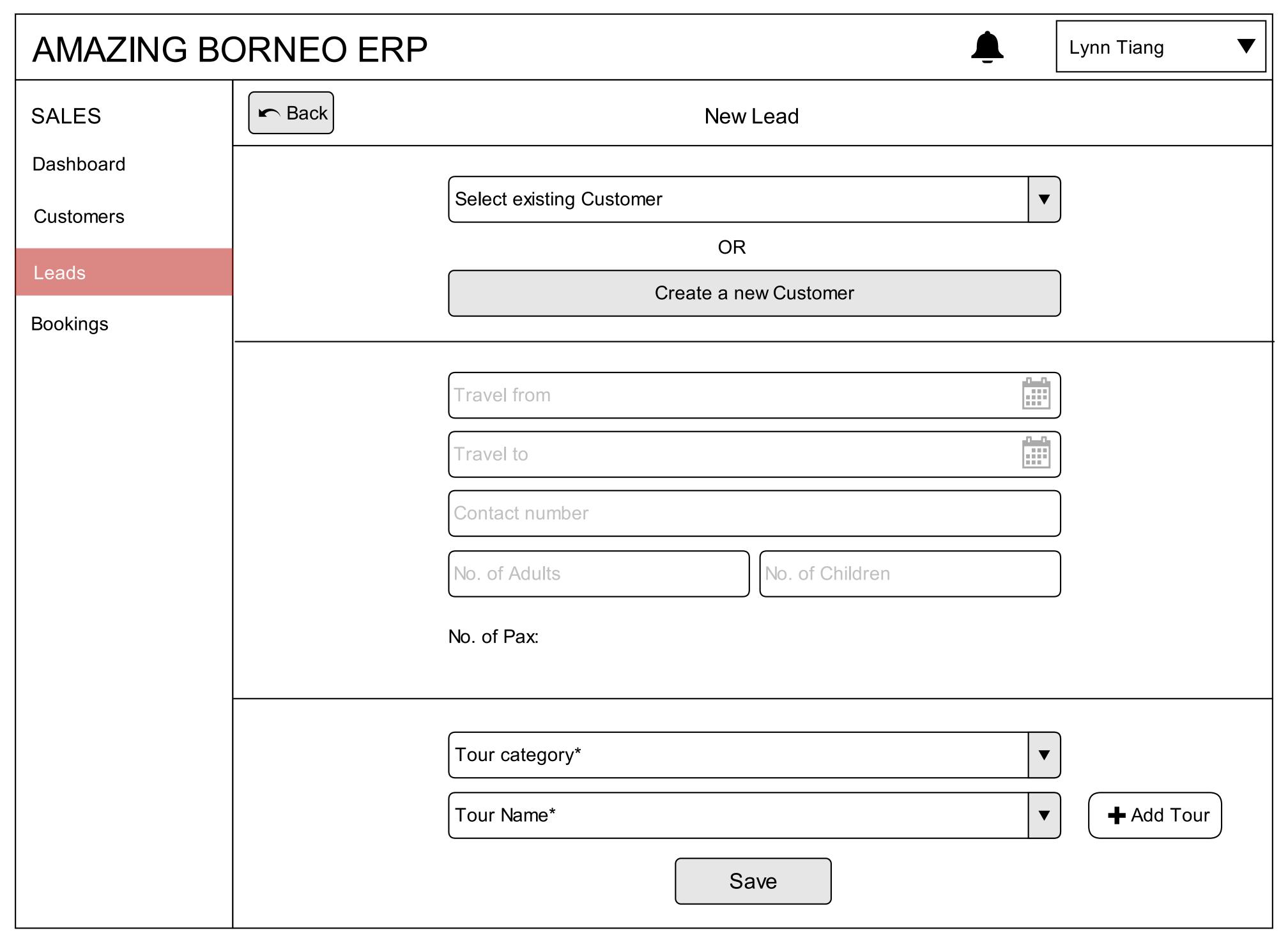


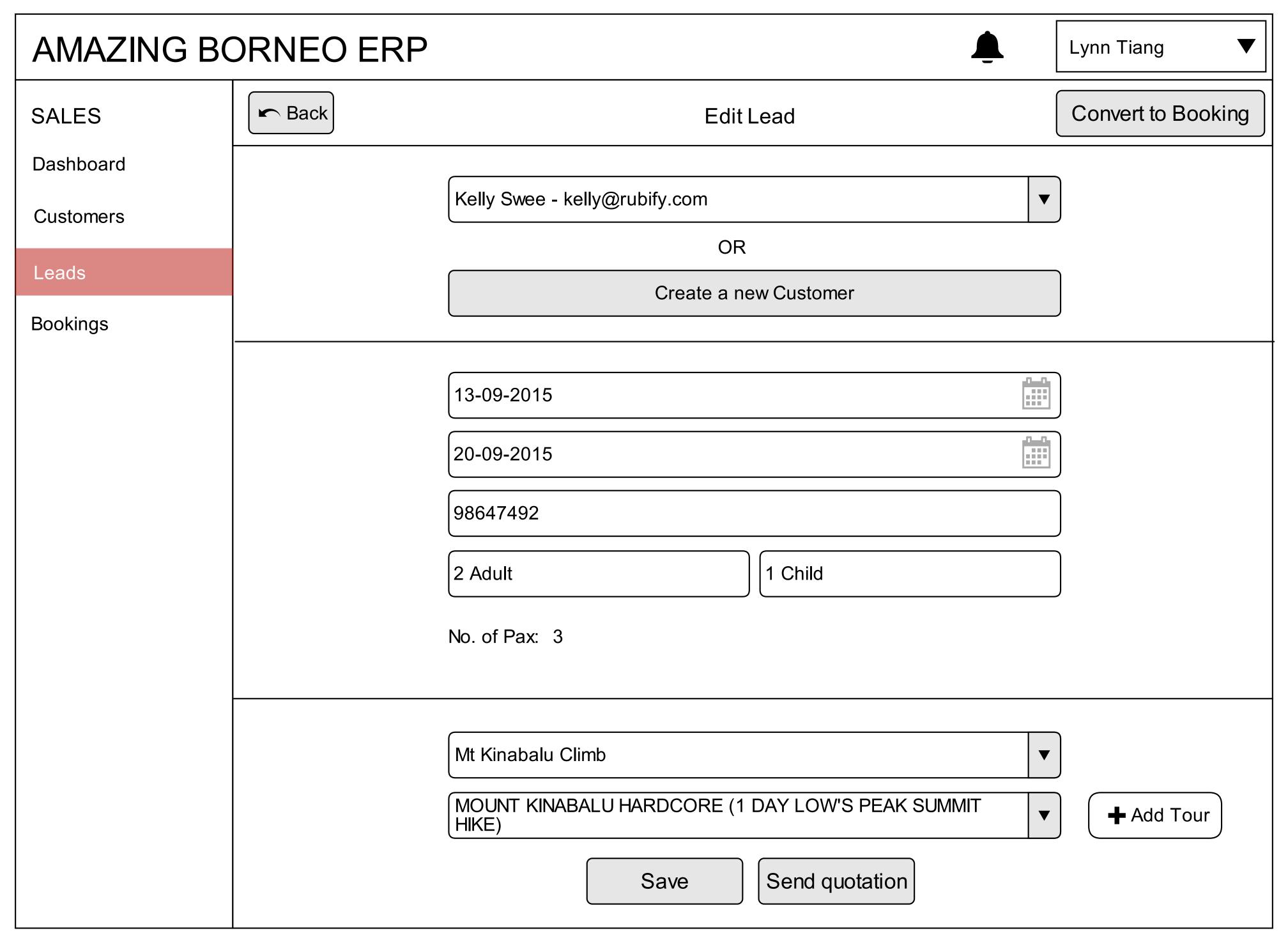
▼ Date	▼ Name	▼ Email address	▼ Tour Category	▼ § Fully I	booked
11-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Mt Kinabalu Climb	Allocated	Charlottle
10-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Jungle Trekking	Allocated	Charlotte
10-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Fish Tours	Allocated	Charlotte
09-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Golf Tours	Allocated	Charlotte
07-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Sea Adventures	Allocated	Charlotte
03-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Daily Local Tours	Allocated	Charlotte
02-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Daily Local Tours	Allocated	Charlotte
01-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Daily Local Tours	Allocated	Charlotte
01-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Daily Local Tours	Allocated	Charlotte
01-03-2015	Mr Harry	harrywilliams.ir@gmail.com	Daily Local Tours	Allocated	Charlotte

AMAZING BORNEO ERP SALES Incoming Source From Leads Bookings Pate Name Filter Lynn Tiang Lynn Tiang V Action

▼ Date	▼ Name	▼ Email address	▼ Source	▼ Action
11-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View
10-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View
10-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View
09-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View
07-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View
03-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View
02-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View
01-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View
01-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View
01-03-2015	Mr Harry	harrywilliams.ir@gmail.com	info@amz	View









Do you want to convert this Lead to a Booking?

Once a Lead is converted to a Booking, this Lead will be found under Bookings.

Add New

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Lynn Tiang

SALES

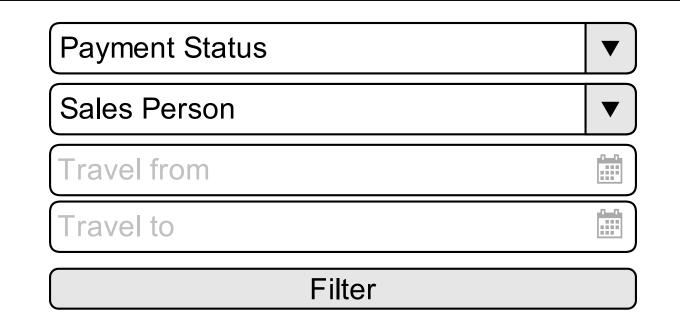
Dashboard

Customers

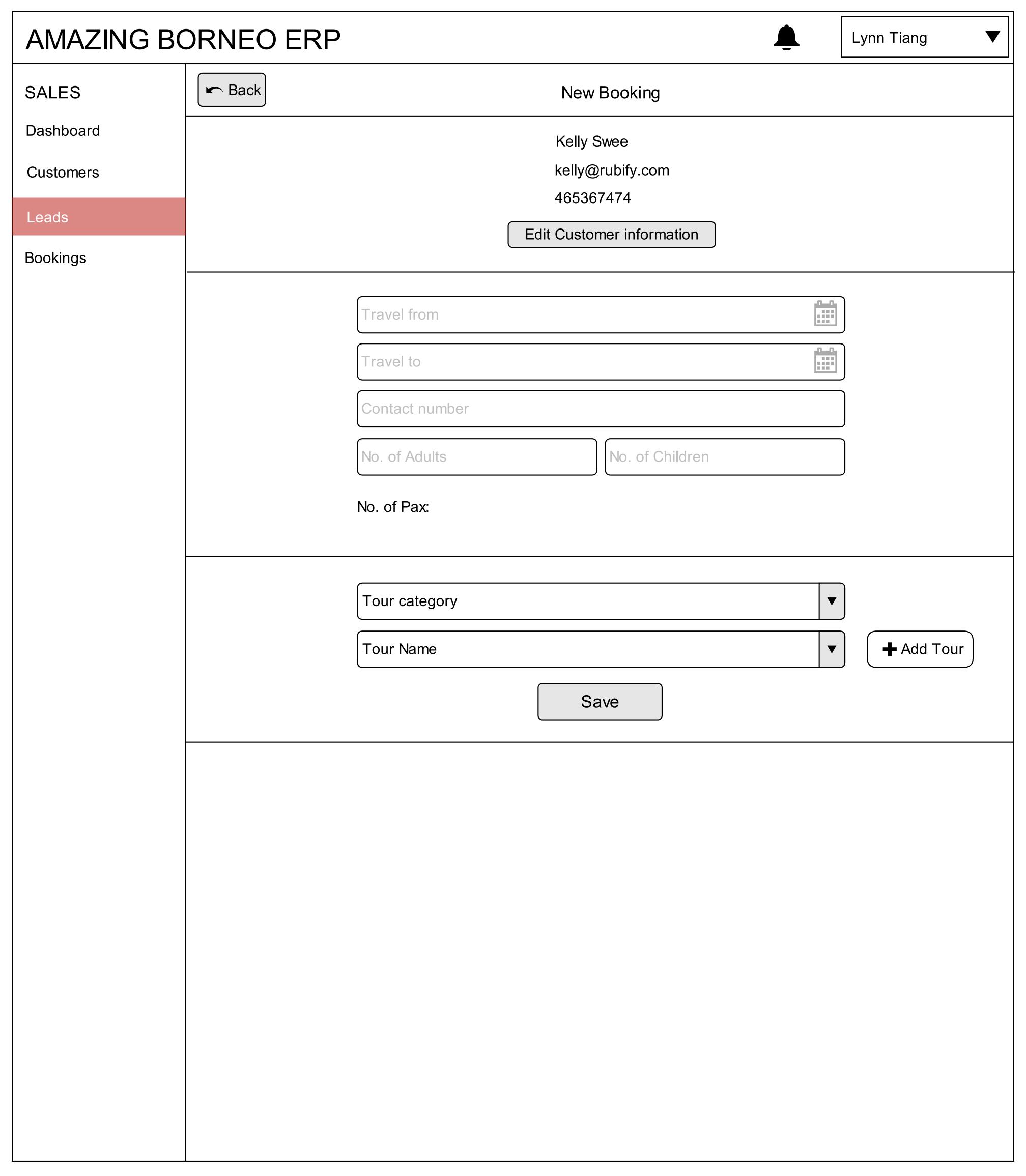
Leads

Bookings

Bookings



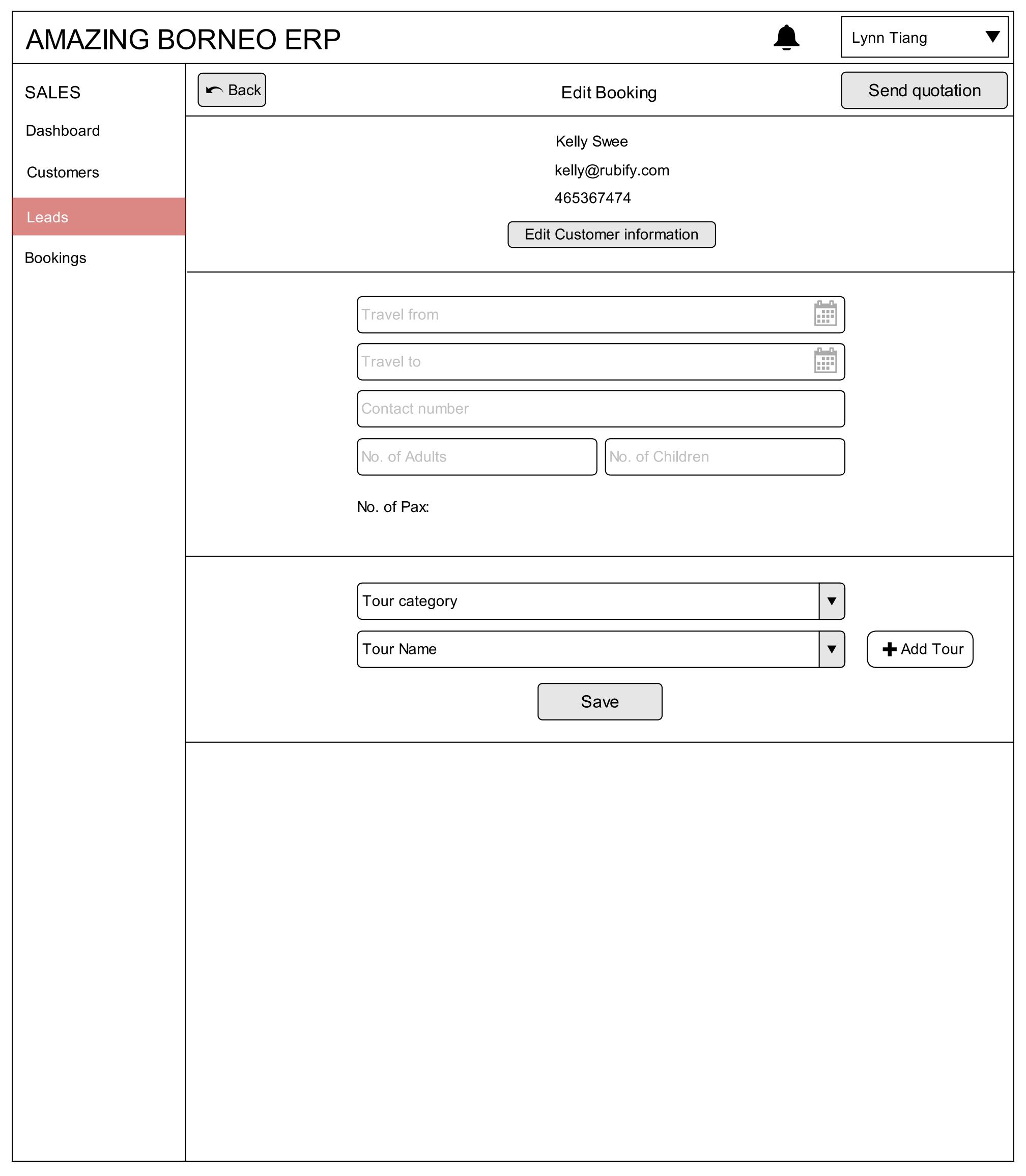
▼ Booking number	▼ Travel Date	▼ Booking Date	▼ Name	▼ Tour Code	▼ Status	▼ Sales Person	▼ Itinerary
AB00389	11-06-2015	11-03-2015	Mr Harry	ABK-MKFT	Paid 100%	Charlottle	Send
AB00389	10-06-2015	11-03-2015	Mr Harry	ABK-MKFT	Paid 100%	Charlotte	Send
AB00389	10-06-2015	11-03-2015	Mr Harry	ABK-MKFT	Paid 100%	Charlotte	Send
AB00389	09-07-2015	11-03-2015	Mr Harry	ABK-MKFT	Paid 50%	Charlotte	Send
AB00389	07-08-2015	11-03-2015	Mr Harry	ABK-MKFT	Paid 50%	Charlotte	Send
AB00389	03-09-2015	11-03-2015	Mr Harry	ABK-MKFT	Unpaid	Charlotte	NA
AB00389	02-10-2015	11-03-2015	Mr Harry	ABK-MKFT	Unpaid	Charlotte	NA
AB00389	01-11-2015	11-03-2015	Mr Harry	ABK-MKFT	Unpaid	Charlotte	NA
AB00389	01-12-2015	11-03-2015	Mr Harry	ABK-MKFT	Unpaid	Charlotte	NA
ABUU380	01_12_2015	11_02_2015	Mr	VBK-WKET	Unnaid	Charlotta	ΝΔ





Booking saved!

You have saved details for this booking!





Send quotation to client

Do you want to send quotation based on this booking? An email with an attached pdf of the quotation will be sent.



Do you want to send Itinerary to customer?

An email with an attached pdf of the Itinerary will be sent to the customer.



You have already sent this Itinerary to the customer.

Are you sure you want to send this again?

AMAZING BORNEO ERP Lynn Tiang You have to attend to a lead assigned to you-SALES After 3 days John Smith (john.smith@mail.com) Dashboard You have to follow up with this quotation-Customers After 5 days Mark Russell (mark.russell@mail.com) Leads Guest has written their details. Check MMB to API from MMB to make sure that all details are filled up. If done, Bookings

notify ERP system

·····

send itinerary to guest.

Itinerary template



To: Recipent

(Name and mail address)

Address

ITINERARY TEMPLATE

Doc No : Date :

Salesperson:

As per your request, pleased to EXTEND below in brief itinerary based on current availability:

ITINERARY DETAILS:

Day "X" - Date: Activity, place, duration (the meals included)

Meal Indicator: B – Breakfast / L – Lunch / D – Dinner

PRICE INFORMATION:

Per person : Total price :

SERVICES SUMMARY:

Meals: Includes:

Accommodation:

Excludes:

HOW TO BOOK?

MODE OF PAYMENT:

We accept payments by cash, credit card or bank transfer. (Details)

NO BOOKING has been made at this moment;

Please let us know your confirmation or other plans in order to proceed with the booking.

Thank You.

Malaysia Main Office

Amazing Borneo Tours & Events Sdn.

Bhd.

Co. Licence No. 827148-U MOCAT

Licence No. KPL/LN 5746

Lot 1-39, Star City North Complex,

1st Floor, Jalan Asia City, 88000,

Kota Kinabalu, Sabah, Malaysia

tel: +6088-448409 fax: +6088-

448509

email: info@amazingborneo.com

website: www.Amazing-Borneo.com

Singapore Sales Office

Amazing Borneo Travel & Events

Co. Reg. No. 53143855D TA Licence

No. 01847

511 Guillemard Rd #02-14 Grandlink

Square Singapore 399849

tel: +65 6841 3009 fax: +65 6841

4009 mobile: +65 92979846

email: wanting@amazingborneo.com

Quotation template



To: Recipent

(Name and mail address)

We are pleased to "CONFIRM" your booking for "X" pax.

BOOKING DETAILS:

Tour name

Tour code

Tour date

Price per person :

Total Price:

Meals:

Includes:

Accommodation:

Excludes:

INFORMATION ABOUT PAYMENT:

We accept payments by cash, credit card or bank transfer.

Address

Malaysia Main Office

Amazing Borneo Tours & Events Sdn.

Bhd.

Co. Licence No. 827148-U MOCAT

Licence No. KPL/LN 5746

Lot 1-39, Star City North Complex,

1st Floor, Jalan Asia City, 88000,

Kota Kinabalu, Sabah, Malaysia

tel: +6088-448409 fax: +6088-

448509

email: info@amazingborneo.com

website: www.Amazing-Borneo.com

Singapore Sales Office

Amazing Borneo Travel & Events

Co. Reg. No. 53143855D TA Licence

No. 01847

511 Guillemard Rd #02-14 Grandlink

Square Singapore 399849

tel: +65 6841 3009 fax: +65 6841

4009 mobile: +65 92979846

email: wanting@amazingborneo.com

Invoice template



To: Recipent (Name and mail address)

Address

INVOICE TEMPLATE

Doc No:

Data:

Pay

Sal Malaysia Main Office

Tot Amazing Borneo Tours & Events Sdn.

Tra Bhd.

Due Co. Licence No. 827148-U MOCAT

Licence No. KPL/LN 5746

Lot 1-39, Star City North Complex, 1st Floor, Jalan Asia City, 88000, Kota Kinabalu, Sabah, Malaysia

Passenger details:

Adult: "X" Child: "X" Infant: "X"

				tel: +6088-448409 fax: +6088-
Description	GST	Price per	Qty	448509
Becomplien		1 1100 poi	Giy	email: info@amazingborneo.com
Activity 1	ST			website: www.Amazing-Borneo.com
Activity 2	ST			
Activity 2	01			Singapore Sales Office
Activity 3	ST			Amazing Borneo Travel & Events
,				Co. Reg. No. 53143855D TA Licence
Activity 4	ST			No. 01847
Λ αξίνειξεν. Ε	ОТ			511 Guillemard Rd #02-14 Grandlink
Activity 5	ST			Square Singapore 399849
Detailed total			Exclusive of GST	tel: +65 6841 3009 fax: +65 6841
				4009 mobile: +65 92979846
			GST @ SR "X"%	email: wanting@amazingborneo.com
			Taxes	
			Total	

Remarks [includes information about payment]

Remarks about activities

Contact Person

Payment Terms & Conditions:

Booking Terms & Conditions:

Add New



Lynn Tiang

RESERVATIONS

Dashboard

Vendors

Vendor categories

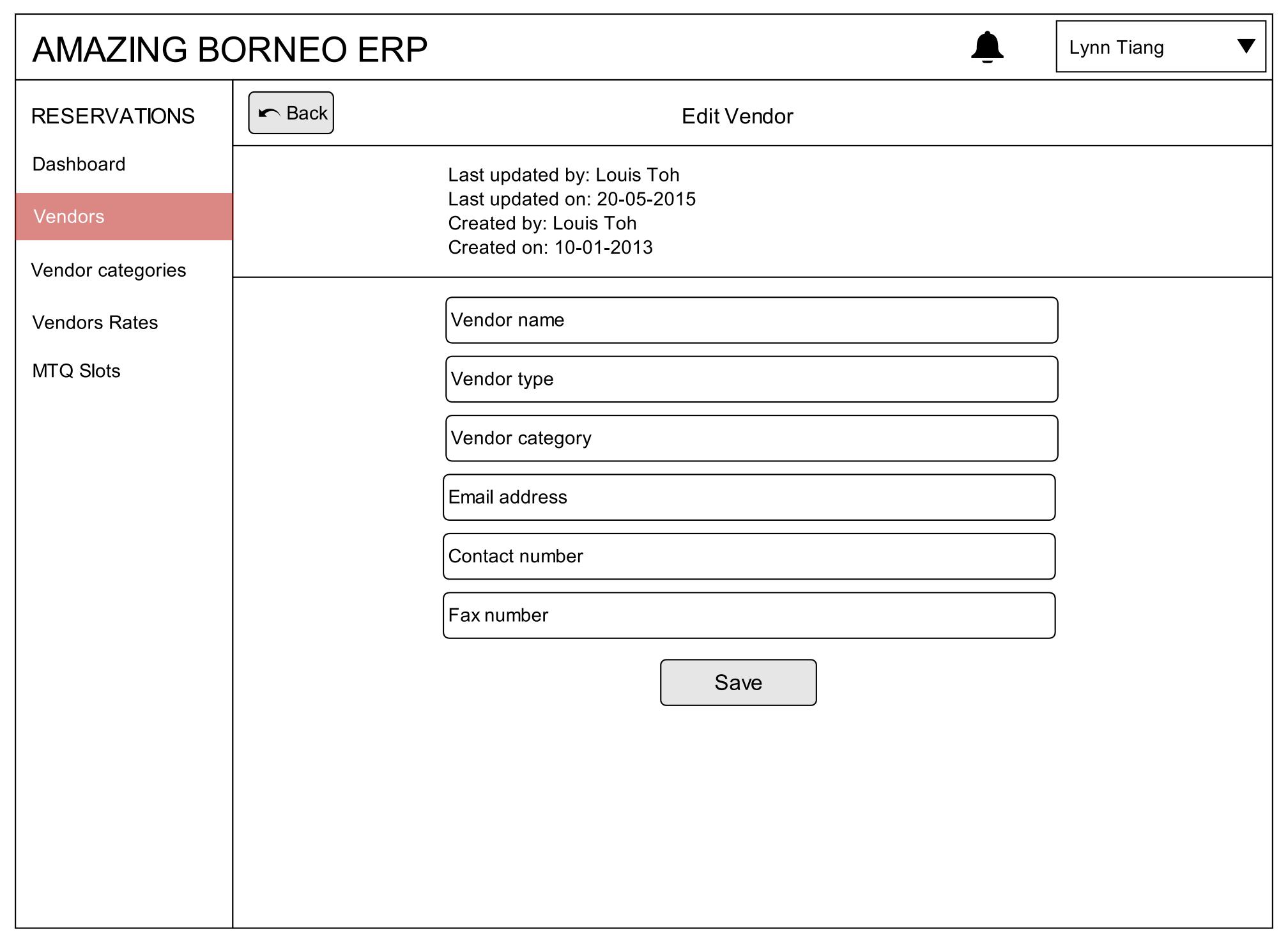
Vendors Rates

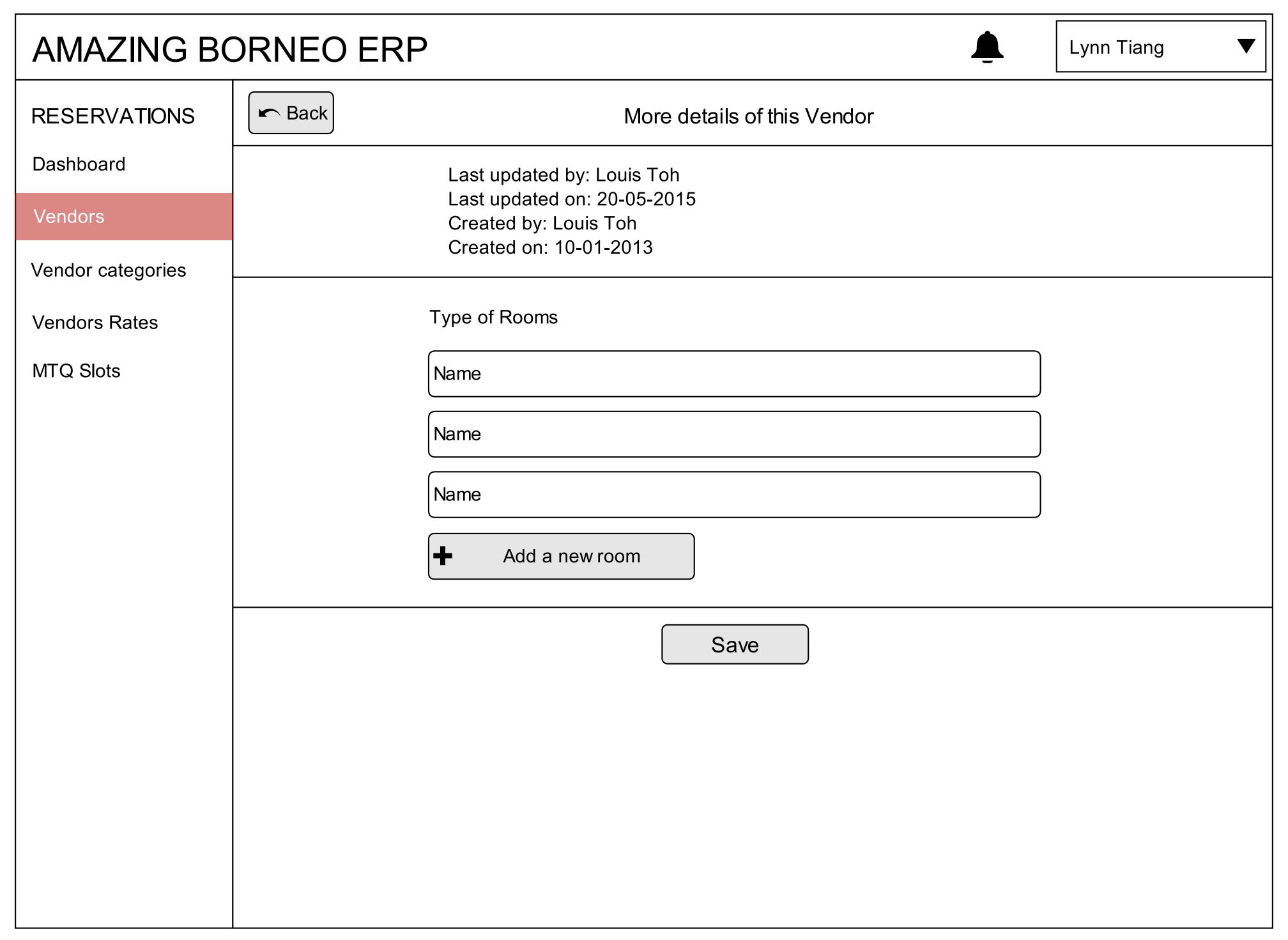
MTQ Slots

Vendors

Vendor Category	
Select City	
Filter	

▼ Name	▼ Vendor Type	▼ Email	▼ Contact	▼ Fax	▼ City
A A STATIONERY	Sundry	test@mail.com	0983793252	2345436523	Kota Kinabalu
ABILITY EXPEDITIONS SDN BHD	Agent	test@mail.com	0983793252	2345436523	Kota Kinabalu
ACESPEED AUTOCARE SDN BHD	Sundry	test@mail.com	0983793252	2345436523	Kota Kinabalu
AIRASIA BERHAD	Agent	test@mail.com	0983793252	2345436523	Kota Kinabalu
ANGKATAN HEBAT MOTOR SDN BHD	Agent	test@mail.com	0983793252	2345436523	Kota Kinabalu
APARU HOLIDAY TOURS SDN BHD	Agent	test@mail.com	0983793252	2345436523	Kota Kinabalu
API API MANAGEMENT CORPORATION	Agent	test@mail.com	0983793252	2345436523	Ranau
APPLE SOUTH ASIA PTE LTD	Sundry	test@mail.com	0983793252	2345436523	Sandakan
ARISTO KINABALU RESORT	Agent	test@mail.com	0983793252	2345436523	Miri
ASEH TRAVEL & TOURS SDN BHD	Agent	test@mail.com	0983793252	2345436523	Sabah





Add New

Lynn Tiang

RESERVATIONS

Dashboard

Vendors

Vendor categories

Vendors Rates

MTQ Slots

Vendors Categories

▼ Vendor Category	▼ Number of Vendors	▼ Action
BKI HOTEL & RESORT	10	View list
DAILY LOCAL TOURS	10	View list
MOUNT KINABALU CLIMB	10	View list
KUNDASANG HOTEL & HOMESTAY	10	View list
SEA ADVENTURES & RESORT	10	View list
WILDLIFE ADVENTURES	10	View list
SAMPLE	10	View list
SAMPLE	10	View list
SAMPLE	10	View list
Agent	10	View list

AMAZING BORNEO ERP Lynn Tiang Q Search **RESERVATIONS** Vendors Dashboard **Vendor Category** City Vendors Filter Vendor categories **Vendors Rates** ▼ Vendor Category **▼** City **▼** Rates ▼ Name MTQ Slots View Sundry A A STATIONERY Kota Kinabalu Kota Kinabalu View ABILITY EXPEDITIONS SDN BHD Agent View ACESPEED AUTOCARE SDN BHD Sundry Kota Kinabalu View **AIRASIA BERHAD** Kota Kinabalu Agent Kota Kinabalu ANGKATAN HEBAT MOTOR SDN BHD Agent View View APARU HOLIDAY TOURS SDN BHD Kota Kinabalu Agent

Agent

Sundry

Agent

Agent

Ranau

Miri

Sabah

Sandakan

View

View

View

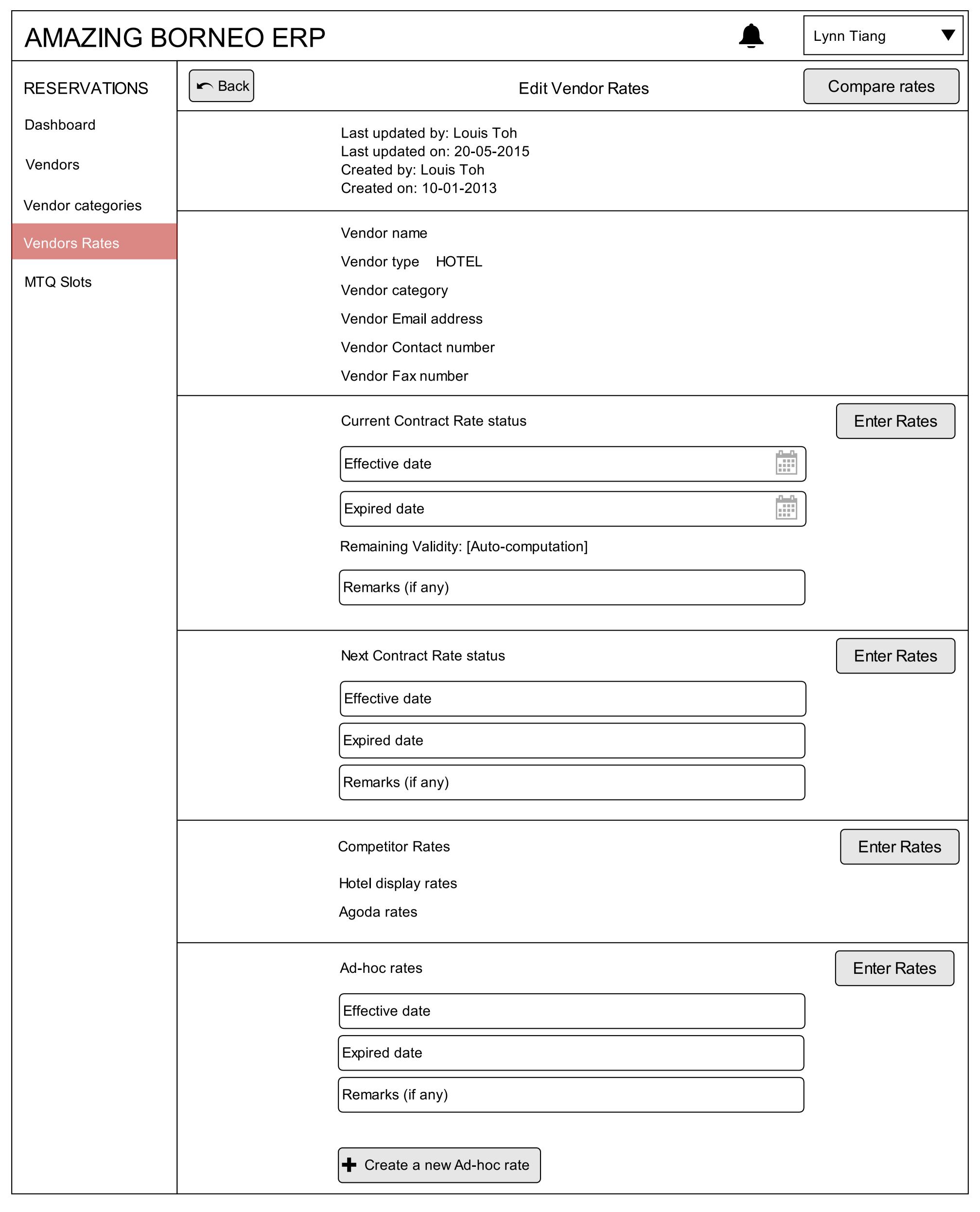
View

API API MANAGEMENT CORPORATION

APPLE SOUTH ASIA PTE LTD

ARISTO KINABALU RESORT

ASEH TRAVEL & TOURS SDN BHD



AMAZING BORNEO ERP Lynn Tiang **►** Back RESERVATIONS **Edit Current Contract Rate** Dashboard Last updated by: Louis Toh Last updated on: 20-05-2015 Vendors Created by: Louis Toh Created on: 10-01-2013 Vendor categories Vendor name Vendors Rates Vendor type HOTEL Vendors Vendor category MTQ Slots Upload contract file here contactwithhotelabc.doc Download Replace file **▼** Junior Top Suite ▼ Seasons/ Room Type ▼ Run-Of-House **▼** Executive Suite 367.92 390 174.53 185 330.19 350 Low Peak GST **GST GST** Holiday GST GST GST **GST GST** NYE **GST** CNY **GST GST GST**

AMAZING BORNEO ERP Lynn Tiang **►** Back RESERVATIONS **Edit Competitor Rates** Dashboard Last updated by: Louis Toh Last updated on: 20-05-2015 Vendors Created by: Louis Toh Created on: 10-01-2013 Vendor categories Vendor name Vendors Rates Vendor type HOTEL Vendors Vendor category MTQ Slots **Hotel Website** Agoda ▼ Seasons/ Room Type ▼ Run-Of-House **▼** Junior Top Suite **▼** Executive Suite 367.92 390 174.53 330.19 185 350 Low Peak **GST GST GST** Holiday **GST GST GST** GST GST **GST** NYE CNY GST GST GST Save

AMAZING BORNEO ERP RESERVATIONS Dashboard Vendors Vendor categories Vendors Rates MTQ Slots Available slots in this month Available slots in next month 200 April 01, 2012 Su Mo Tu We

Q Search

Lynn Tiang

Available slots in next month

200

•			April 01, 2012			
Su	Mo	Tu	We	Th	Fr	Sa
1	ilable: 2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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Lynn Tiang

RESERVATIONS

Dashboard

Vendors

Vendor categories

Vendors Rates

MTQ Slots

Availability

Availability

Sales Person	▼
Date of enquiry	
Date of tour	
Filter	

▼ Date of enquiry	▼ Name	▼ Tour Code	▼ Sales Person	▼ Availablity
11-03-2015	Mr Harry	ABK-DS05	Walter	Update
10-03-2015	Mr Harry	ABSK-WA1510	Erica	Update
10-03-2015	Mr Harry	ABSK-WA1508	Carol	Update
09-03-2015	Mr Harry	ABTW-D03	Jeremy	Update
07-03-2015	Mr Harry	TGW1507	Erica	Update
03-03-2015	Mr Harry	TGW1505	Abigail	Update
01-03-2015	Mr Harry	ABTW-D06	Jeremy	Update
01-03-2015	Mr Harry	TGW1502	Walter	Update
01-03-2015	Mr Harry	TGW1506	Walter	Update