

	Title: AV8R How to book a shuttle	Number: BSD246	Revision: 1	Effective Date: 26-02-2025
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AV8R | HOW TO...
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BEYOND *Your* EXPECTATION

Generate A Shuttle Booking

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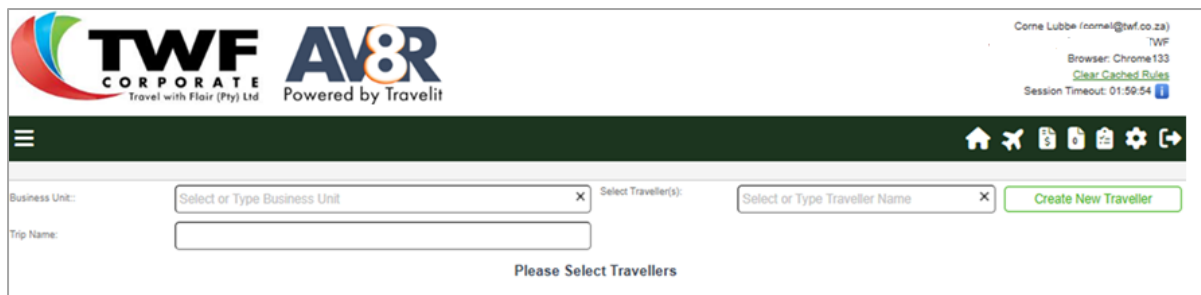
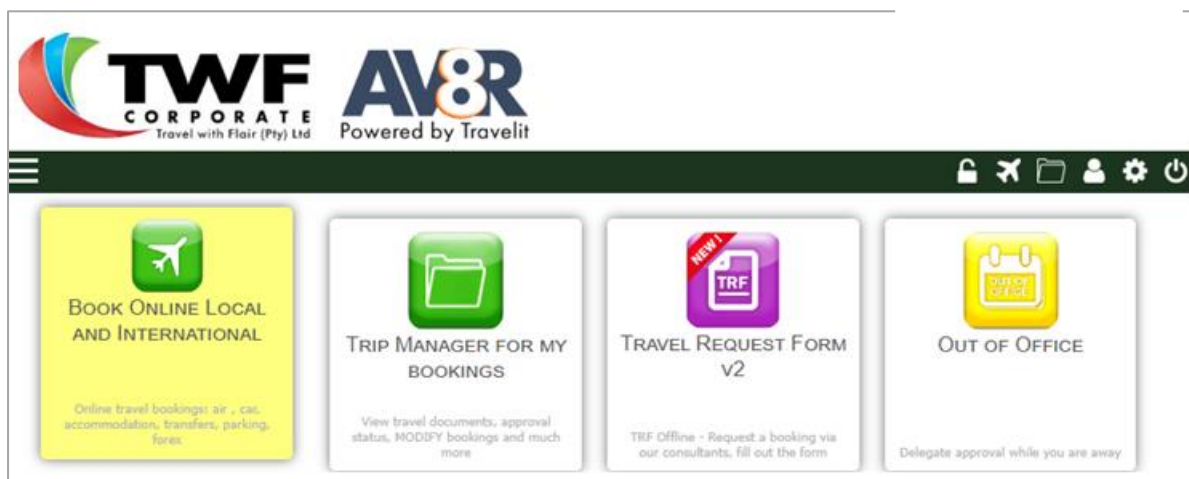
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1. Shuttle Booking

1.1 Shuttle Booking Tab:

Select the book online local and international tab on the home page.



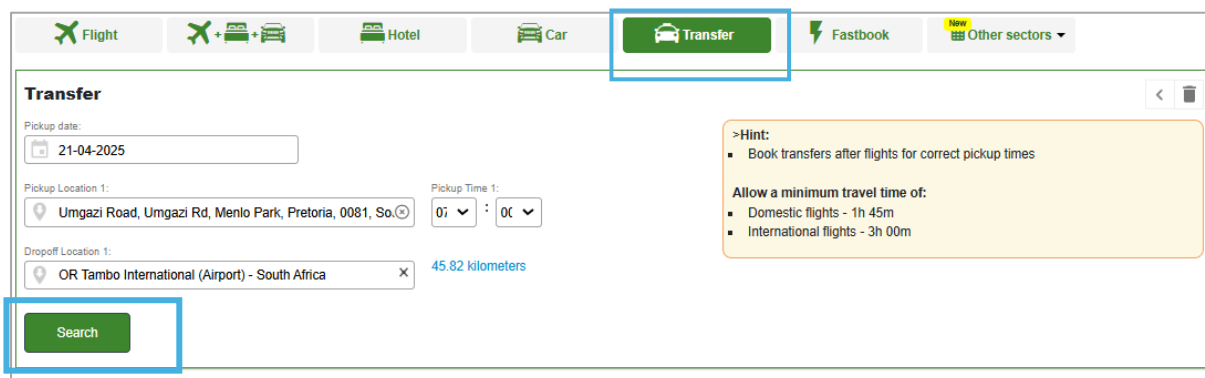
Selection Criteria	Description
Select Business Unit	This field is pre-populated with the company business units
Select Traveller	Select or type traveller name. You can type the traveller's name, surname or email address. The traveller name will only appear within the drop-down if it has been created on the system.
Insert Trip Name	This field could be pre-populated with certain project names the company is working on / free text could be used to type in a name for the trip.
Policy Group Applied	This will auto populate as it is linked to the traveller profile.
Create New Traveller	Click here to create a new traveller that has not already been loaded on the system.

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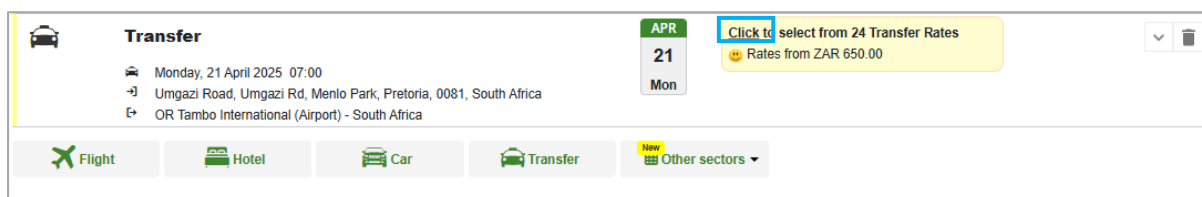
Select the transfer tab to start the process.

Complete the search criteria as required and select Search.


Selection Criteria	Description
Pickup Date	Select pickup date.
Pickup Location 1	Search the pickup location and select from a drop down to confirm.
Pickup Time 1	Select the pickup time from the drop down list.
Dropoff Location 1	Search the drop-off location and select from a drop down to confirm.
Total Distance (Estimate)	The approximate travel distance is calculated.



Select Click to view availability on approved vendors.



Note: Only client approved Transfer vendors will display rates and availability.

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1.2 Shuttle Results Page:

Select the preferred Vendor / Vehicle Type / Cost Estimate to proceed with the request.

Transfer				
Pickup date:	Monday, 21 April 2025			
Pickup 1:	Umgazi Road, Umgazi Rd, Menlo Park, Pretoria, 0081, South Africa at 07:00			
Dropoff 1:	OR Tambo International (Airport) - South Africa			
Vendor	Vehicle Type	Cost Estimate Incl. (ZAR)	Quote Now	Book Now
Sofika Tours	Standard Sedan	650.00	Quote Now	Book Now
EZ Shuttle	Comfort - Sedan (3 seater)	670.00	Quote Now	Book Now
Kwela Fleet Management (Transfer)	Standard Sedan	795.00	Quote Now	Book Now
TED Shuttle Services	Economy	850.00	Quote Now	Book Now
Dzongeni Shuttle Services	Standard Sedan	850.00	Quote Now	Book Now
Tendani Shuttles and Tours	Standard Sedan	850.00	Quote Now	Book Now
EZ Shuttle	Comfort - Van (8 seater)	1000.00	Quote Now	Book Now
EZ Shuttle	Comfort - Minibus (13 seater)	1000.00	Quote Now	Book Now
TED Shuttle Services	Luxury - Merc C class or Similar	1100.00	Quote Now	Book Now
Dzongeni Shuttle Services	Sedan Luxury	1100.00	Quote Now	Book Now

Once selected the Transfer Instructions will display – Complete the required fields.

If you are requesting a Transfer with an existing flight in the trip

- Where flights are existing in a trip, select Load Flight Info.
- Relevant flight details will auto-populate.
- Select I Agree.



Transfer Instructions

Required information to finalise your transfer with Kwela Fleet Management (Transfer)

Pickup on Monday, 21 April 2025



Time from last pickup to flight departure is 6 hour(s) and 15 minute(s)

Pickup 1: Umgazi Road, Umgazi Rd, Menlo Park, Pretoria, 0081, South Africa Pickup time: 07:00

 Corne Lubbe +27 083 1231234 cornel@twf.co.za Primary Passenger 


Meeting Place:

Dropoff 1: OR Tambo International (Airport) - South Africa

 Corne Lubbe +27 083 1231234 cornel@twf.co.za Primary Passenger 

Flight Number*: Departure Time*: : Departure Hall*:


Pickup Instructions: (optional)

 [Click here if you have confirmed this booking manually](#)

Vendor Instructions:

PLEASE NOTE:

All above mentioned rates are charged per vehicle and not per person

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- If you are requesting a Transfer with an existing flight in the trip
- Where flights are existing in a trip, select Load Flight Info.
 - Relevant flight details will auto-populate.
 - Select I Agree.

Transfer Instructions

Required information to finalise your transfer with Travelit Demo Transfer Vendor



Pickup on Tuesday, 13 June 2023

Pickup 1: Tourvest Travel Services (TTS) Cape Town, 14 Christiaan Barnard St, Cape Town City Centre, Cape Town, 8000, South Africa
Pickup Time: 11:00

 Don John +27 078 [redacted] [redacted].co.za Primary Passenger 

Meeting Place:

Dropoff 1: Cape Town International (Airport) - South Africa


 Don John +27 078 [redacted] [redacted].co.za Primary Passenger 

Load Flight Info

Flight Number: *
Departure Time: * :

Pickup Instructions: (optional)

Vendor Instructions:
WE WILL SEND YOU AN SMS TO CONFIRM YOUR TRANSFER

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The transfer request is now captured.

Once all transfers required are captured, select the relevant cost centre and Submit for Approval. Complete any further applicable details if prompted by the system.

Transfer

📍 Pickup date: Monday, 21 April 2025

📍 Pickup 1: Umgazi Road, Umgazi Rd, Menlo Park, Pretoria, 0081, South Africa 07:00

📍 Drop-off 1: OR Tambo International (Airport) - South Africa

🚗 Type: Standard Sedan

APR
21
Mon

Kwela Fleet Management (Transfer)
Transfer

795.00

Location	Umgazi Road, Umgazi Rd, Menlo Park, Pretoria, 0081, South Africa	Travellers	Come Lubbe	Meeting Place	At security Gate	Flight Number	SA123	Flight Time	13:15	Terminal	Domestic
Pickup 1:	Umgazi Road, Umgazi Rd, Menlo Park, Pretoria, 0081, South Africa	Travellers	Come Lubbe	Meeting Place	At security Gate	Flight Number	SA123	Flight Time	13:15	Terminal	Domestic
Dropoff 1:	OR Tambo International (Airport) - South Africa										

Change Sector
Remove Sector

Trip Cost Excl. Fees - ZAR 795.00

Payment Method: Travelwith Flair Pretoria - 518773***6955 Expiry: 02-2025**

Select or search for your Responsibility: 001 (AV8R Test)

001 (AV8R Test)

100.00 %

795.00

ⓘ

🗑️

Select or Type Select or search for your Responsibility to Add

Total: 100.00 %

Download Availability
Submit for Approval

Once the Trip is approved, the request for Transfer will generate to the vendor to accept the reservation. Only once the vendor has accepted the reservation, the system updates a confirmation number on the voucher.