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HOW TO...

f |  |  |  www.twf.travel

BEYOND *Your* EXPECTATION

Utilise the online booking platform:

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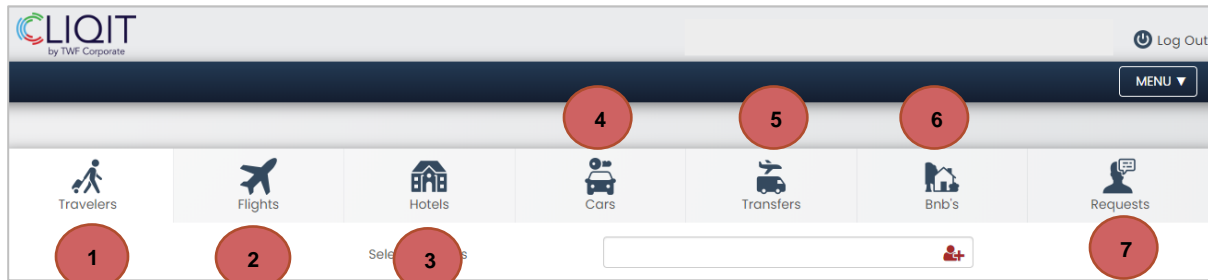
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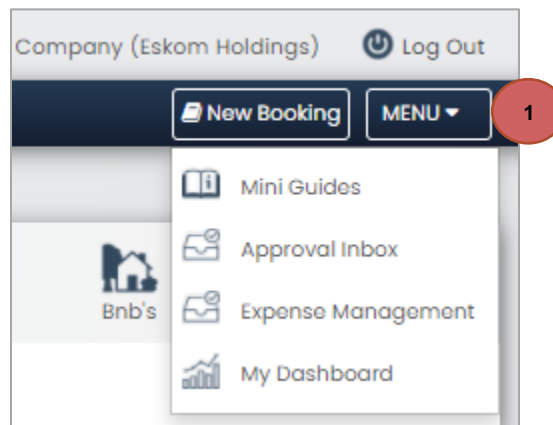
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1. Home Page

The Cliqit home page provides the following icons to navigate you through the booking process:



1. **Travellers:** The home page defaults to the **“travellers”** icon for you to select the traveller/s.
2. **Flights:** Live inventory to book flights.
3. **Hotels:** Live inventory to book hotel accommodation.
4. **Cars:** Live inventory to make car bookings.
5. **Transfers:** EZ shuttles, live inventory to make transfer bookings. If you require another supplier, request the consultants' assistance via the **“Requests”** tab.
6. **BnB's:** Live guesthouse inventory from Nightsbridge. If you require a guesthouse not listed in the live inventory, request the consultants' assistance via the **“Requests”** tab.
7. **Requests:** Request the consultants' assistance for any service or load any services yourself, where you made the booking direct with the supplier and require TWF to make payment on your company's behalf.

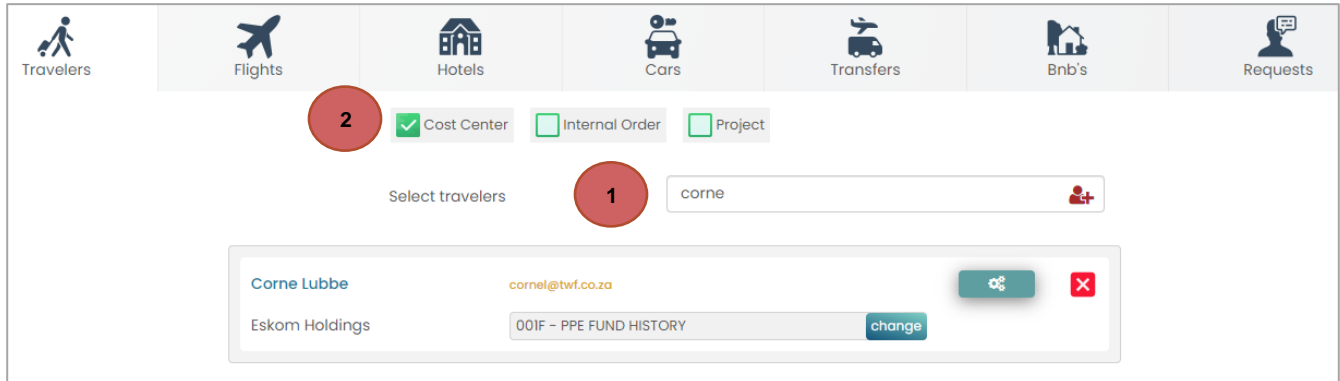



1. On the righthand top corner of the page, you will find a **“Menu”** icon
From the dropdown you can select:
 - **Mini Guides:** Here you will find guides to assist you through different bookings processes available on Cliqit.
 - **Approval inbox:** Only applicable if you have approver rights within your company.
 - **Expense Management:** This will navigate you to where you can submit your expense claim.
 - **My Dashboard:** Find the list of bookings you have booked with their statuses.

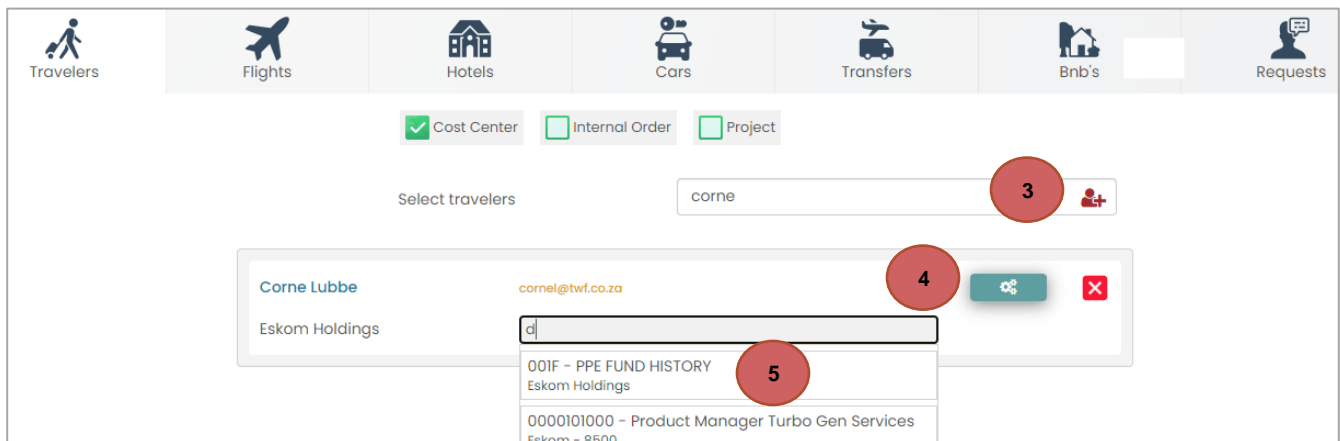
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2. Select the Travellers and Cost Elements

1. Start typing the name of the traveller and make your selection from the dropdown list.
(This function is only available, if you are allowed to make bookings on behalf of other travellers)
2. The system will by default bill costs to your master **“Cost Centre”**, but you can change the billing requirements to **“Internal order”** or **“Project”** by selecting the relevant box.



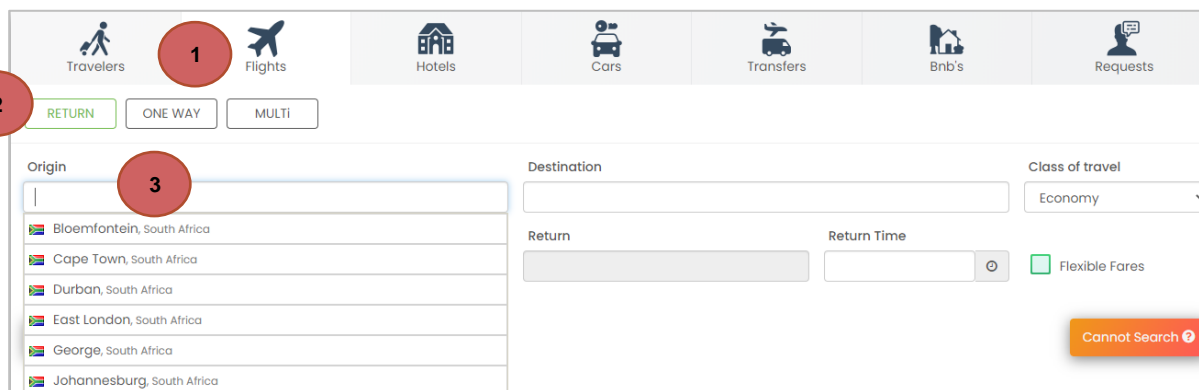
3. The selected traveller will be added below, if you require to add another traveller you repeat step1.
4. The  icon will display the travellers basic profile information.
5. To change the default cost centre, select the **“change”** button & start typing the cost centre name or number and make a selection from the dropdown list.



3. Flight Bookings

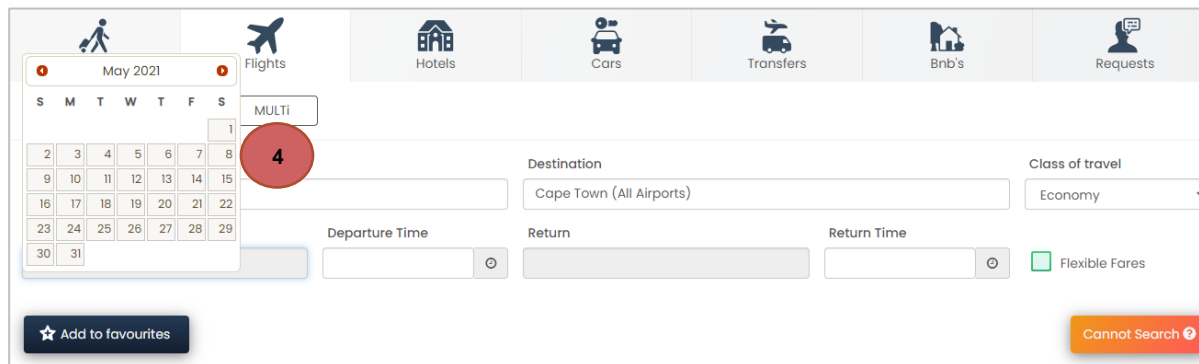
3.1. The Flight Search Form

1. Start your trip by selecting the **“Flights”** icon at the top of the page.
2. The system will default to the **“Return”** flight option. You can select **“one way or multi-leg”**. Refer to the **MULTI-LEG TRIP** section in the guide to assist with this booking process.
3. Start typing the the origin and destination cities or make a selection from the dropdown list.



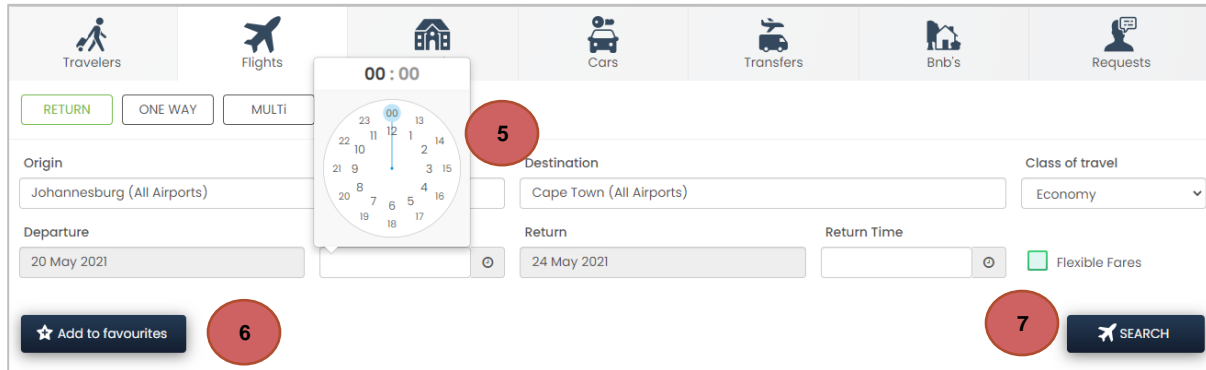
The screenshot shows the top navigation bar with icons for Travelers, Flights (annotated with a red circle 1), Hotels, Cars, Transfers, Bnb's, and Requests. Below the navigation bar are three buttons: RETURN (annotated with a red circle 2), ONE WAY, and MULTI. The main form area has an Origin dropdown menu (annotated with a red circle 3) showing a list of South African cities: Bloemfontein, Cape Town, Durban, East London, George, and Johannesburg. To the right of the Origin dropdown are fields for Destination, Class of travel (set to Economy), Return, Return Time, and a checkbox for Flexible Fares. A red button labeled 'Cannot Search ?' is at the bottom right.

4. Select your dates from the pop up calender.



The screenshot shows the same Flight Search Form as before, but with a date picker calendar open over the May 2021 month. The calendar is annotated with a red circle 4. The Destination field now shows 'Cape Town (All Airports)'. The Return and Return Time fields are now visible. A red button labeled 'Cannot Search ?' is at the bottom right. A blue button labeled 'Add to favourites' is at the bottom left.

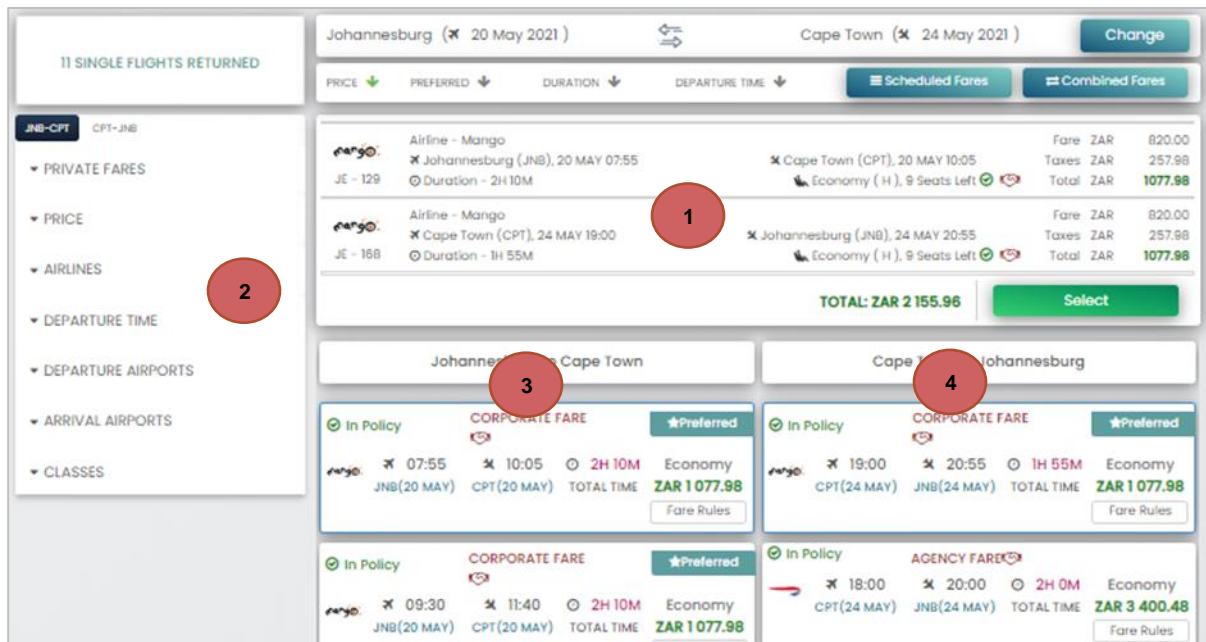
5. Select the departure- and return times from the pop up clock. Inner circle is AM hours and outer circle is PM hours.
6. Utilise the **“Favourites”** tab to save frequently travelled routes. Select the favourites tab to give your template a name. To utilise the template: type fav- in the origin block. A dropdown will generate, select the template required & the fields will be auto populated without the dates.
7. Select the **“Search”** button to start the search.



The image shows a flight search interface. Callout 5 points to the 'Return' button. Callout 6 points to the 'Add to favourites' button. Callout 7 points to the 'SEARCH' button.

3.2. Flight Results Page

1. The cheapest flight option for the selected times will be auto selected by the system and displayed at the top of the page.
2. The left-hand sidebar provides you with filter options, to refine your search.
3. Below the cheapest flight grid, are two columns. The left-hand column will display alternate flight results for the departure flights, starting with the cheapest options.
4. The right-hand column will display the return flight options, for your request starting with the cheapest options.



The image shows the flight results page. Callout 1 points to the 'SCHEDULED' button. Callout 2 points to the 'PRIVATE FARES' filter option. Callout 3 points to the 'Johannesburg to Cape Town' route filter. Callout 4 points to the 'Cape Town to Johannesburg' route filter.

5. Refine your search result by first selecting the applicable route at the top of the filter column. Once you have selected the route, you can filter according to the following categories:
 - Private fares – either by Agency or corporate deals,

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- Price,
 - Airlines to display,
 - Departure times,
 - Departure airports,
 - Arrival airports,
 - Classes.
6. The system will indicate if the fare is a Corporate or an Agency deal.
 7. Select your flight by clicking on the preferred flight option. This will update the flights on the top grid to indicate your selection. Remember to select the **flight to** and **from** your destination.
 8. Click on **“Fare Rules”** to verify change and refund rules of the applicable flight.
 9. You can change your request at any time by selecting the **“Change”** icon to update your request.
 10. Add your flight selection to your **“Shopping Basket”** by clicking on the **“Select”** icon.

The screenshot displays the TWF Travel booking interface. On the left, a sidebar (5) contains filters for 'PRIVATE FARES', 'PRICE', 'AIRLINES', 'DEPARTURE TIME', 'DEPARTURE AIRPORTS', and 'ARRIVAL AIRPORTS'. The top bar shows the flight route 'Johannesburg (20 May 2021) to Cape Town (24 May 2021)' with a 'Change' button (9). Below this, a grid of flight options is shown, including 'Mango' and 'South African Airways' flights. A 'Select' button (10) is visible next to the flight options. The bottom section displays detailed fare breakdowns for 'Johannesburg to Cape Town' and 'Cape Town to Johannesburg', including 'CORPORATE FARE' and 'AGENCY FARE' options (6, 7, 8).

11. On the result page, the system will indicate if bookings comply with the Company’s Travel policy.

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11 SINGLE FLIGHTS RETURNED

JNB-CPT
CPT-JNB



PRIVATE FARES

Corporate Rates

Agency Rates

Johannesburg (JNB) 20 May 2021
Cape Town (CPT) 24 May 2021
Change

PRICE
PREFERRED
DURATION
DEPARTURE TIME
Scheduled Fares
Combined Fares

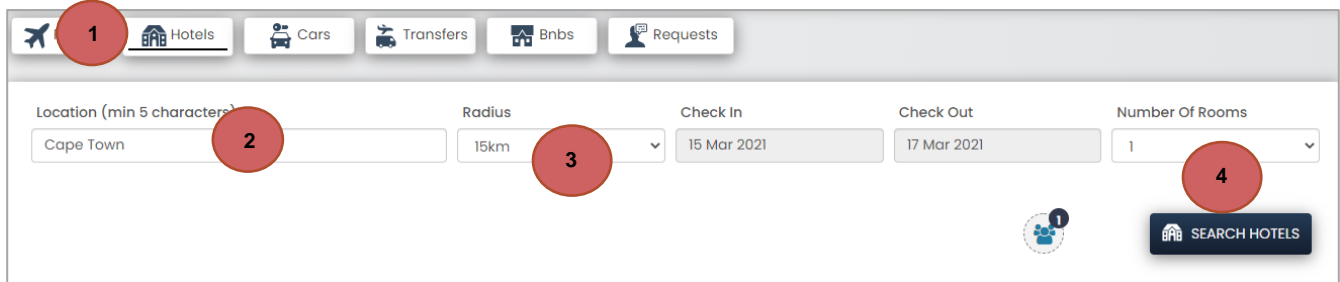
	Airline - Mango Johannesburg (JNB), 20 MAY 07:55 Duration - 2H 10M	Cape Town (CPT), 20 MAY 10:05 Economy	Fare - ZAR 820.00 Taxes - ZAR 257.98 Total - ZAR 1077.98
	Airline - Mango Cape Town (CPT), 24 MAY 19:00 Duration - 1H 55M	Johannesburg (JNB), 24 MAY 20:55 Economy (H), 9 Seats Left	Fare - ZAR 820.00 Taxes - ZAR 257.98 Total - ZAR 1077.98

TOTAL: ZAR 2 155.96
Select

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4. Hotel Bookings

4.1. Hotel Search Form



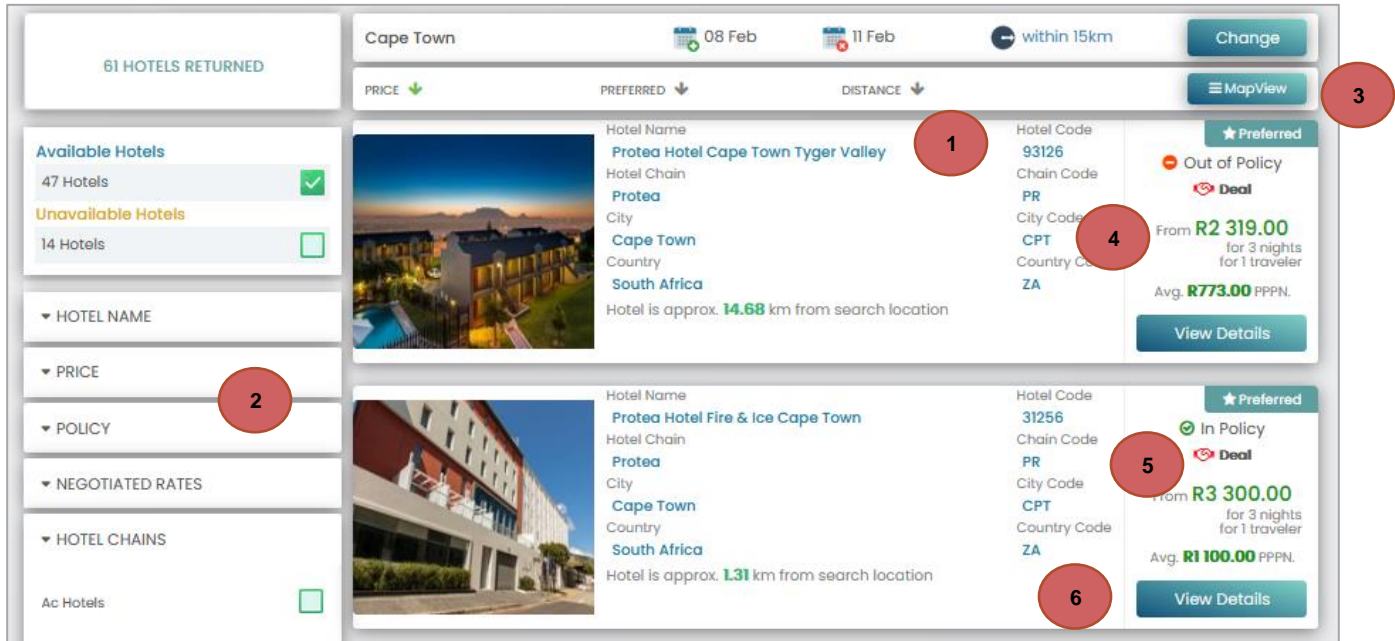
The screenshot shows the Hotel Search Form interface. At the top, there is a navigation bar with icons for various services: Flights, Hotels (highlighted with a red circle and number 1), Cars, Transfers, Bnbs, and Requests. Below this, the search form contains several input fields: 'Location (min 5 characters)' with 'Cape Town' entered (highlighted with a red circle and number 2), 'Radius' with '15km' selected from a dropdown (highlighted with a red circle and number 3), 'Check In' with '15 Mar 2021', 'Check Out' with '17 Mar 2021', and 'Number Of Rooms' with '1' selected from a dropdown (highlighted with a red circle and number 4). At the bottom right, there is a 'SEARCH HOTELS' button (highlighted with a red circle and number 4) and a small icon with a number 1.

1. Select the **“Hotels”** icon at the top of the page.
2. Start the request, by typing the location name. Make a selection from the drop down list.
3. Increase the search radius if you are searching for a hotel more than 15KM from the specified location.
4. Select the **“Search hotels”** icon, to start the search.

4.2. Hotel Results Page

1. The results page will start with the cheapest option as per your request.
2. Refine your search by using the filter categories on the left-hand sidebar.
 - Negotiated rates – either Corporate or Agency rates
 - Price
 - Hotel chains – property groups
 - Policy
 - Hotel names
3. Select the **“Mapview”** icon to make your hotel selection from a google map.
4. **Important:** the **“from”** amount displayed on the results page is the total amount for the stay, for all travellers. The amount below the total amount is the average nightly rate per person.
5. The system will indicate when a **Negotiated rate** is displayed.
6. Click on the **“View Details”** icon to select room types/ meal options.

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61 HOTELS RETURNED

Cape Town 08 Feb 11 Feb within 15km Change

PRICE ↓ PREFERRED ↓ DISTANCE ↓ MapView


Available Hotels: 47 Hotels ✓ Unavailable Hotels: 14 Hotels

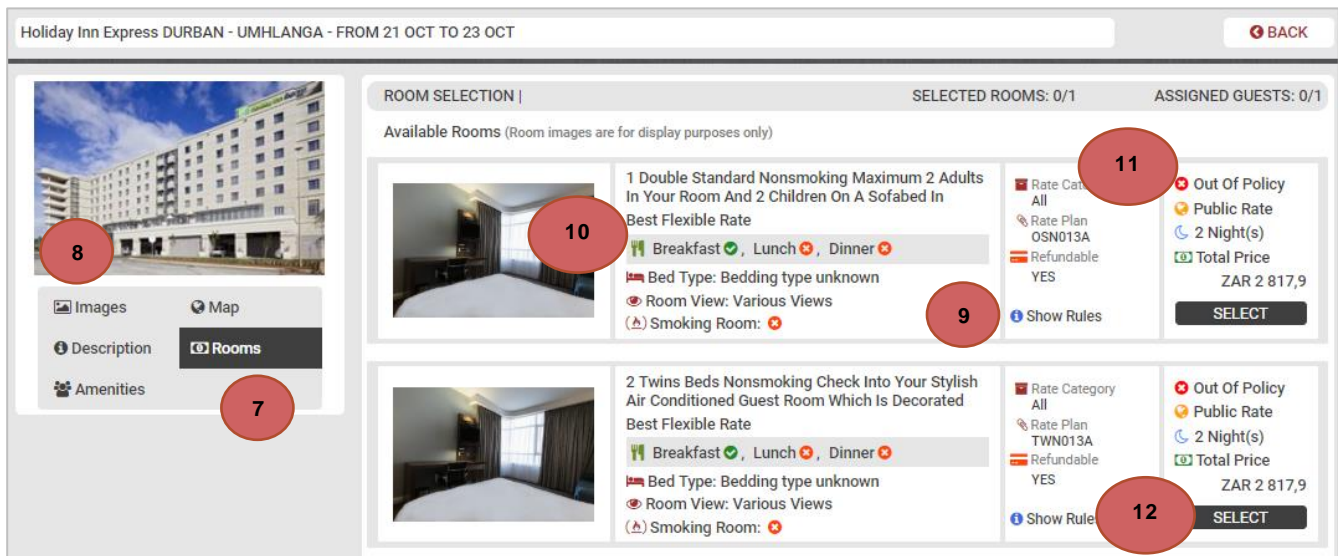
HOTEL NAME PRICE POLICY NEGOTIATED RATES HOTEL CHAINS

Ac Hotels

Hotel Name: Protea Hotel Cape Town Tyger Valley Hotel Chain: Protea City: Cape Town Country: South Africa Hotel is approx. 14.68 km from search location Hotel Code: 93126 Chain Code: PR City Code: CPT Country Code: ZA From R2 319.00 for 3 nights for 1 traveler Avg. R773.00 PPN. View Details

Hotel Name: Protea Hotel Fire & Ice Cape Town Hotel Chain: Protea City: Cape Town Country: South Africa Hotel is approx. 1.31 km from search location Hotel Code: 31256 Chain Code: PR City Code: CPT Country Code: ZA From R3 300.00 for 3 nights for 1 traveler Avg. R1 100.00 PPN. View Details

- The page will default to the **“Rooms”** tab from where you can make your room type selection.
- You can view images of the property, the map location & amenities by selecting any of these tabs on the left hand side of the page.
- By selecting the **“Show rules”** icon you will find the cancellation policy and other rules linked to the specific room rate.
- Details of the meals included in the rate & room description will be displayed.
- You can find the reason for a service displaying out of policy by clicking on the  icon.
- Click on the **“Select”** icon to add the room to your shopping basket.



Holiday Inn Express DURBAN - UMHLANGA - FROM 21 OCT TO 23 OCT BACK

ROOM SELECTION | SELECTED ROOMS: 0/1 ASSIGNED GUESTS: 0/1

Available Rooms (Room images are for display purposes only)

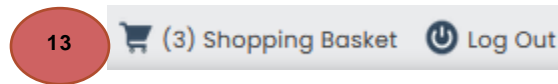
1 Double Standard Nonsmoking Maximum 2 Adults In Your Room And 2 Children On A Sofabed In Best Flexible Rate Breakfast, Lunch, Dinner Bed Type: Bedding type unknown Room View: Various Views Smoking Room: Show Rules Out Of Policy Public Rate 2 Night(s) Total Price ZAR 2 817,9 SELECT

2 Twins Beds Nonsmoking Check Into Your Stylish Air Conditioned Guest Room Which Is Decorated Best Flexible Rate Breakfast, Lunch, Dinner Bed Type: Bedding type unknown Room View: Various Views Smoking Room: Show Rules Out Of Policy Public Rate 2 Night(s) Total Price ZAR 2 817,9 SELECT

Images Map Description Rooms Amenities

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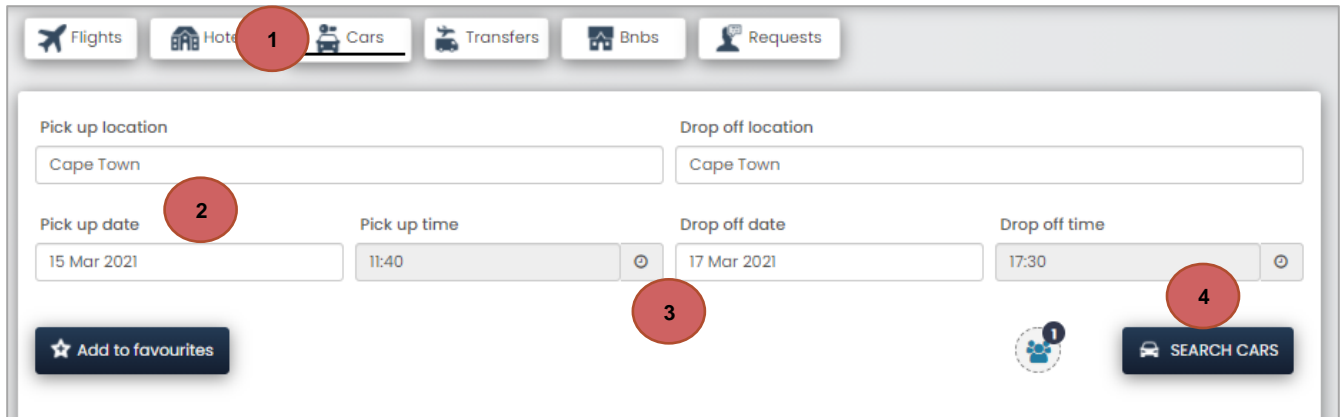
13. The items in the **“Shopping Basket”** will be updated and available at the top righthand corner of the page.



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5. Car Bookings

5.1. Car Search Forms



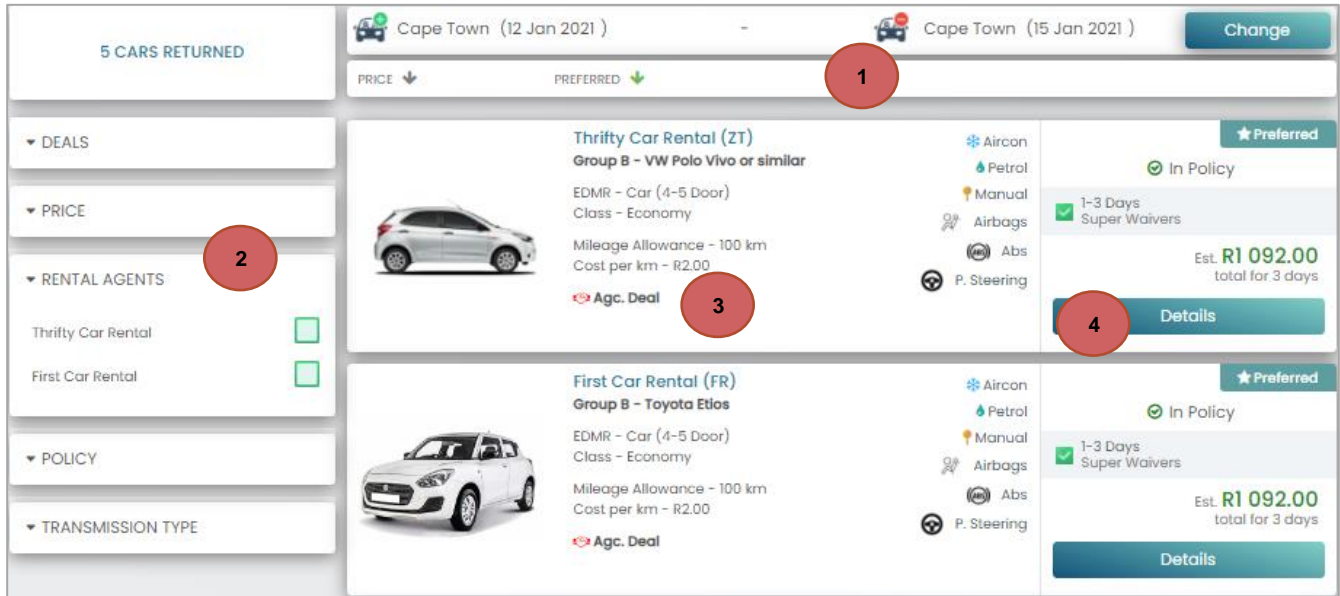
The screenshot shows the 'Cars' search interface. At the top, there is a navigation bar with icons for Flights, Hotels, Cars (highlighted with a red circle 1), Transfers, Bnbs, and Requests. Below this, the form is divided into two columns. The left column contains 'Pick up location' (Cape Town), 'Pick up date' (15 Mar 2021, highlighted with a red circle 2), and 'Pick up time' (11:40). The right column contains 'Drop off location' (Cape Town), 'Drop off date' (17 Mar 2021, highlighted with a red circle 3), and 'Drop off time' (17:30). At the bottom left is an 'Add to favourites' button. At the bottom right is a 'SEARCH CARS' button (highlighted with a red circle 4) next to a help icon.

1. Select the **“Cars”** icon at the top of the page.
2. If you have booked flights, the form will automatically populate your dates and times based on your selected flights.
3. Alternatively complete the form to meet your travel requirements. Start typing your pick-up & drop off location (city) and make a selection from dropdown list.
4. Select the **“Search Cars”** tab to start the search.

5.2. Car Results Page:


1. The results will display the cheapest option compliant with your company' travel policy.
2. Filter the results by means of the left-hand sidebar filter categories:
 - Deals – Corporate or Agency deals
 - Price
 - Rental Agents – suppliers
 - Policy
 - Transmission type
3. The system will specify when a Negotiated deal is selected.
4. Click on the **“Details”** icon to make your selection.

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5. The system will default to the airport location, but you can click on the arrow to generate a list of town offices available for the specific supplier, which you can select from the dropdown list.
6. If you require a delivery or collection on the vehicle, you can specify this by selecting the relevant box and indicating the delivery- and collection address.
Important: If a delivery or collection is requested, the agent will first have to confirm this arrangement before the voucher will be issued.
7. Select the tick box, if one of the other travellers that is a part of the booking needs to be listed as an additional driver.
8. Select your **“Rental Reason”** from the dropdown list. This is a mandatory field.
9. Select the **“Add to basket”** button to add the vehicle to your **“Shopping basket”**.

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First Car Rental (FR)
Group B - Toyota Etios
EDMR - Car (4-5 Door)
Class - Economy
Agc. Deal

Pickup 08 Jun 09:40
Return 09 Jun 15:05
Length 2 days
Preferred

Aircon Petrol Manual Airbags Abs P. Steering

Pickup Location
Cape Town Airport

Return Location
Cape Town Airport

☐ Request Delivery (min 5 characters)
Delivery Address

☐ Request Collection (min 5 characters)
Collection Address

Driver Selection

Driver	Traveler Name	Primary Driver
<input checked="" type="checkbox"/>	NONHLANHLA CHRISTOBEL MKHIZE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	YASHIL NARANDAS	<input type="checkbox"/>

Rental Reason: Please Select

Please Select
004 - X&C SCHEME-REPAIRS ONLY
010 - EBVS USER ONLY-REPAIRS
012 - TRAINING/COURSE/SEMINAR
014 - SITE VISITS (BUSINESS ONLY)
015 - MEDICAL EXAMINATION
016 - MEETINGS/INTERVIEWS
017 - PROJECTS
018 - INSPECTION/ASSESSMENTS
019 - BUSINESS TRAV(FLIGHTS/ACC/CAR)

Rate Options:

Rate Description
1-3 Days
Mileage Allowance
100 km
Cost per km
R2.00

Rate Code
TWFIX1
Rate Type
Daily

In Policy

Add To Basket

Cost BreakDown

Daily Rate R354.00 x 2	R728.00
Total	Est. R728.00

10. If you selected projects from the dropdown list under the “**Rental Reason**” another block will display where you need to indicate if the rental is for a bussiness trip or not.

Driver

Traveler Name

Primary Driver

☒ NONHLANHLA CHRISTOBEL MKHIZE ☒

Rental Reason: 017 - PROJECTS 10

☒ Rental is for business trip

Rate Options: 1-3 Days

11. The system will default back to the car results page after you have added the vehicle to your basket.

Flights

Hotels

Cars

Transfers

Bnbs

Requests

11

5 CARS RETURNED

Cape Town (12 Jan 2021)

-

Cape Town (15 Jan 2021)

Change

PRICE ↓

PREFERRED ↓

▼ DEALS

▼ PRICE

▼ RENTAL AGENTS

▼ POLICY

▼ TRANSMISSION TYPE

Thrifty Car Rental (ZT)

Group B - VW Polo Vivo or similar

EDMR - Car (4-5 Door)

Class - Economy

Mileage Allowance - 100 km

Cost per km - R2.00

Agc. Deal

Aircon

Petrol

Manual

Airbags

Abs

P. Steering

★ Preferred

In Policy

1-3 Days Super Waivers

Est. R1 092.00 total for 3 days

Details

First Car Rental (FR)

Group B - Toyota Etios

EDMR - Car (4-5 Door)

Class - Economy

Mileage Allowance - 100 km

Cost per km - R2.00

Agc. Deal

Aircon

Petrol

Manual

Airbags

Abs

P. Steering

★ Preferred

In Policy

1-3 Days Super Waivers

Est. R1 092.00 total for 3 days

Details

12. The shopping basket will update to include the added vehicle.

12

(4) Shopping Basket

Log Out

Cliqit Manual

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6. Transfer / Shuttle Bookings

Important: The only shuttle supplier that has live inventory and is bookable on the online tool is EZ Shuttles

If you require services of another shuttle company, you can either

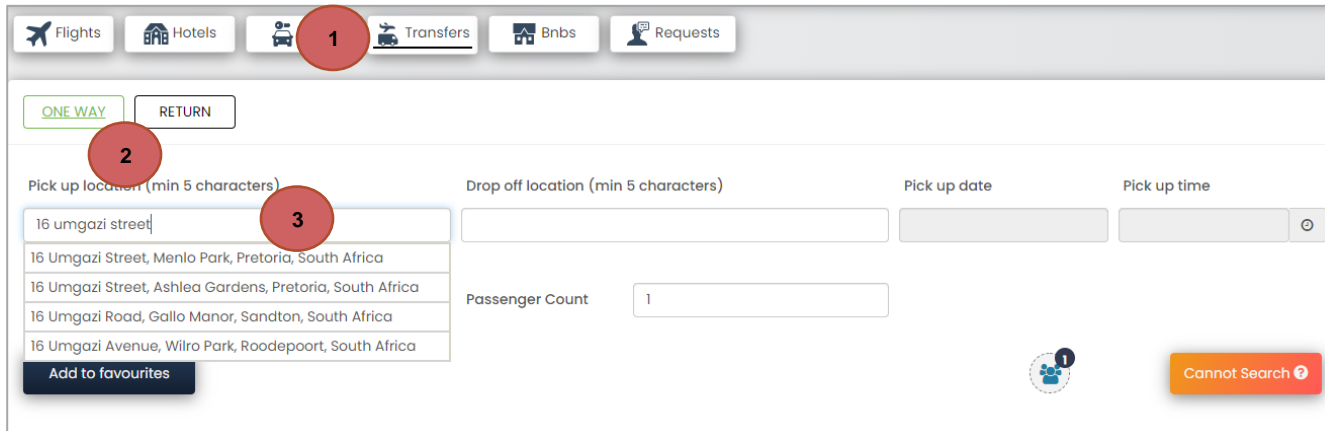
- request assistance from a consultant via the **“Request”** tab under transfers or,
- book the shuttle directly with the supplier and add the booking details under the **“Request”** tab and selecting the **“Booked my Me”** option.

Please refer to section 8 for more information regarding the Request Tab.

6.1. Transfer Search Form

1. Select the **“Transfers”** icon at the top of the page.
2. You have the option to select a one way or return transfer.
Important – A return transfer is from the same pick up and drop off address otherwise you need to book 2 one-way transfers.
3. Start typing the physical pick-up location address and select from the dropdown list.

NB-free text will result in an error message, you must make your selection from the dropdown list.

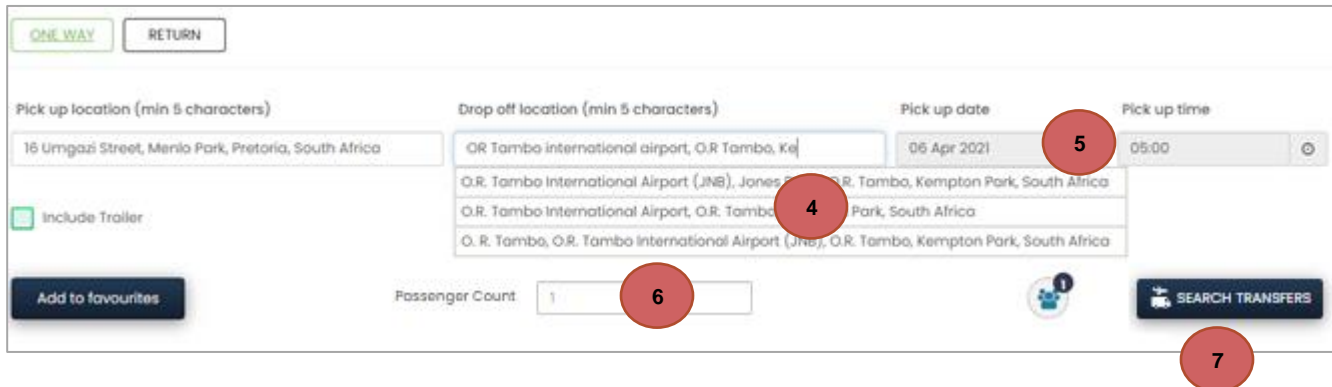


The screenshot shows the 'Transfers' tab selected in the top navigation bar (callout 1). Below the navigation bar, there are buttons for 'ONE WAY' and 'RETURN'. The 'Pick up location (min 5 characters)' field is active, showing a dropdown list of suggestions (callout 2). The first suggestion is '16 umgazi street', which is highlighted (callout 3). Other suggestions include '16 Umgazi Street, Menlo Park, Pretoria, South Africa', '16 Umgazi Street, Ashlea Gardens, Pretoria, South Africa', '16 Umgazi Road, Gallo Manor, Sandton, South Africa', and '16 Umgazi Avenue, Wilro Park, Roodepoort, South Africa'. There is an 'Add to favourites' button below the suggestions. To the right of the pick-up location field are fields for 'Drop off location (min 5 characters)', 'Pick up date', and 'Pick up time'. Below these is a 'Passenger Count' field with the value '1'. At the bottom right, there is a 'Cannot Search' button and a help icon.

4. The same applies for the drop off location address. Start typing the address and select from dropdown list.
5. Add dates and times. Keep in mind that travellers requiring a shuttle to the airport needs to check in 1 hour before departure for domestic flights.
6. The size of vehicle offered on the results page will depend on the passanger count inserted in the **“Passanger Count”** field – for example a count for 5 and more pax will provide a Mini-bus vehicle option.

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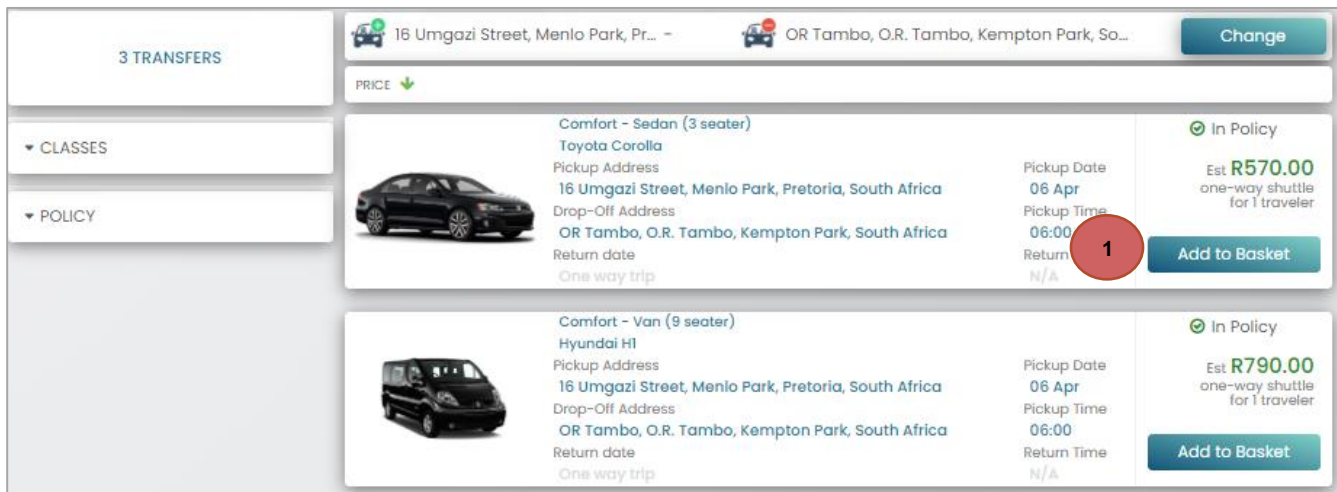
7. Select the **“Search Transfers”** button to search for options.



The screenshot shows the 'Search Transfers' form. Callout 4 points to the 'Drop off location' dropdown menu. Callout 5 points to the 'Pick up date' field. Callout 6 points to the 'Passenger Count' input field. Callout 7 points to the 'SEARCH TRANSFERS' button.

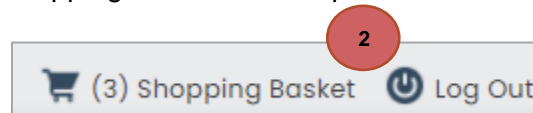
6.2. Transfer Results Page

1. Select the **“Add to basket”** icon to add the shuttle to your **“Shopping Basket”**.



The screenshot shows the 'Transfer Results' page. Callout 1 points to the 'Add to Basket' button for the first transfer option (Toyota Corolla). Callout 2 points to the 'Add to Basket' button for the second transfer option (Hyundai HI).

2. The total items in your shopping basket will be updated.



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7. Bed and Breakfast Bookings

Properties that are loaded on Nightsbridge will display in the B&B icon.

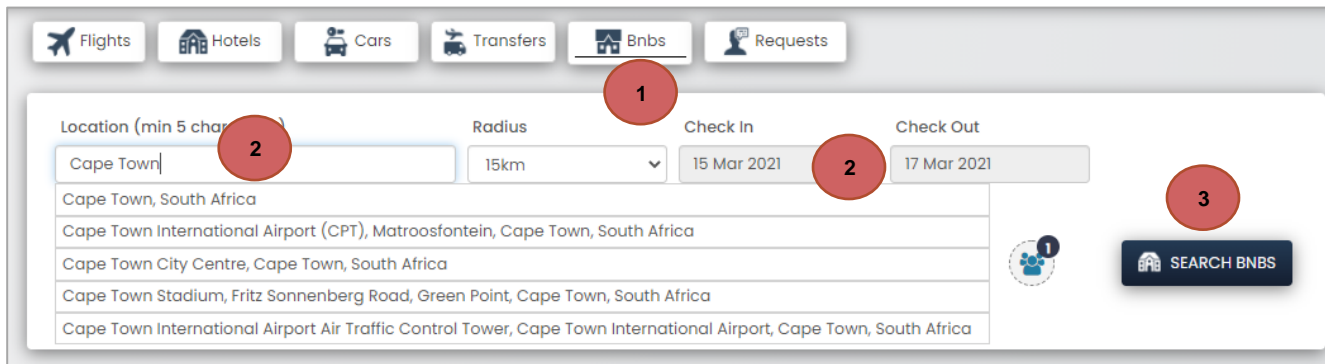
If you cannot find your specific supplier in the Hotels or B&B icons:

- you can add a **“Request”** to make use of consultant assistance or,
- make the booking directly with the supplier and utilise the **“Booked by me”** function under the **“Request”** tab.

Please refer to section 8 for more information regarding the Request Tab.

7.1. BnB's Search Form

1. Select the **“BnBs”** icon at the top of the page to start your search.
2. Search by location, by start typing the location and making a selection from dropdown list. Submit the required dates.
3. Select the **“Search BNBS”** tab to start the process.



The screenshot shows the BnB Search Form interface. At the top, there are tabs for Flights, Hotels, Cars, Transfers, Bnbs, and Requests. The Bnbs tab is selected and highlighted with a red circle labeled '1'. Below the tabs, there is a search form with the following fields: Location (min 5 characters), Radius, Check In, and Check Out. The Location field contains 'Cape Town' and is highlighted with a red circle labeled '2'. Below the Location field, a dropdown list shows several suggestions: 'Cape Town, South Africa', 'Cape Town International Airport (CPT), Matroosfontein, Cape Town, South Africa', 'Cape Town City Centre, Cape Town, South Africa', 'Cape Town Stadium, Fritz Sonnenberg Road, Green Point, Cape Town, South Africa', and 'Cape Town International Airport Air Traffic Control Tower, Cape Town International Airport, Cape Town, South Africa'. The Radius field is set to '15km'. The Check In field is set to '15 Mar 2021' and the Check Out field is set to '17 Mar 2021'. Both date fields are highlighted with a red circle labeled '2'. To the right of the search form, there is a 'SEARCH BNBS' button, which is highlighted with a red circle labeled '3'.

7.2. BnBs Results Page

1. A list of B&B's starting from the cheapest will display on the results page.
Note – the amount stipulated here is the total amount for the stay.
2. Select the **“View Details”** tab to be diverted to the room type availability of the selected property.

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275 BNBS RETURNED

Cape Town, South Africa
18 May
20 May
within 15km
Change


PRICE
PREFERRED
DISTANCE
MapView

Available Bnbs
15 Bnbs
Unavailable Bnbs
260 Bnbs

▼ BNB NAME


▼ PRICE
ZAR 1 002.00
ZAR 2 300.00

▼ POLICY



Atlantic Beach Villa, Cape Town
12 Dolabella Drive, Sunset Beach, Bloubergstrand, 7441
Situating in Sunset Beach this Milnerton Cape Town guesthouse is only a 3-minute walk from stunning Sunset Beach. It has an outdoor solar-heated pool.
Bnb is approx. 10.36 km from search location

Out of Policy
From **R2 050.00**
for 2 nights for 1 traveler
View Details




Capo Cabana Guesthouse, Cape Town
15 AP Burger Avenue, Platteklief, 7500, Cape Town
Set against the Tygerberg Hills CAPO CABANA welcomes you to homely and luxurious accommodation. Warm personal service breathtaking views of Cape Town and Table Mountain.
Bnb is approx. 13.9 km from search location

Out of Policy
From **R2 390.00**
for 2 nights for 1 traveler
View Details

- The page will default to the **"Info"** tab, select the **"Rooms"** tab to open the room types.
- Note** – the property will indicate how many adults are allowed per room.
- Select the **"Assign Pax"** icon to book the required room type to add the traveller.


Atlantic Beach Villa - FROM 18 May 2021 TO 20 May 2021
BACK



Info
Rooms


ROOM SELECTION |
ASSIGNED GUESTS: 0/1

Available Rooms (Room images are for display purposes only)




Standard Double Room
Single room with a double bed and a shower en-suite bathroom

Max Rooms: 2
Max Adults: 2
From Price
ZAR 2 050.00
Assign Pax



Pool Facing Twin
Pool facing with twin beds, a full en suite bathroom with a sliding door out to the pool & garden area

Max Rooms: 1
Max Adults: 2
From Price
ZAR 2 040.00
Assign Pax

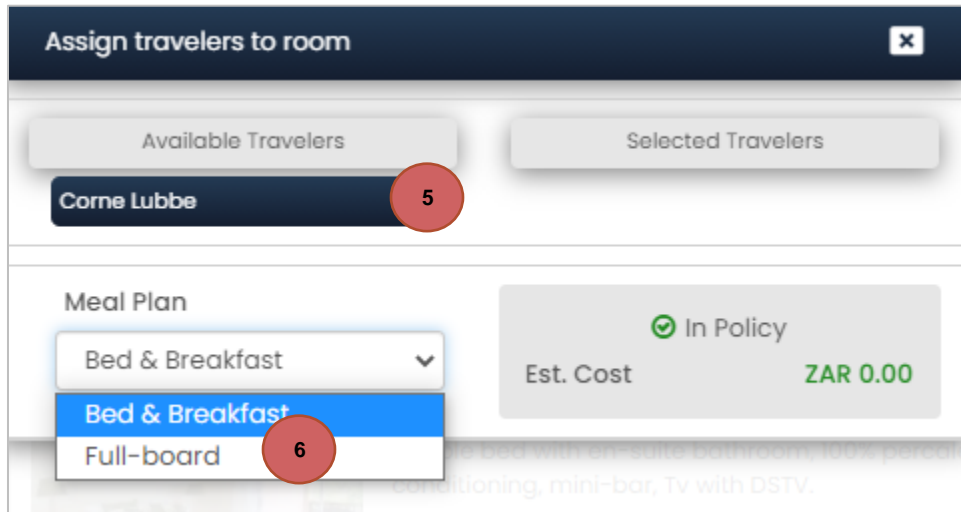


Pool Facing Double
Pool facing with a double bed, shower en suite bathroom and a sliding door out to the pool & garden area

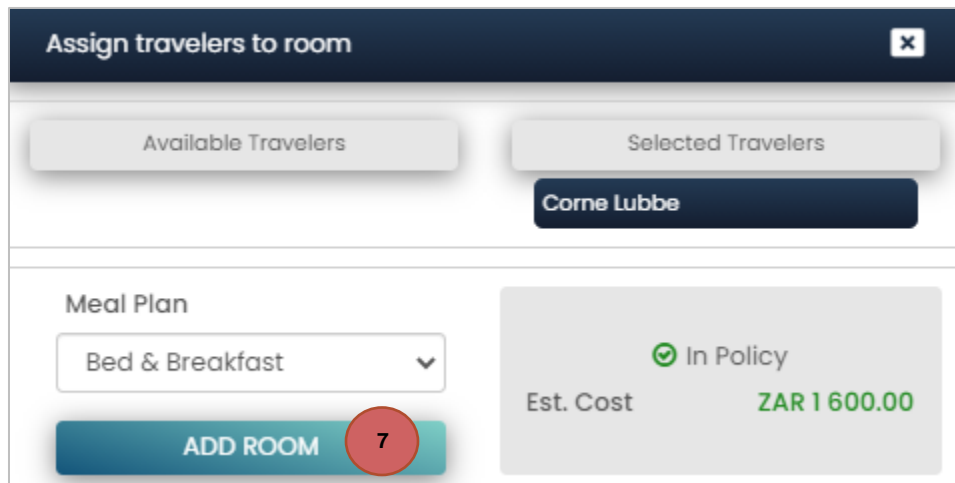
Max Rooms: 1
Max Adults: 2
From Price
ZAR 2 056.00
Assign Pax

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- On the below pop up, select the applicable traveller to have the traveller moved to the **“Selected Travellers”** box.
- If the property offers different meal plans, you can make a selection from the drop down and the rate including the applicable meal plan in the costing.



- Select the **“Add Room”** tab to select your room.



- Your room selection will show at the top of the page. Click on the **“Add rooms”** icon to add the accommodation to the **“Shopping basket”**.

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ROOM SELECTION |

ASSIGNED GUESTS: 1/1

Double Room	Corne Lubbe	Est. Room Cost:	ZAR 1 600.00	remove
-------------	-------------	-----------------	--------------	--------

Est. Total: ZAR 1 600.00
8
ADD ROOMS

Available Rooms (Room images are for display purposes only)



Single Room

Single bed with en-suite bathroom, 100% percale linen, Wi-Fi, air-conditioning, mini-bar, Tv with DSTV.

Max Rooms: 2

Max Adults: 1

From Price

ZAR 1 600.00

Assign Pax

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8. Request Tab

In the request tab you can request services that is not bookable online. These services include:

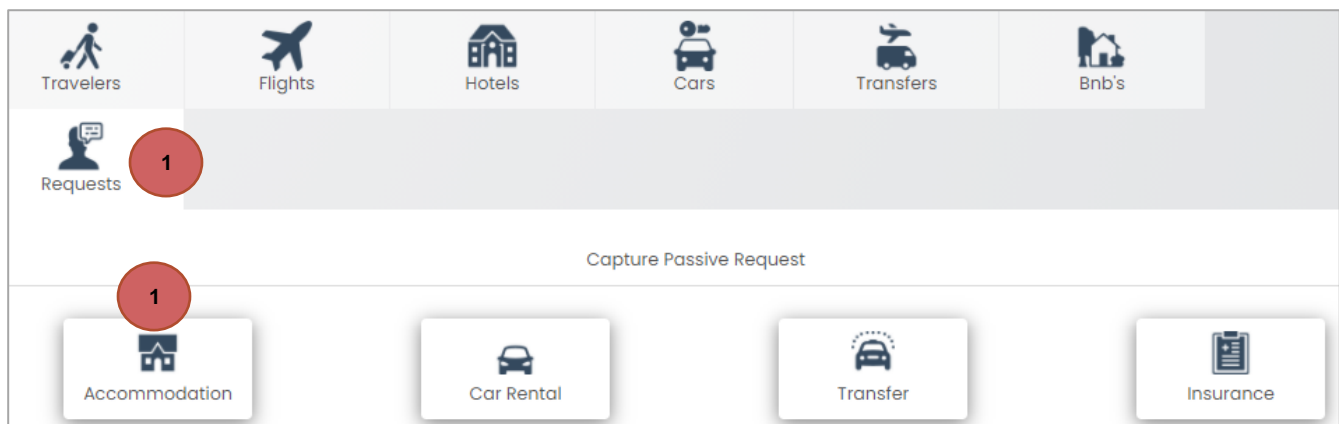
- Accommodation,
- Car rental,
- Transfers,
- Insurance,
- Coach rentals,
- Parking,
- Forex,
- Visas,
- Flights,
- Conferences, and
- Bus tickets.

The system will allow you to capture services where the service has not been booked, where consultant intervention is require. Alternatively, with the correct documentation, the system will allow you to capture services where you, as the booker, has made a booking directly with the supplier and requires assistance from TWF to make payment for the service. In this instance, we refer to the services as a **“booked by me”** service.

8.1. Accommodation

8.1.1. *Consultant Intervention with Accommodation*

1. Select the accommodation tab to request any establishment that was not found in the **“Hotels”** or **“BnB”** tabs.



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2. Complete the fields as requested.
3. Select the **“Search Accommodation”** button.

Request/Caputre Accommodation
✕

Location (min 5 characters)
Johannesburg, South Africa

Radius
15km

Check In
10 Nov 2020

Check Out
12 Nov 2020

Search Accommodation

4. Make your selection from the preferred list of properties displayed by clicking on the **“Select”** button.

Request/Caputre Accommodation ✕					
Properties Refresh					
Action	Property Name	Distance	<input type="checkbox"/> Preferred	Telephone	Email
Select	Mari se grot	6.84 km	★ Preferred	0823698754	mari@grot.co.za
Select	Ascot Hotel	6.84 km	★ Preferred	011 483 3371	info@ascothotel.co.za
Select	The Munro Boutique Hotel	6.84 km	★ Preferred	010 023 0177	info@themunrohotel.co.za
Select	Foxwood House	6.84 km	★ Preferred	011 486 0935	info@foxwood.co.za
Select	St Andrews Hotel & Spa	6.84 km	★ Preferred	011 053 5800	reservations@standre
Select	Pablo House	6.84 km	★ Preferred	066 215 0993	info@pablohouse.co.za
Select	The Winston Hotel	6.84 km	★ Preferred	011 268 3140	reservations@thewins
Select	Villa Vittoria Lodge	6.84 km	★ Preferred	011 788 0708	reservations@villavitt
Select	Zietsies Guest House	6.84 km	★ Preferred	082 774 4902	reservations@zietsies
Select	Hallmark House	6.84 km	★ Preferred	011 402 0447	info@hallmarkhotel.co

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5. Check the details of the property (address, etc) at the top of the page to ensure that it is the correct property.
6. Select the **“Add room”** button.

Request/Capture Accommodation

The Winston Hotel

6 Tottenham Ave, Melrose Estate, Johannesburg, 2146

Rosebank

Telephone 011 268 3140 Email reservations@thewi... Contact 011 268 3140

Check-in 17 May

Check-out 19 May

Duration 2 nights

Notes

Information of relevant importance.

Rooms

Add Room

Booked by me

Add To Basket

7. Select the **“Room Type”** from the dropdown list.
8. Select the **“Add”** button to add the traveller to the request.

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Request/Capture Accommodation

The Winston Hotel
6 Tottenham Ave, Melrose Estate, Johannesburg, 2146
Rosebank
Telephone 011 268 3140 Email reservations@thewi... Contact 011 268 3140

Check-in 17 May
Check-out 19 May
Duration 2 nights

Notes
Information of relevant importance.

Rooms
Add Room

☐ Booked by me


Room Type
Room only

Travelers
NONHLANHLA CHRISTOBEL MKHIZE
Add

Assigned Travelers
Out of Policy

Add To Basket

9. The traveller name will be added to the assigned travellers field.
10. Any notes to the consultant can be added under the **“Notes”** box, if applicable.
11. Select the **“Add to basket”** button to have the request added to your shopping basket.

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Request/Capture Accommodation

The Winston Hotel
6 Tottenham Ave, Melrose Estate, Johannesburg, 2146
Rosebank
Telephone 011 268 3140 Email reservations@thewin... Contact 011 268 3140

Check-in17 May

Check-out19 May

Duration2 nights

Notes

Please include lunchpack

Rooms

Add Room

☐ Booked by me

Room Type

Room only

Travelers

Assigned Travelers

Out of Policy

NONHLANHLA CHRISTOBEL MKHIZE

Add To Basket

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8.1.2. Booking Accommodation Directly with the supplier

If you have made the booking directly with any supplier; generated an approved SAP order and you require TWF to settle the bill, you can add the cost and confirmation number to have the voucher issued.

12. Select the **“Booked by me”** tickbox. Additional fields for the cost & confirmation number details will open on screen.
13. Complete the confirmation number and costing details.
14. You have the ability to add notes to the voucher under the **“Voucher remarks”** box, for example if you require diabetic meals.
15. Select the **“Add to basket”** button to have the service added to your shopping basket.

Request/Capture Accommodation

The Winston Hotel
6 Tottenham Ave, Melrose Estate, Johannesburg, 2146
Rosebank
Telephone 011 268 3140 Email reservations@thewi... Contact 011 268 3140

Check-in 17 May
Check-out 19 May
Duration 2 nights

Notes
Information of relevant importance.

Voucher Remarks
Please ensure diabetic meal is booked.

Rooms Add Room

Room Type
Room only

Travelers

Assigned Travelers Out of Policy
NONHLANHLA CHRISTOBEL MKHIZE

Confirmation Number
Betty

Agent to Settle
Booked by me

Cost BreakDown Add Charges

Charges:	Per Day
Room Rate Incl. VAT	980
Once off Charges:	Add Charges
Lunchpack	120
Total Accom. (Incl. VA	2 080.00
VAT amount included	271.30

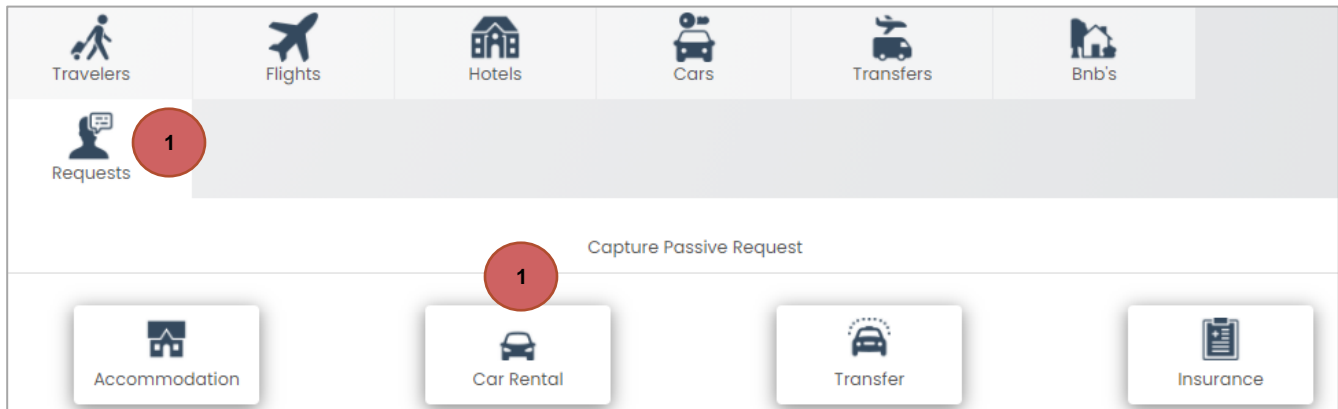
Add To Basket

	<p>Title: Cliqit Manual - Eskom</p>	<p>Number: BS147</p>	<p>Revision: 1</p>	<p>Effective Date: 2021-04-14</p>
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8.2. Car Rental

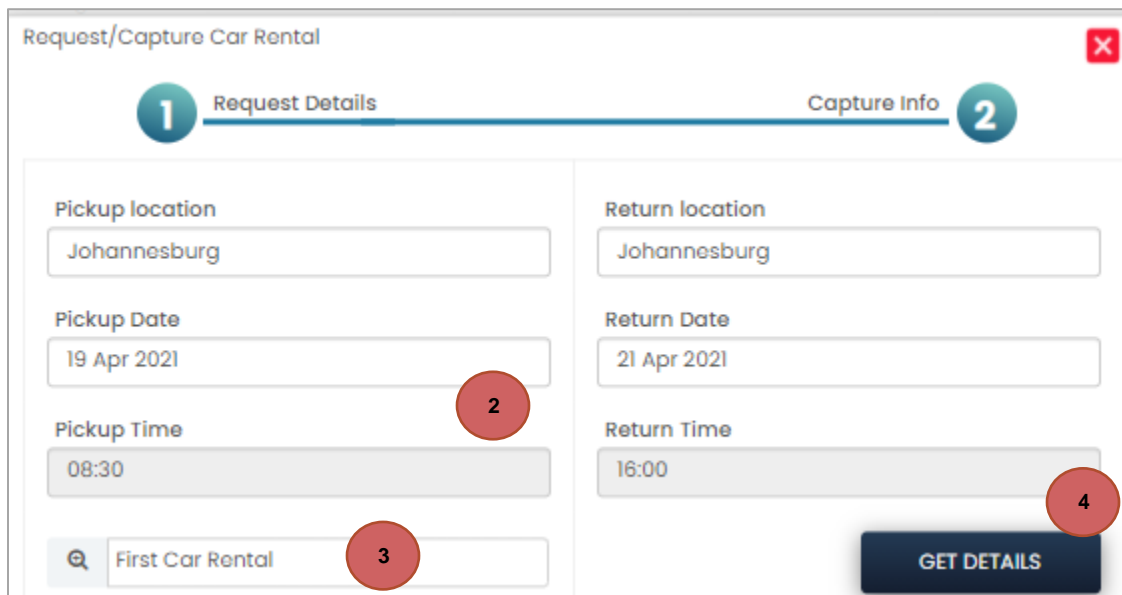
8.2.1. Consultant Intervention with Car Rental Bookings

1. Select the Car rental tab to request a vehicle if no live availability of car rental inventory was available in the **“Cars”** tab, in the online section of Cliqit.



The screenshot shows the Cliqit interface with a top navigation bar containing icons for Travelers, Flights, Hotels, Cars, Transfers, and Bnb's. Below this is a 'Requests' section with a red circle and the number 1. The main content area is titled 'Capture Passive Request' and contains four buttons: Accommodation, Car Rental (highlighted with a red circle and the number 1), Transfer, and Insurance.

2. Complete the fields as requested.
3. Select your supplier from the dropdown list.
4. Select the **“Get details”** button.

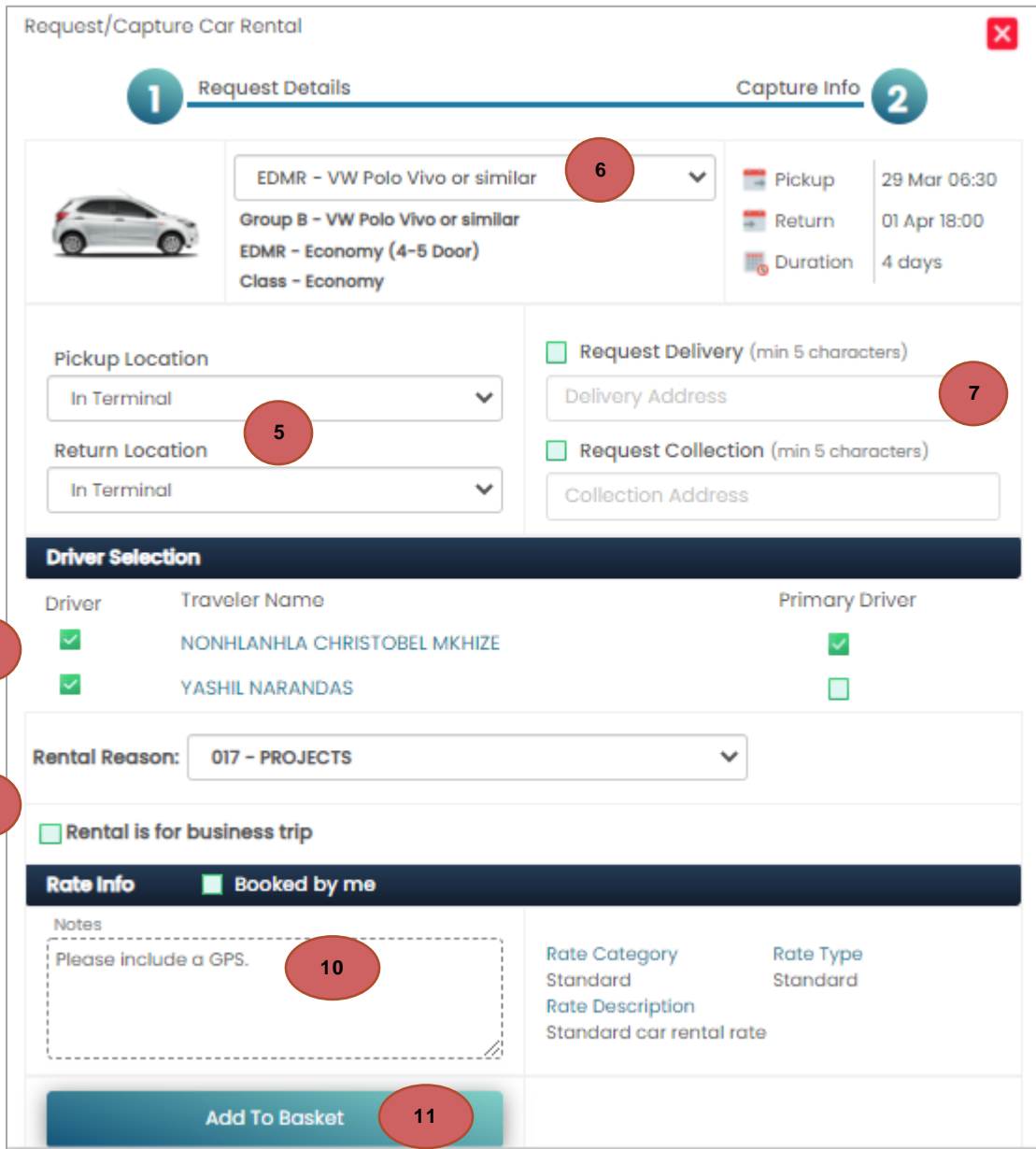


The screenshot shows the 'Request/Capture Car Rental' form. It has two tabs: 'Request Details' (active, marked with a red circle and the number 1) and 'Capture Info' (marked with a red circle and the number 2). The 'Request Details' tab contains fields for Pickup location (Johannesburg), Pickup Date (19 Apr 2021), Pickup Time (08:30), Return location (Johannesburg), Return Date (21 Apr 2021), and Return Time (16:00). A red circle with the number 2 is placed over the Pickup Date field. Below these fields is a search bar with 'First Car Rental' and a red circle with the number 3. A 'GET DETAILS' button is highlighted with a red circle and the number 4.

5. The system will default to the airport location, click on the arrow to generate a list of alternate town offices available for the specific supplier and make a selection from the dropdown list.

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6. The system will default to a group B vehicle, however, you can update the vehicle type by making a selection from the dropdown list.



The screenshot shows the 'Request/Capture Car Rental' form. It has two tabs: 'Request Details' (active) and 'Capture Info'. The form contains the following elements:

- Vehicle Selection:** A dropdown menu (6) showing 'EDMR - VW Polo Vivo or similar'. Below it, text indicates 'Group B - VW Polo Vivo or similar', 'EDMR - Economy (4-5 Door)', and 'Class - Economy'.
- Pickup/Return/Duration:** Fields for 'Pickup' (29 Mar 06:30), 'Return' (01 Apr 18:00), and 'Duration' (4 days).
- Locations:** 'Pickup Location' and 'Return Location' dropdowns (5) both set to 'In Terminal'.
- Delivery/Collection:** Checkboxes for 'Request Delivery' (7) and 'Request Collection', each followed by an address field.
- Driver Selection:** A table (8) with columns 'Driver', 'Traveler Name', and 'Primary Driver'. It lists 'NONHLANHLA CHRISTOBEL MKHIZE' and 'YASHIL NARANDAS'.
- Rental Reason:** A dropdown menu (9) set to '017 - PROJECTS'.
- Business Trip:** A checkbox for 'Rental is for business trip'.
- Rate Info:** A section (10) with a 'Booked by me' checkbox, a 'Notes' field containing 'Please include a GPS.', and a table showing 'Rate Category' (Standard), 'Rate Type' (Standard), and 'Rate Description' (Standard car rental rate).
- Action:** An 'Add To Basket' button (11) at the bottom.

7. If you require a delivery or collection on the vehicle, you can specify this by selecting the relevant box and indicating the address where the vehicle needs to be delivered to or collected from.
Important: If a delivery or collection is requested, the agent will first have to confirm the arrangement before the voucher will be issued.

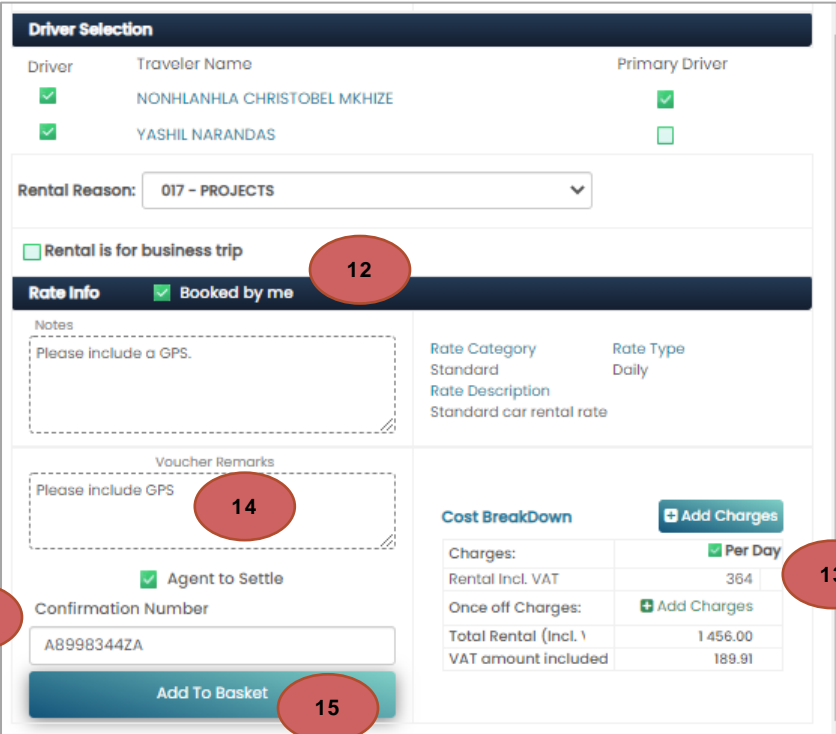
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8. Select the tick box, if one of the other travellers that's part of the booking needs to be listed as an additional driver.
9. Select your **"Rental Reason"** from the dropdown list. If your selection was projects, another box will open for you to advise if it's a business trip or not.
10. Any message to the consultant can be added under the notes box.
11. Select the **"Add to basket"** button to add the vehicle to your **"Shopping basket."**

8.2.2. Booking Car Hire Directly with a supplier

If you have made the booking direct with any supplier & generated an approved SAP order and you require TWF to settle the bill, you can add the cost and confirmation number to have the voucher issued.

12. Select the **"Booked by me"** button. A block with cost & confirmation number details will open.
13. Complete the confirmation number and costing details.
14. You have the ability to add notes to the voucher under the **"Voucher remarks"** box for example if you requested a GPS as an example.
15. Select the **"Add to basket"** button to have the service added to your shopping basket.



The screenshot shows the 'Driver Selection' and 'Rate Info' sections of the TWF booking system. Red circles with numbers 12 through 15 highlight specific elements:

- 12:** Points to the 'Booked by me' checkbox in the 'Rate Info' section.
- 13:** Points to the 'Add Charges' button in the 'Cost BreakDown' table.
- 14:** Points to the 'Voucher Remarks' text area.
- 15:** Points to the 'Add To Basket' button at the bottom.

Other visible details include:

- Driver Selection:** Two drivers listed: NONHLANHLA CHRISTOBEL MKHIZE (checked) and YASHIL NARANDAS (checked).
- Rental Reason:** Dropdown menu set to '017 - PROJECTS'.
- Notes:** Text area with 'Please include a GPS.'
- Rate Category:** Standard, Rate Type: Daily.
- Confirmation Number:** A8998344ZA.
- Cost BreakDown Table:**

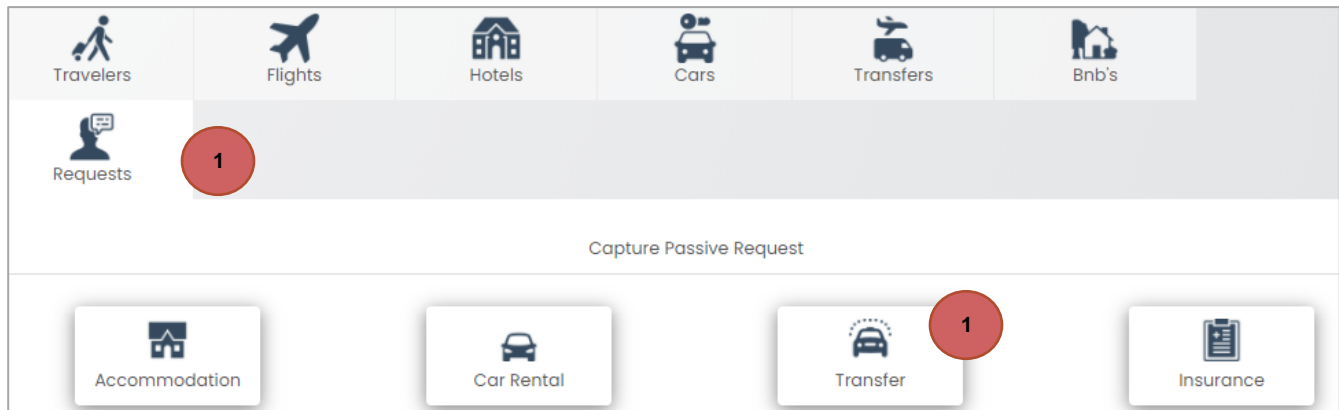
Charges:	Per Day
Rental Incl. VAT	364
Once off Charges:	+ Add Charges
Total Rental (Incl. 1	1 456.00
VAT amount included	189.91

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8.3. Transfers

8.3.1. Consultant Intervention with a Transfer Booking

1. Only EZ shuttles provides live inventory availability. If you require another preferred shuttle company, you can request this under the **“Request”** tab under the transfers tab



2. Complete all the required details on the pop-up box. Ensure that you submit the full address for pick up and delivery.
3. Click on the **“Select Vendor”** tab to select the preferred supplier from the dropdown list.
4. You can select the **“return”** box to submit the return transfer information.
Important: a return transfer is from the same pick up and drop off address otherwise you need to request 2 one way transfers
5. Select the **“Get details”** tab.

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Request/Capture Transfer ✕

1 Request Details

Capture Info 2

Pickup address

16 Umgazi street Menlo Park

Pickup city

Pretoria

Pickup date

14 Jun 2021

Pickup time

08:30

Drop-off address

OR Tambo International

Drop-off city

Johannesburg

🔍 Bongani Trans

4 ☐ Is Return

5 GET DETAILS

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6. Select the **“Add to basket”** button to have the request added to your shopping basket.

Request/Capture Transfer
✕

1 Request Details

Capture Info 2

Bongani Trans
7 Little Street ,8th Ave, Kensington, Cape Town, 7405
Cape Town
Telephone 021 593 0347 Email bonganitrans@telk... Contact

Pickup 14 Jun 08:30

Notes
Information of relevant importance.

Details

Primary Traveler In Policy
NONHLANHLA CHRISTOBEL MKHIZE

Passenger count
2

Class
Economy

☐ Booked by me

Add To Basket 6

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8.3.2. Booking Transfers Directly with a supplier

If you have made the booking direct with any supplier & generated an approved SAP order and you require TWF to settle the bill, you can add the cost and confirmation number to have the voucher issued.

7. Select the **“Booked by me”** button. A block with cost & confirmation number details will open.
8. Complete the confirmation number and costing details.
9. Select the **“Add to basket”** button to have the service added to your shopping basket.

Notes
Information of relevant importance.

Voucher Remarks
Remarks to print on voucher.

☒ Agent to Settle

☒ Booked by me

Primary Traveler ✓ In Policy

Corne Lubbe

Passenger count
1

Class
Economy

Confirmation Number
Betty

Cost BreakDown
Add Charges

Charges:	
Amount Incl. VAT	650.00
Total (Incl. VAT)	650.00
VAT amount included	84.78

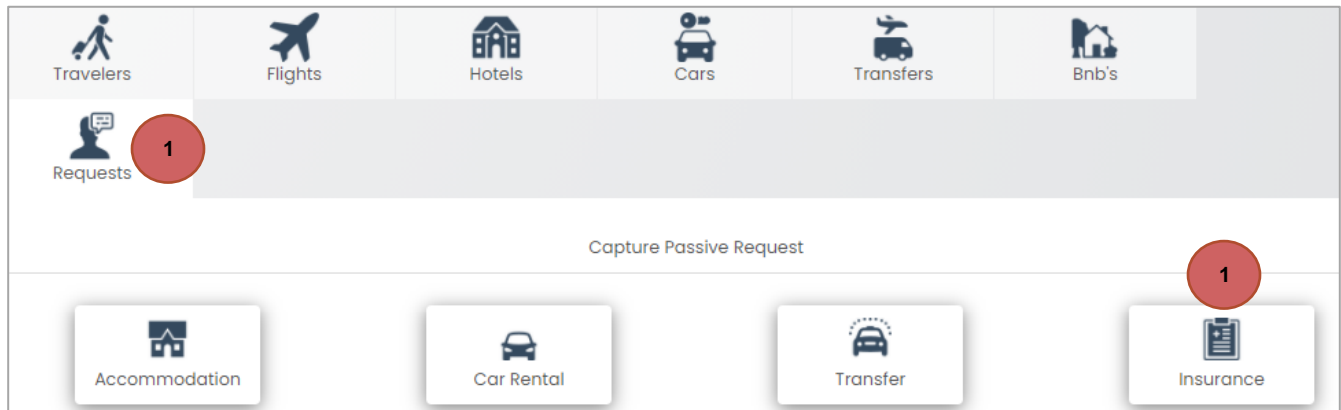
Add To Basket

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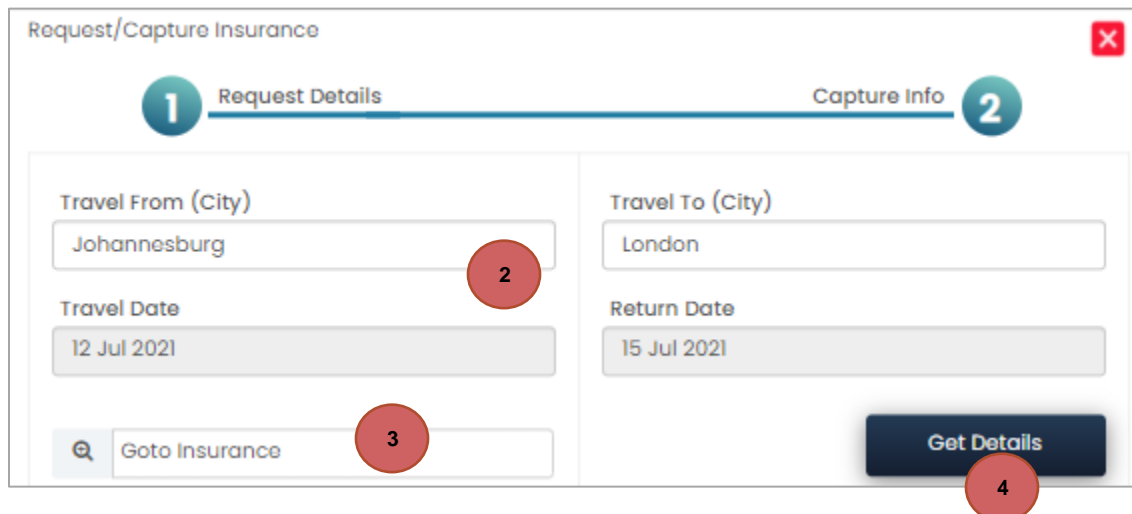
8.4. Insurance

8.4.1. Consultant Intervention with Insurance Bookings.

1. If you require insurance for a trip, you can request the service under the **“Request”** tab.
Select the insurance tab.




2. Complete the fields as requested.
3. Click on the **“Select Vendor”** tab and select the supplier from dropdown list.
4. Select the **“Get details”** button.



The screenshot shows the 'Request/Capture Insurance' form. It has a progress bar at the top with two steps: '1 Request Details' and '2 Capture Info'. The 'Request Details' step is active. The form contains the following fields:

- Travel From (City):** Johannesburg (highlighted with a red circle and the number 2)
- Travel To (City):** London
- Travel Date:** 12 Jul 2021
- Return Date:** 15 Jul 2021
- Goto Insurance:** (highlighted with a red circle and the number 3)
- Get Details:** (highlighted with a red circle and the number 4)

5. Select the **“Add request”** button.
6. Select the **“Add”** button.

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Request/Capture Insurance

Goto Insurance
test, test, test, test
Rosebank
Telephone 123456789 Email Contact 123456789

Start 26 Apr
End 06 May
Duration 10 days

Notes
Information of relevant importance.

Details
Add Request
Booked by me

Traveler
NONHLANHLA CHRISTOBEL MKHIZI
Add
Assigned Traveler
In Policy

Add To Basket

7. The traveller name moved to the assigned traveller section.
8. Select the **“Add to basket”** button to add the requested service to your shopping basket.

Notes
Information of relevant importance.

Details
Add Request
Booked by me

Traveler
Assigned Traveler
NONHLANHLA CHRISTOBEL MKHIZE

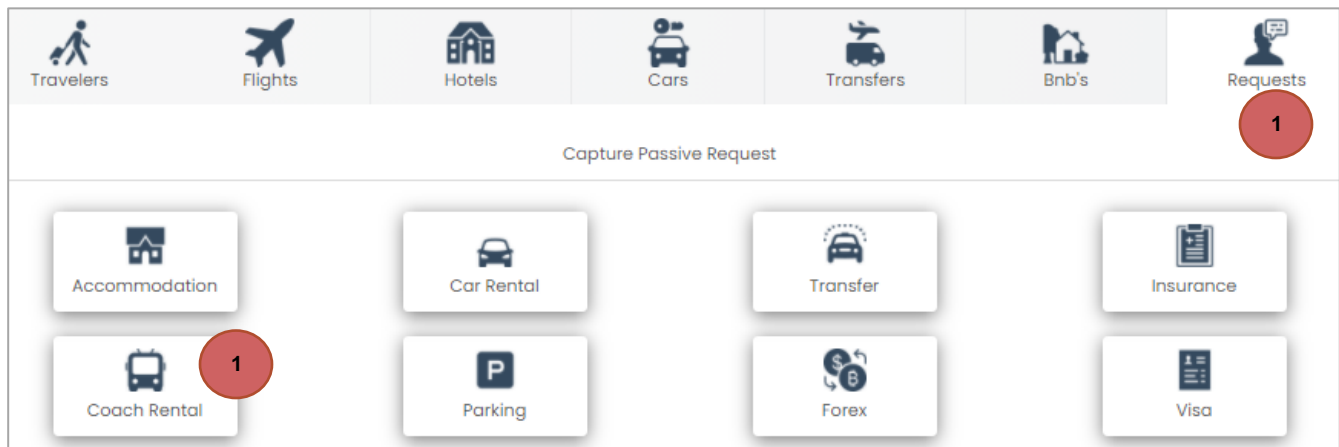
Add To Basket

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8.5. Coach Rental

8.5.1. Consultant Intervention with Coach Bookings

1. To rent a coach, you can submit the request in the **“Request”** tab under the Coach rental icon.



2. Complete all the required details on the pop box. Ensure that you submit the full address for pick up and delivery.
3. Click on **“Select Vendor”** to select your required choice of supplier from the preferred supplier dropdown list.
4. You can select the **“return”** box to submit the return details.
Important: a return details is from the same pick up and drop off address otherwise you need to request 2 one way addresses.
5. Select the **“Get details”** tab.

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Request/Capture BusRental

1 Request Details

Capture Info 2

Pickup address

16 Umgazi street Menlo Park

Pickup city

Pretoria

Pickup date

13 Jul 2021

Pickup time

15:30

Drop-off address

16 Park street Roodepoort

Drop-off city

Johannesburg

Mega Bus & Coach

4

☐ Is Return

5

GET DETAILS

6. Check the details of the selected supplier to ensure it's the correct supplier.
7. Remember although it's a coach rental, one primary traveller for the booking will apply.
8. Select the ***"Add to basket"*** to have the request added to your shopping basket.

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Request/Capture BusRental

1
Request Details
Capture Info
2

Mega Bus & Coach
Alsaton Road, Off Allanda, Midrand, Gt, 2157
Rosebank
Telephone 010 223 1026 Email yvonne.anthony@m...Contact 010 223 1026

Pickup 18 Feb 10:00

Notes
Information of relevant importance.

Details
☐ Booked by me

Primary Traveler In Policy
Corne Lubbe

Passenger count
1

Class
Economy

Add To Basket

8.5.2. Booking Coach Hire Directly with a Supplier

If you have made the booking direct with any supplier & generated an approved SAP order and you require TWF to settle the bill, you can add the cost and confirmation number to have the voucher issued.

9. Select the **“Booked by me”** button. A block with cost & confirmation number details will open.
10. Complete the confirmation number and costing details.
11. Select the **“Add to basket”** button to have the service added to your shopping basket.

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Request/Capture BusRental

1
Request Details
Capture Info
2

Mega Bus & Coach
Aisaton Road,Off Allanda, Midrand, Gt, 2157
Rosebank
Telephone 010 223 1026 Email yvonne.anthony@m...Contact 010 223 1026

Pickup 18 Feb 10:00

Notes
Information of relevant importance.

Voucher Remarks
Remarks to print on voucher.

☒ Agent to Settle

☒ Booked by me

Details

Primary Traveler ☒ In Policy *i*
Corne Lubbe

Passenger count
1

Class
Economy

Confirmation Number
E989898

Cost BreakDown

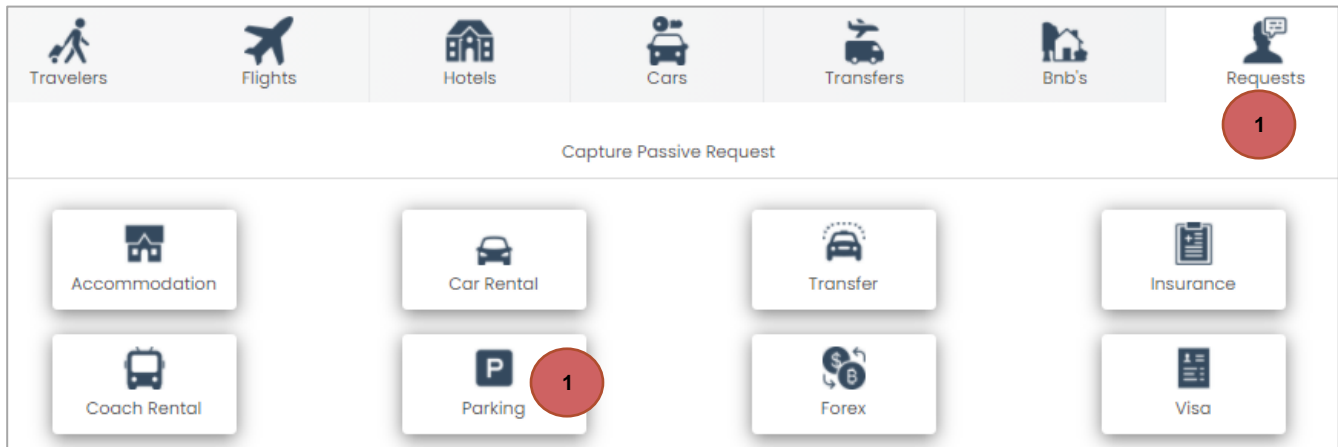
Charges:
Amount Incl. VAT 23000.00
Total (Incl. VAT) 23 000.00
VAT amount included 3 000.00

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8.6. Parking

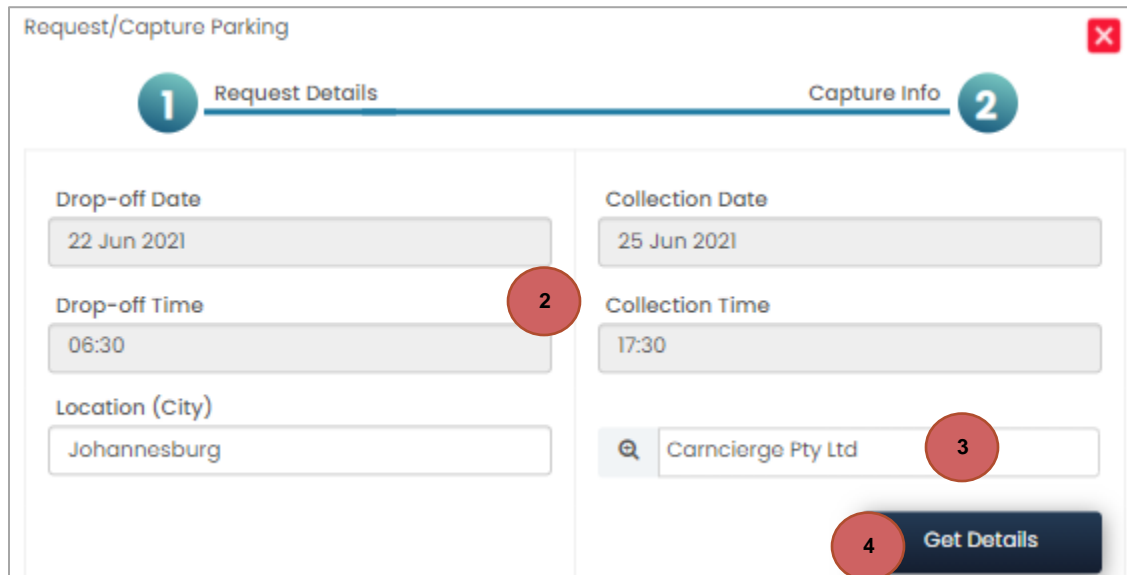
8.6.1. Consultant Intervention with Parking

1. If you require parking for a trip, you can request the service under the **“Request”** tab. Select the parking tab.



The screenshot shows the Cliqit interface with the 'Requests' tab selected at the top right, indicated by a red circle with the number 1. Below the tabs, the 'Capture Passive Request' section displays a grid of service icons. The 'Parking' icon, which features a 'P' in a blue square, is highlighted with a red circle and the number 1.

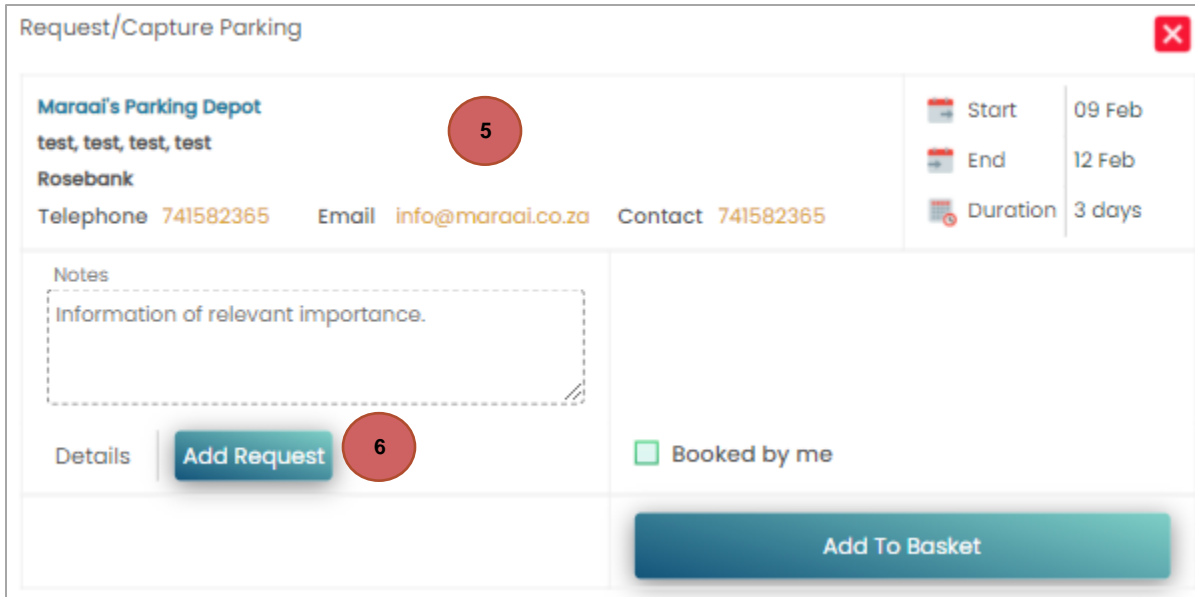
2. Complete the fields as requested.
3. Click on **“Select Vendor”** to select your required choice of supplier from the preferred supplier dropdown list.
4. Select the **“Get details”** button.



The screenshot shows the 'Request/Capture Parking' form. At the top, there are two tabs: 'Request Details' (labeled with a blue circle and the number 1) and 'Capture Info' (labeled with a blue circle and the number 2). The form contains several input fields: 'Drop-off Date' (22 Jun 2021), 'Drop-off Time' (06:30), 'Location (City)' (Johannesburg), 'Collection Date' (25 Jun 2021), and 'Collection Time' (17:30). A red circle with the number 2 is placed over the 'Drop-off Time' field. Below these fields is a search bar for the vendor, with 'Carnclerge Pty Ltd' entered. A red circle with the number 3 is placed over the search bar. At the bottom right, there is a dark blue button labeled 'Get Details', with a red circle and the number 4 placed over it.

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5. Check the details of the selected supplier to ensure you have selected the correct supplier.
6. Select the **“Add request”** tab.



Request/Capture Parking

Maraai's Parking Depot
test, test, test, test
Rosebank
Telephone 741582365 Email info@maraai.co.za Contact 741582365

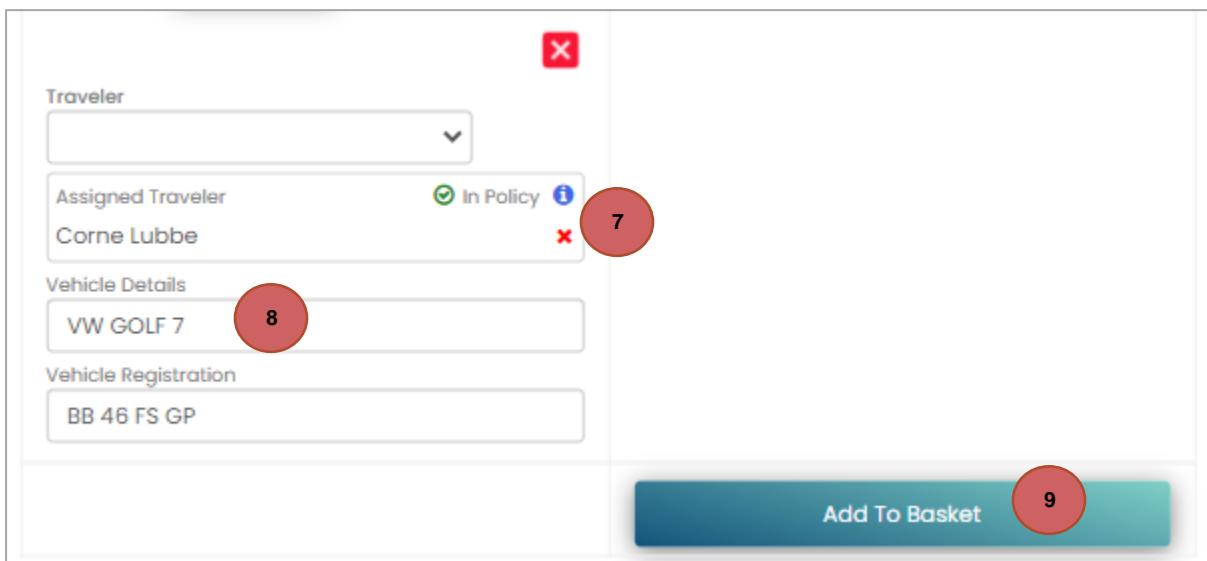
Start 09 Feb
End 12 Feb
Duration 3 days

Notes
Information of relevant importance.

Details Add Request Booked by me

Add To Basket

7. Select the **“Add”** button to have the traveller moved to the assigned traveller section.
8. Complete the vehicle details.
9. Select the **“Add to basket”** button to have the required request added to your shopping basket



Traveler

Assigned Traveler In Policy

Corne Lubbe

Vehicle Details

VW GOLF 7

Vehicle Registration

BB 46 FS GP

Add To Basket

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8.6.2. Booking Parking Directly with a Supplier

If you have made the booking direct with any supplier & generated an approved SAP order and you require TWF to settle the bill, you can add the cost and confirmation number to have the voucher issued.

10. Select the **“Booked by me”** button. A block with cost & confirmation number details will open.
11. Complete the confirmation number and costing details.
12. Select the **“Add to basket”** button to have the service added to your shopping basket.

Request/Capture Parking

Maraai's Parking Depot
test, test, test, test
Rosebank
Telephone 741582365 Email info@maraai.co.za Contact 741582365

Start 09 Feb
End 12 Feb
Duration 3 days

Notes
Information of relevant importance.

Voucher Remarks
Remarks to print on voucher.

☒ Agent to Settle
☒ Booked by me

Details
Add Request

Traveler
Assigned Traveler In Policy
Corne Lubbe

Vehicle Details
VW GOLF 7

Vehicle Registration
BB 46 FS GP

Confirmation Number
458899

Cost BreakDown
Add Charges

Charges:	Per Day
Amount Incl. VAT	135
Once off Charges:	Add Charges
Total (Incl. VAT)	405.00
VAT amount included	52.83

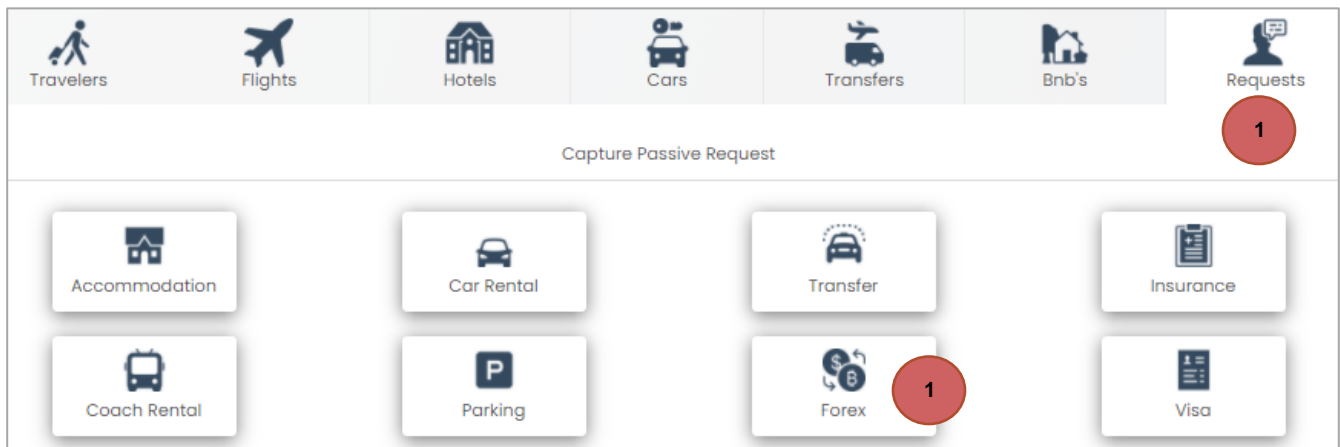
Add To Basket

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8.7. Forex

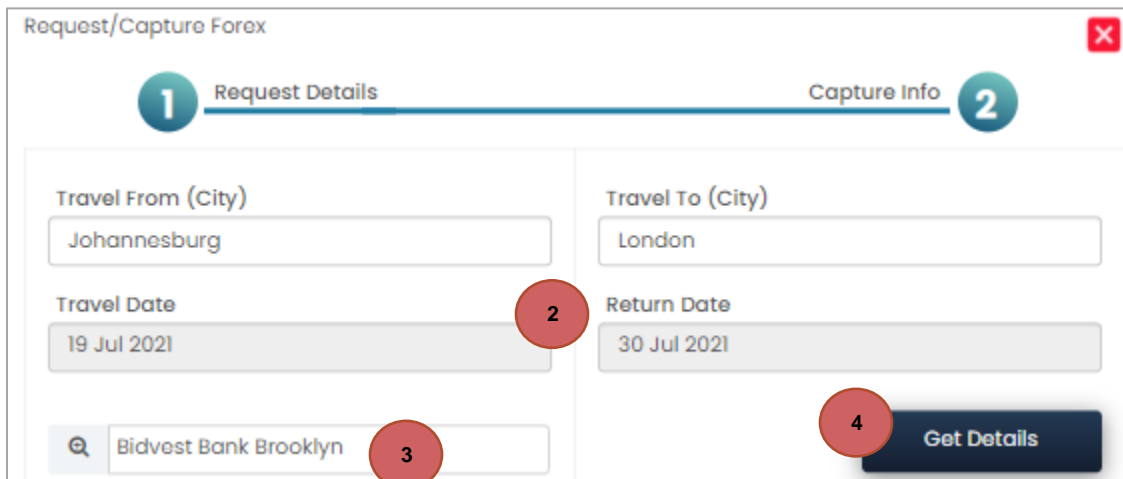
8.7.1. Consultant Intervention with Forex

1. To request forex for an international trip, select the **“Request”** tab and forex icon.



The screenshot shows the TWF Travel interface. At the top, there is a navigation bar with icons for Travelers, Flights, Hotels, Cars, Transfers, Bnb's, and Requests. The Requests icon is highlighted with a red circle and the number 1. Below the navigation bar, there is a section titled 'Capture Passive Request'. This section contains eight icons: Accommodation, Car Rental, Transfer, Insurance, Coach Rental, Parking, Forex, and Visa. The Forex icon is highlighted with a red circle and the number 1.

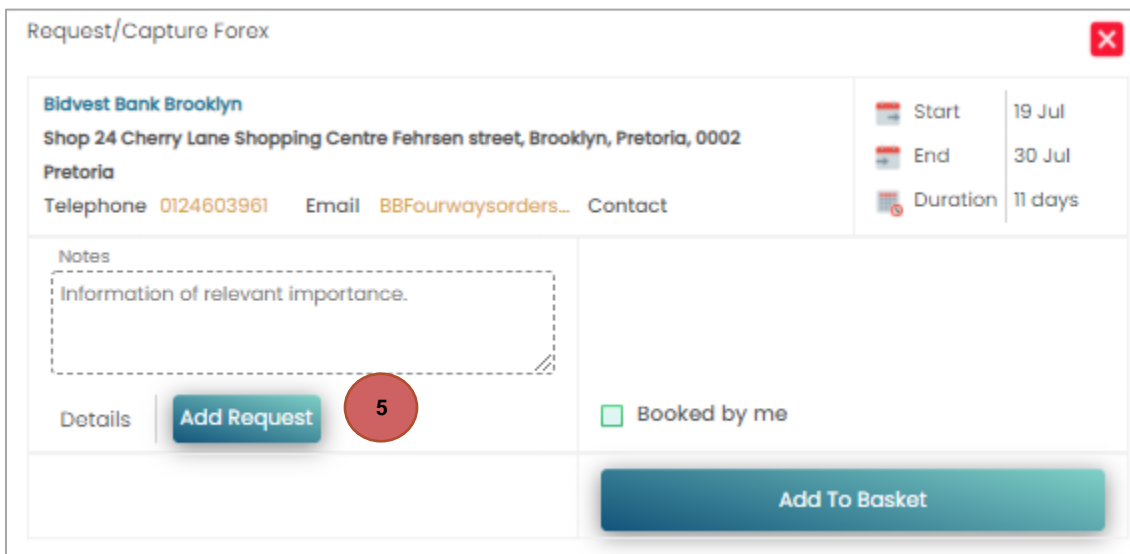
2. Complete the required fields in the pop up box.
3. Click on **“Select Vendor”** to select your required choice of supplier from the preferred supplier dropdown list.
4. Click on **“Get details”**.



The screenshot shows the 'Request/Capture Forex' pop-up box. It has two tabs: 'Request Details' (active) and 'Capture Info'. The 'Request Details' tab contains the following fields: 'Travel From (City)' with 'Johannesburg', 'Travel To (City)' with 'London', 'Travel Date' with '19 Jul 2021', and 'Return Date' with '30 Jul 2021'. Below these fields is a search bar with 'Bidvest Bank Brooklyn' and a 'Get Details' button. The 'Get Details' button is highlighted with a red circle and the number 4. The search bar is highlighted with a red circle and the number 3. The 'Travel Date' and 'Return Date' fields are highlighted with a red circle and the number 2.

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5. Select the **“Add request”** button.



Request/Capture Forex

Bidvest Bank Brooklyn
 Shop 24 Cherry Lane Shopping Centre Fehrnsen street, Brooklyn, Pretoria, 0002
 Pretoria
 Telephone 0124603961 Email BBFourwaysorders... Contact

Start 19 Jul
 End 30 Jul
 Duration 11 days

Notes
 Information of relevant importance.

Details **Add Request** 5 ☐ Booked by me

Add To Basket

6. Complete all the fields from a dropdown list:
 - Currency required,
 - Denom,
 - Equiv base values,
 - The equiv amount will be auto generated according to the current exchange rate.
7. You can request more than one currency by selecting the **“Add currency line”**.
8. Select the **“Add”** button to move the traveller to assigned traveller.

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Request/Capture Forex

ForexTest
test, test, test, test
Rosebank
Telephone 123 Email 123 Contact 123

Start 16 Feb
End 26 Feb
Duration 10 days

Notes
Information of relevant importance.

Details Add Request ☐ Booked by me

Exchange rates selected are indicative. Actual rate subject to quote/confirmation.

Currency Required		Denom.	Equiv. Base Values		Exch. Rate 1 Unit = ROE	Equivalent Amount	
Currency	Type		Amount	Currency		Currency	Value
USD	Foreign Notes	Small	600	USD	16.33237	ZAR	9799.42

Required information provided. Add Currency Line

Assign Traveler
Corne Lubbe Add
Assigned Traveler Out of Policy

Add To Basket

9. The traveller will now display under the assigned traveller section
10. Select the ***"Add to basket"*** button to have the request added to your shopping basket

Assign Traveler
Assigned Traveler In Policy
Corne Lubbe

Add To Basket

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8.7.2. Booking Forex Directly with a Supplier

If you have made the booking direct with any supplier & generated an approved SAP order and you require TWF to settle the bill, you can add the cost and confirmation number to have the voucher issued.

11. Select the **“Booked by me”** button. A block with cost & confirmation number details will open.
12. Complete the confirmation number and costing details as per the supplier invoice.
13. The below fields will stay as per your submittel:
 - Currency required,
 - Denom,
 - Equiv base values,
 - Except for the **exchange rate** block which you need to insert manually as per your invoice from the supplier.
14. Select the **“Add to basket”** button to have the service added to your shopping basket.

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Request/Capture Forex

ForexTest
test, test, test, test
Rosebank
Telephone 123 Email 123 Contact 123

Start 16 Feb
End 26 Feb
Duration 10 days

Notes
Information of relevant importance.

Voucher Remarks
Remarks to print on voucher.

☒ Agent to Settle

Details Add Request 11 ☒ Booked by me

Currency Required		Denom.	Equiv. Base Values		Exch. Rate 1 Unit = ROE	Equivalent Amount	
Currency	Type		Amount	Currency		Currency	Value
USD	Foreign Note	Small	600	USD	17.45	ZAR	10470.00

☒ Required information provided. Add Currency Line

Assign Traveler
Assigned Traveler
Corne Lubbe ☒ In Policy

Confirmation Number
B89www8888 12

Cost BreakDown Add Charges

Charges:

Equivalent Charges (ZAR)	10470.00
Dealer Fees incl. VAT	650.00
Total (incl. VAT)	11 120.00
VAT amount included	84.78

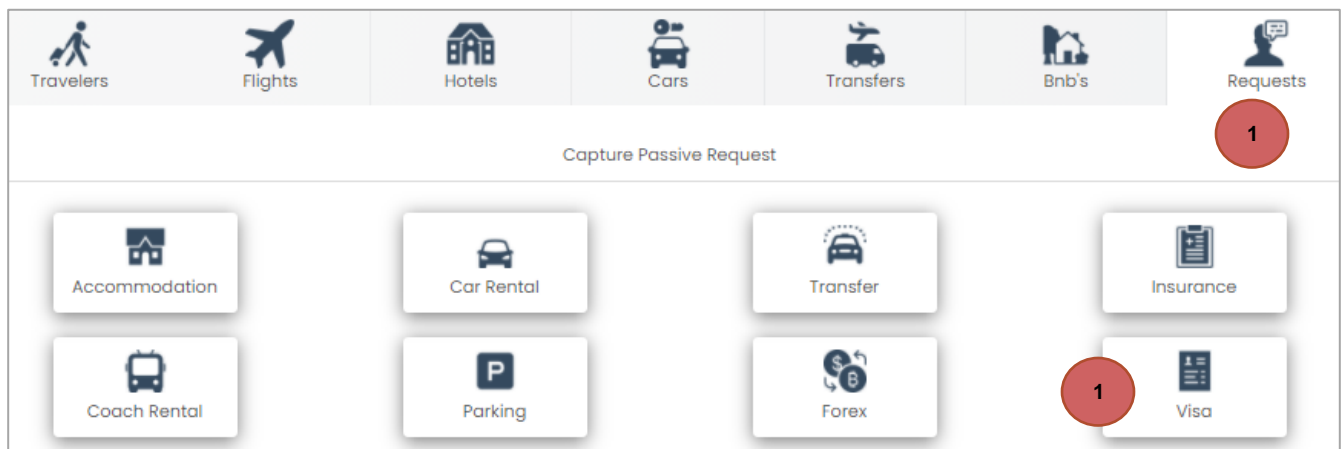
14 Add To Basket

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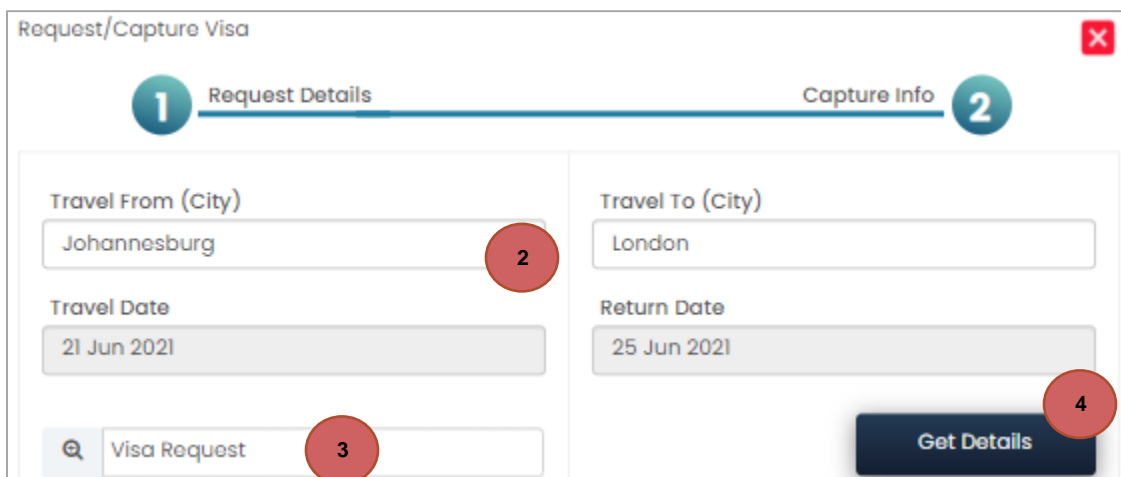
8.8. Visa

8.8.1. Consultant Intervention with Visas

1. If you require a visa, the request can be submitted under the **“Request”** tab under the visa icon.



2. Complete the required fields in the pop up box.
3. Click on **“Select Vendor”** to select your required choice of supplier from the preferred supplier dropdown list.
4. Click on **“Get details”**.



The screenshot shows the 'Request/Capture Visa' pop-up form. The form has two tabs: 'Request Details' (labeled with a red circle '1') and 'Capture Info' (labeled with a red circle '2'). The 'Request Details' tab is active. It contains the following fields:

- Travel From (City):** Johannesburg (labeled with a red circle '2')
- Travel To (City):** London
- Travel Date:** 21 Jun 2021
- Return Date:** 25 Jun 2021
- Search:** Visa Request (labeled with a red circle '3')
- Get Details:** (labeled with a red circle '4')

5. Select the **“Add request”** button.

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Request/Capture Visa

Twf Visa Company
test, test, test, test
Rosebank
Telephone 123 Email test Contact 123

Start 08 Mar
End 26 Mar
Duration 18 days

Notes
Information of relevant importance.

Details Add Request 5

☐ Booked by me

Add To Basket

6. Select the **“Add”** button to move the traveller to the assigned traveller section.

Request/Capture Visa

Twf Visa Company
test, test, test, test
Rosebank
Telephone 123 Email test Contact 123

Start 08 Mar
End 26 Mar
Duration 18 days

Notes
Information of relevant importance.

Details Add Request

☐ Booked by me

Traveler

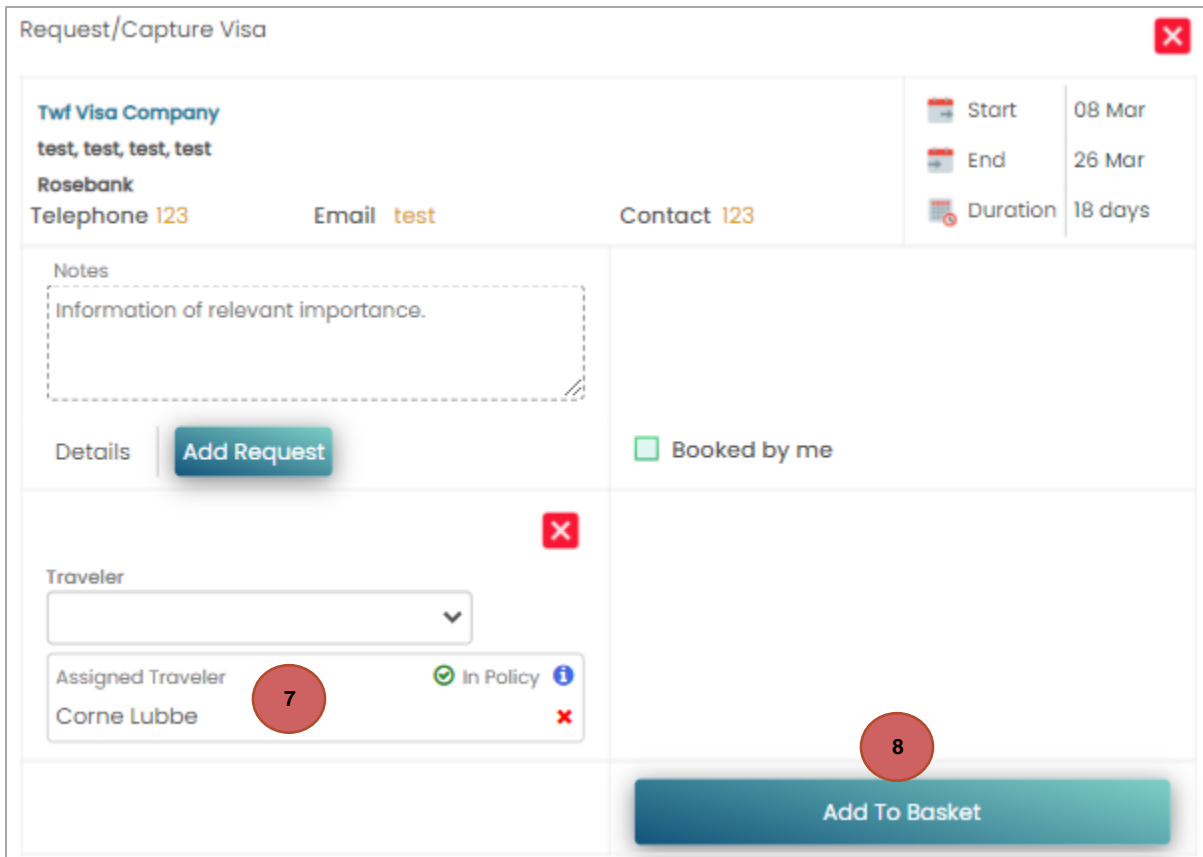
Corne Lubbe Add

Assigned Traveler Out of Policy i

Add To Basket

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7. The traveller will now display under the assigned traveller section.
8. Select the **“Add to basket”** button to have the request added to your shopping basket.



8.8.2. Booking Visas Directly with a Visa Service Supplier

If you have made the booking direct with any supplier & generated an approved SAP order and you require TWF to settle the bill, you can add the cost and confirmation number to have the voucher issued

9. Select the **“Booked by me”** button. A block with cost & confirmation number details will open.
10. Complete the confirmation number and costing details.
11. Select the **“Add to basket”** button to have the service added to your shopping basket.

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Request/Capture Visa

Twf Visa Company
test, test, test, test
Rosebank
Telephone 123 Email test Contact 123

Start

08 Mar

End

26 Mar

Duration

18 days

Notes

Information of relevant importance.

Voucher Remarks

Remarks to print on voucher.

Details

Add Request

9

Traveler

Assigned Traveler

Corne Lubbe

Confirmation Number

B38999

In Policy

10

Cost BreakDown

Add Charges

Charges:

Visa Charges Incl. VAT	1250.00
Courier Fee Incl. VAT	90.00
Total (Incl. VAT)	1 340.00
VAT amount included	174.78

10

11

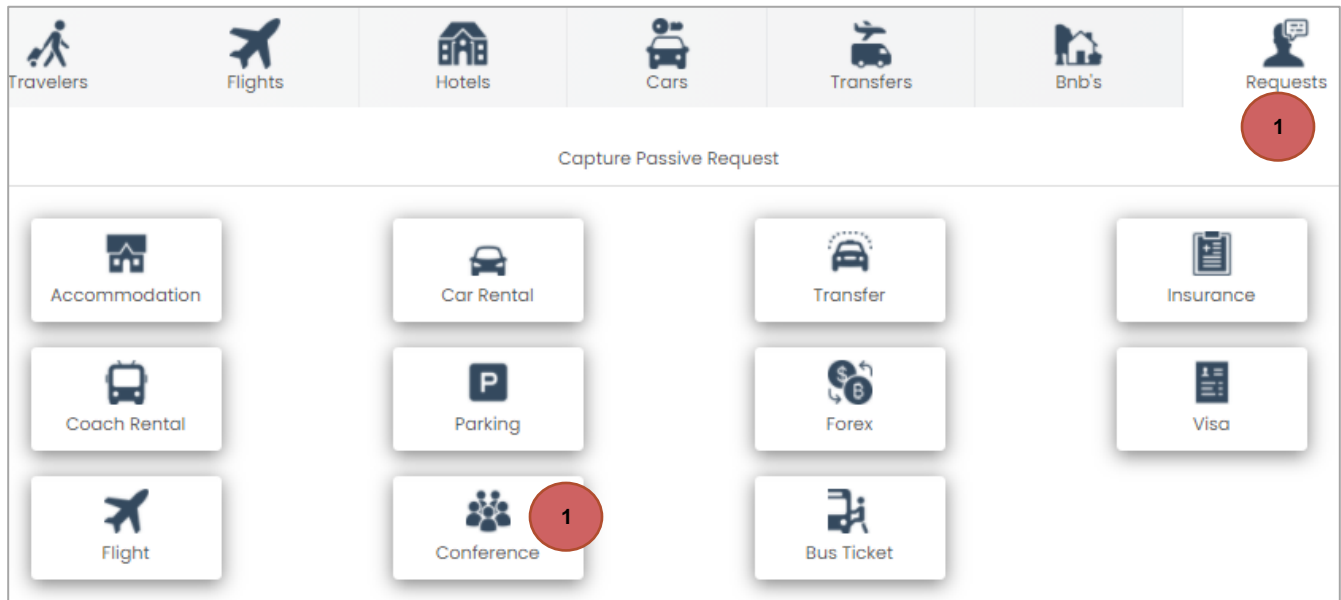
Add To Basket

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8.9. Conference

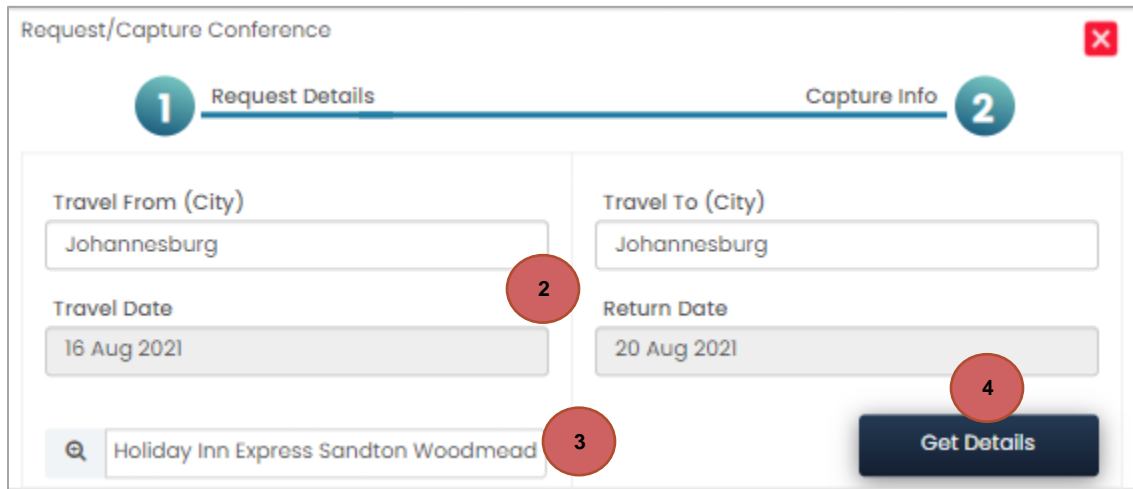
8.9.1. Conferencing Coordinator's Intervention with Conferences.

1. If you are required to book a conference you can select the **“Request”** tab and the conference icon.



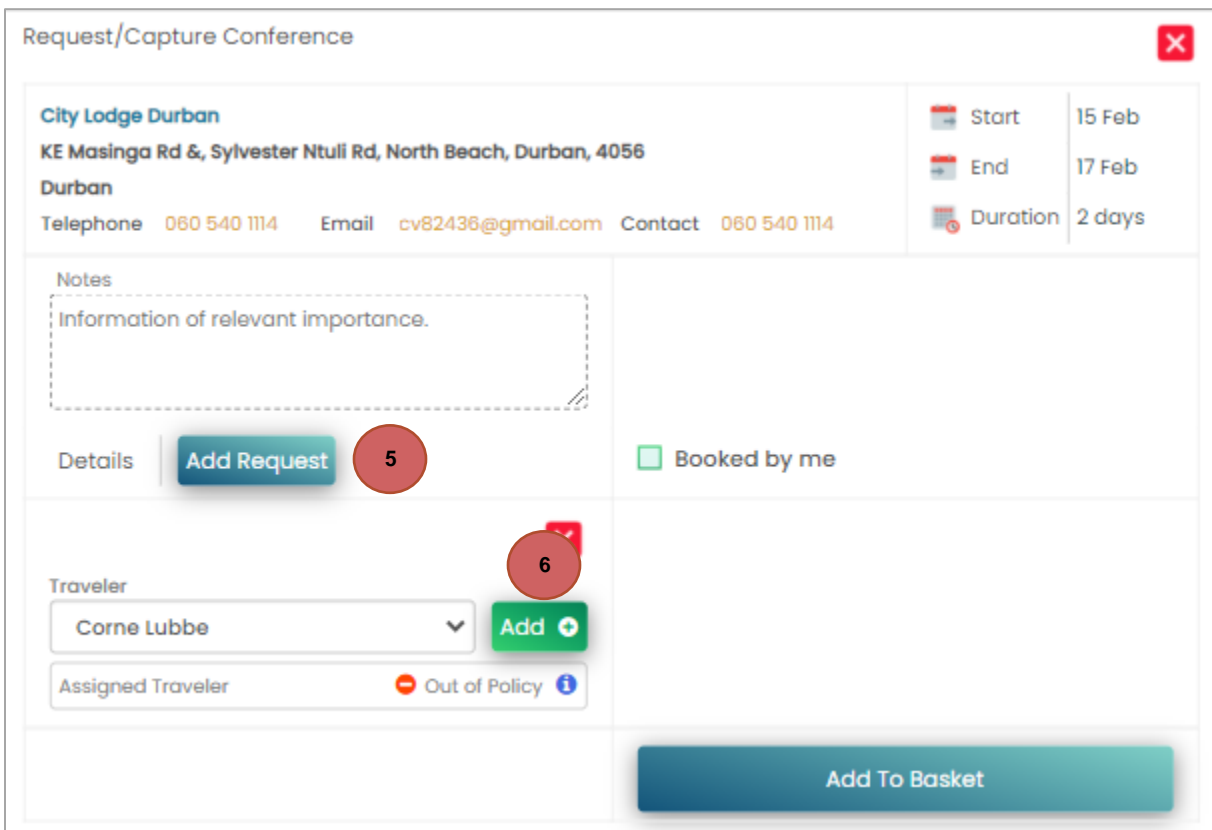
2. Complete the required fields in the pop up box.
3. Click on **“Select Vendor”** to select your required choice of supplier from the preferred supplier dropdown list.
4. Click on **“Get details”**.

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The screenshot shows the 'Request/Capture Conference' form with the 'Request Details' tab selected. The form includes fields for 'Travel From (City)' (Johannesburg), 'Travel To (City)' (Johannesburg), 'Travel Date' (16 Aug 2021), and 'Return Date' (20 Aug 2021). A search bar contains 'Holiday Inn Express Sandton Woodmead'. A 'Get Details' button is at the bottom right. Red circles with numbers 1 through 4 highlight the 'Request Details' tab, the 'Travel To (City)' field, the search bar, and the 'Get Details' button respectively.

5. Select the **“Add request”** button.
6. Select the **“Add”** button to have the traveller moved to the assigned traveller section.

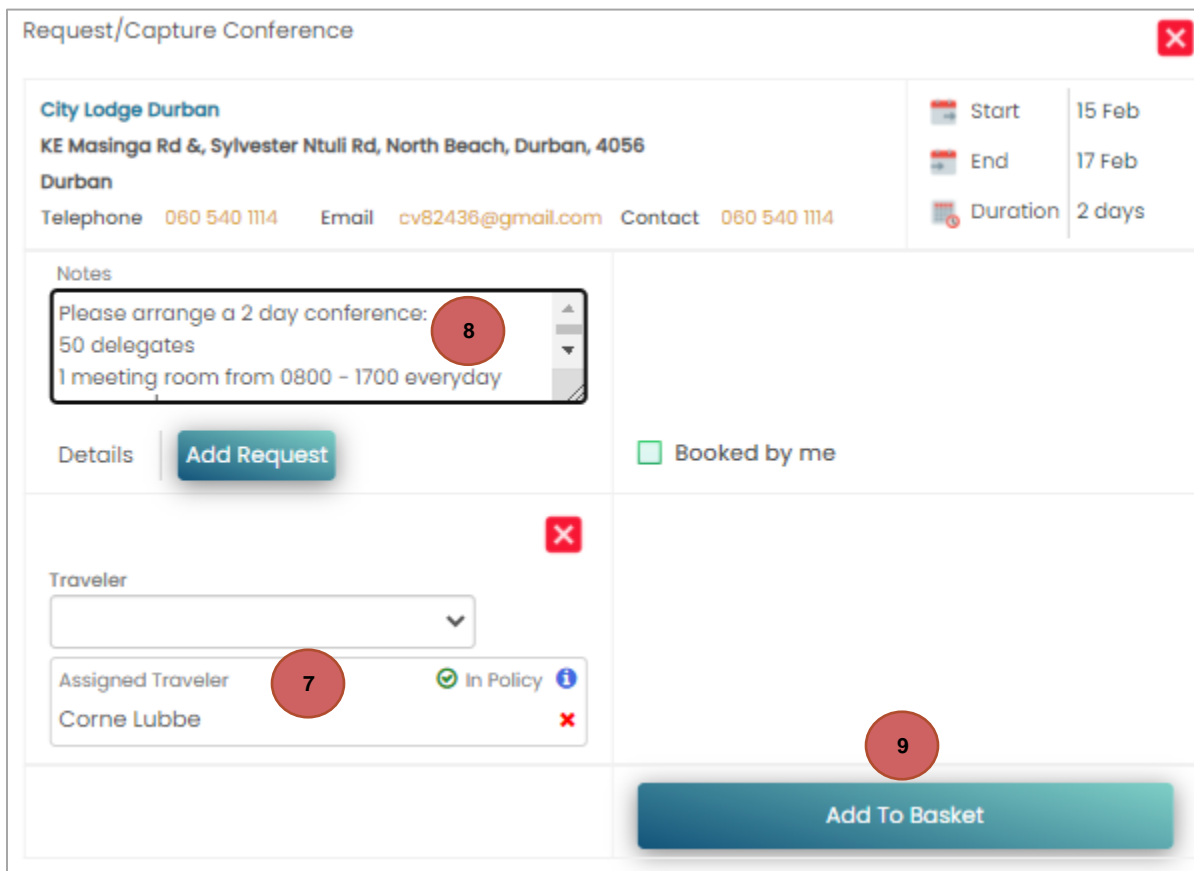


The screenshot shows the 'Request/Capture Conference' form with the 'Capture Info' tab selected. The form displays conference details for 'City Lodge Durban' at 'KE Masinga Rd &, Sylvester Ntuli Rd, North Beach, Durban, 4056'. It includes a 'Notes' section with the text 'Information of relevant importance.' and a 'Details' section with an 'Add Request' button (highlighted with a red circle 5). Below this is a 'Traveler' dropdown menu with 'Corne Lubbe' selected and an 'Add' button (highlighted with a red circle 6). An 'Assigned Traveler' section shows 'Out of Policy' with a red minus icon and an information icon. A 'Booked by me' checkbox is also present. At the bottom right is an 'Add To Basket' button.

7. The traveller name will now display in the assigned traveller section.
- Important:** Although a conference is for a group of people, you need to specify one traveller name or if you are the booker of the conference then your name
8. Specify the requirements for the conference to the consultant in the notes box.

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9. Select the **“Add to basket”** button to have the request added to your shopping basket.



Request/Capture Conference

City Lodge Durban
KE Masinga Rd &, Sylvester Ntuli Rd, North Beach, Durban, 4056
Durban
Telephone 060 540 1114 Email cv82436@gmail.com Contact 060 540 1114

Start 15 Feb
End 17 Feb
Duration 2 days

Notes
Please arrange a 2 day conference:
50 delegates
1 meeting room from 0800 - 1700 everyday

Details Add Request

Booked by me

Traveler
Assigned Traveler Corne Lubbe In Policy

Add To Basket

8.9.2. Booking a Conference Directly with a Supplier

If you have made the booking direct with any supplier & generated an approved SAP order and you require TWF to settle the bill, you can add the cost and confirmation number to have the voucher issued.

10. Select the **“Booked by me”** button. A block with cost & confirmation number details will open.
11. Complete the confirmation number and costing details.
12. Ensure to add all the requirements discussed with supplier under the voucher remarks box.
13. Select the **“Add to basket”** button to have the service added to your shopping basket.

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Request/Capture Conference

City Lodge Durban
KE Masinga Rd &, Sylvester Ntuli Rd, North Beach, Durban, 4056
Durban
Telephone 060 540 1114 Email cv82438@gmail.com Contact 060 540 1114

Start 15 Feb
End 17 Feb
Duration 2 days

Notes
Information of relevant importance.

Voucher Remarks
2 Day conference. U style with breakfast and lunch. Accommodation with dinner

☒ Agent to Settle
☒ Booked by me

Details Add Request

Traveler
Assigned Traveler: Corne Lubbe In Policy
Number In Party 1
Confirmation Number Tamsin

Cost BreakDown Add Charges
Charges:

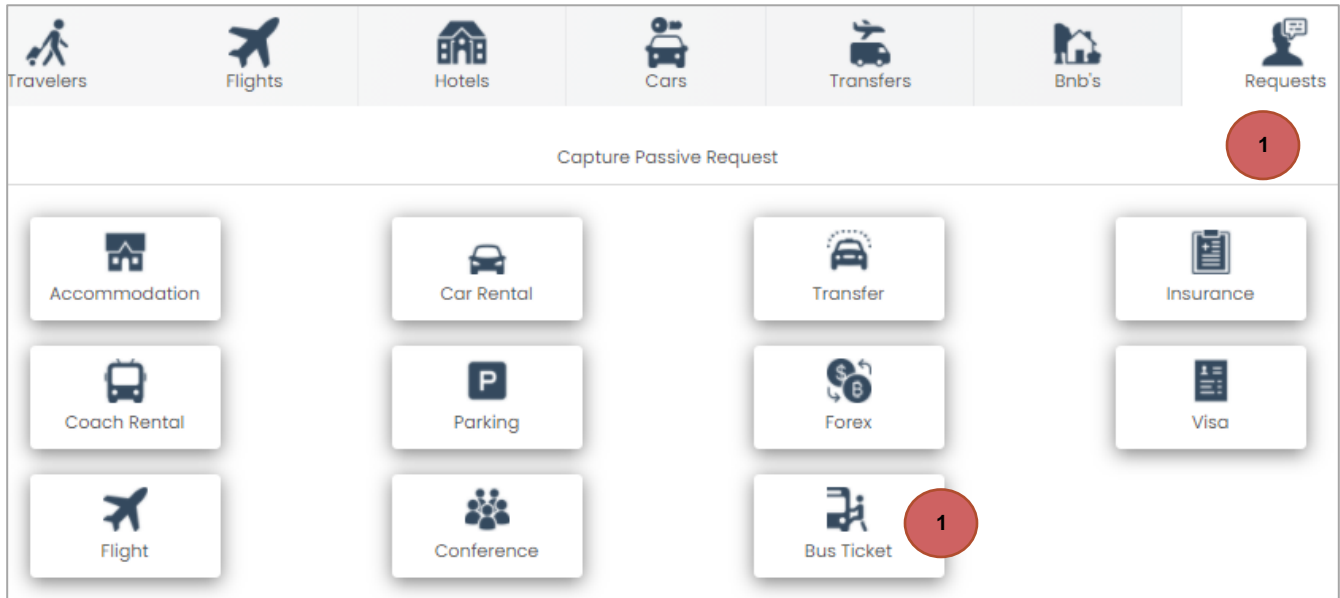
Conf. Charges Incl. VAT	120000.00
Total (Incl. VAT)	120 000.00
VAT amount included	15 652.17

Add To Basket

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8.10. Bus Tickets

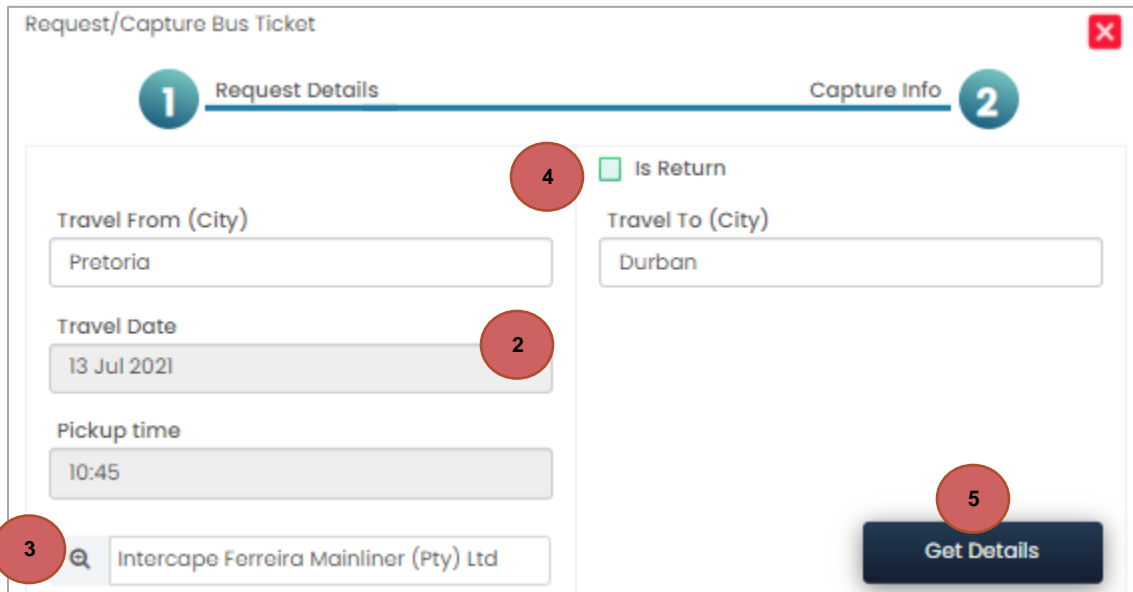
1. If you require a bus ticket with Intercap, Greyhound etc. you can submit your request via the **“Request”** tab under the bus ticket icon.



The screenshot shows the 'Capture Passive Request' interface. At the top, there is a navigation bar with icons for Travelers, Flights, Hotels, Cars, Transfers, Bnb's, and Requests. Below this, the text 'Capture Passive Request' is centered. The main area contains a grid of service icons: Accommodation, Car Rental, Transfer, Insurance, Coach Rental, Parking, Forex, Visa, Flight, Conference, and Bus Ticket. A red circle with the number '1' highlights the 'Requests' tab in the top bar and the 'Bus Ticket' icon in the grid.

2. Complete all the required details on the pop box.
3. Click on **“Select Vendor”** to select your required choice of supplier from the preferred supplier dropdown list.
4. You can select the **“return”** box to submit the return bus details.
Important: a return bus ticket is from the same pick up and drop off address otherwise you need to request 2 one way bus tickets.
5. Select the **“Get details”** tab.

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The screenshot shows a web form titled "Request/Capture Bus Ticket" with a red close button in the top right corner. The form has two tabs: "Request Details" (active, marked with a blue circle 1) and "Capture Info" (marked with a blue circle 2). Below the tabs, there are several input fields and a button:

- Travel From (City):** A text input field containing "Pretoria".
- Travel To (City):** A text input field containing "Durban".
- Travel Date:** A date input field containing "13 Jul 2021".
- Pickup time:** A time input field containing "10:45".
- Is Return:** A checkbox that is currently unchecked.
- Search:** A magnifying glass icon followed by a text input field containing "Intercape Ferreira Mainliner (Pty) Ltd".
- Get Details:** A dark blue button with white text.

Red circular callouts with numbers 1 through 5 are placed over the form elements: 1 on the "Request Details" tab, 2 on the "Travel Date" field, 3 on the search icon, 4 on the "Is Return" checkbox, and 5 on the "Get Details" button.

6. Select the **"Add request"** tab.
7. Select the **"Add"** button to move the traveller to assigned traveller section.
8. You can add any comments or notes to the consultant under the notes box.

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Request/Capture Bus Ticket

Greyhound Bus
29 Lepus Rd, Crown Mines, Johannesburg, 2090
Rosebank
Telephone 083 915 9000 Email
Contact 083 915 9000

Start 22 Feb
End
Duration NaN days

Notes
Information of relevant importance.

Details
Add Request

☐ Booked by me

Traveler
Corne Lubbe
Add

Assigned Traveler
Out of Policy

Add To Basket

9. The traveller will display under the assigned traveller section
10. Select the **“Add to basket”** tab to have the requested service add to your shopping basket

Traveler

Assigned Traveler
Corne Lubbe

In Policy

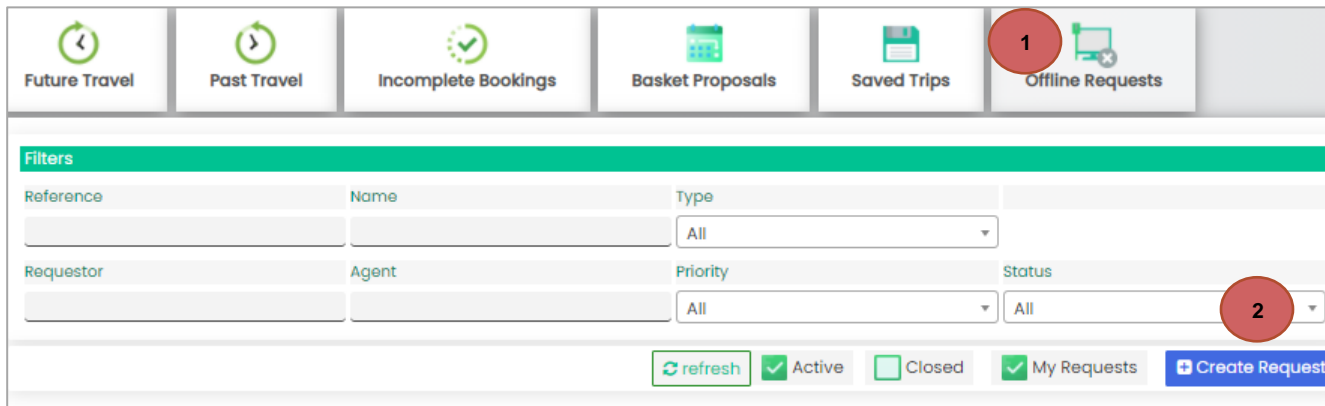
Add To Basket

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9. International Travel - Offline Request

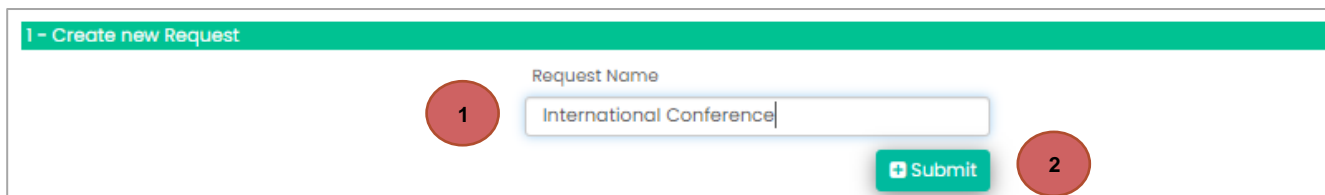
The offline-request tab will be utilized for international travel, complex conference bookings and group bookings.

1. Select the off-line requests tab on the Dashboard to open the section.
2. Select the create request button to start the process.



9.1. Create A Request

1. Give your request a name.
2. Select the submit button.



3. Select the traveller.
4. You can change the default cost centre by selecting the change icon. Make your new selection from the dropdown list.
5. Select the submit button.

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Traveler Selection

☒ Cost Center
 ☐ Internal Order
 ☐ Project

Corne Lubbe
 Eskom Holdings

cornel@twf.co.za
 001F - PPE FUND HISTORY

- Submit the details of the requirements for the request to the agent under the free text box. Ensure that all relevant information is added to enable the consultant to do the quote, booking.
- NB NB** – you need to tick the request international trip box if you are requesting international travel. No need to tick this box if you are requesting a conference or group booking.
- Complete under the trip information the trip name & reason for travel & payment option.
- The Eskom International Trip information form needs to be completed before you will be able to submit your request to the agent, if applicable
- You can attach documents under the attachments tab if required.
- Select the submit request tab to send the request off to the agent.

3 - Complete Details

Font ▾ Formatting ▾ Font size ▾ B I U A

Good day,
 Please assist in quotes for flights for:
 JNB LON - DEP 10 AUG
 LON WAS - DEP 14 AUG
 WAS JNB - DEP 21 AUG
 I also require accommodation in the city centre of London and Washington.
 Kind Regards,

☒ Request International Trip

Priority ☒ Normal ☐ High

Client Specific Fields
 Completion for Eskom - 1100

Cost Allocation
 Allocate costs. Percentage amounts should total 100%
 Search for Cost Center
 Code/Description
 Selected Cost Center
 Description 0000124015 - SAP CoE HCM Team Alloc. %

Attachments
 Click to upload files.


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8

8

Trip Information		Booking Notes	
Trip Name	International Conference	Additional notes regarding the booking. Useful to provide info for approvers to see.	
Trip Reason	Business		
Payment Option	EFT		
International Trip Information			
Details of Visit			
Country	City	Organisation	Person Visited
United Kingdom	London(United_	ABC Company	Conference
United States	Washington(U_	BDD Company	Conference
From Date	To Date	Days	
2021-08-10	2021-08-14	4	
2021-08-14	2021-08-21	7	
First overseas visit on Eskom Business	<input checked="" type="checkbox"/>	If not, attach details of previous overseas visits on Eskom Business	
Is the trip for training purposes	<input checked="" type="checkbox"/>	If yes, attach retention contract	
Eskom - Signed Travel Policy Document.pdf		Details of training here	
Leave taken while overseas	<input type="checkbox"/>	If yes, attach approved leave form	
Travel with spouse overseas	<input type="checkbox"/>	If yes, attach motivation letter with details of dependants	
General Manager			
Travel Class	Economy	<input checked="" type="checkbox"/>	Complied with Policy/National Treasury/Travel Procedure
Travel Reason	Conference	CALIB CASSIM	
Other employees travelling with			
search by staff number/full name			
Staff Number	Full Name	Division	Tel Number
		Email Address	Role of Individual
Subsistence Allowance			
Country	Currency	Daily Rate	Days
[GB] United Kingdom	[GBP] British Pounds	102	0
[US] USA	[USD] US \$	146	0
11 day(s) unallocated			

12. The below pop-up box will generate with your off-line request number.



Request Created

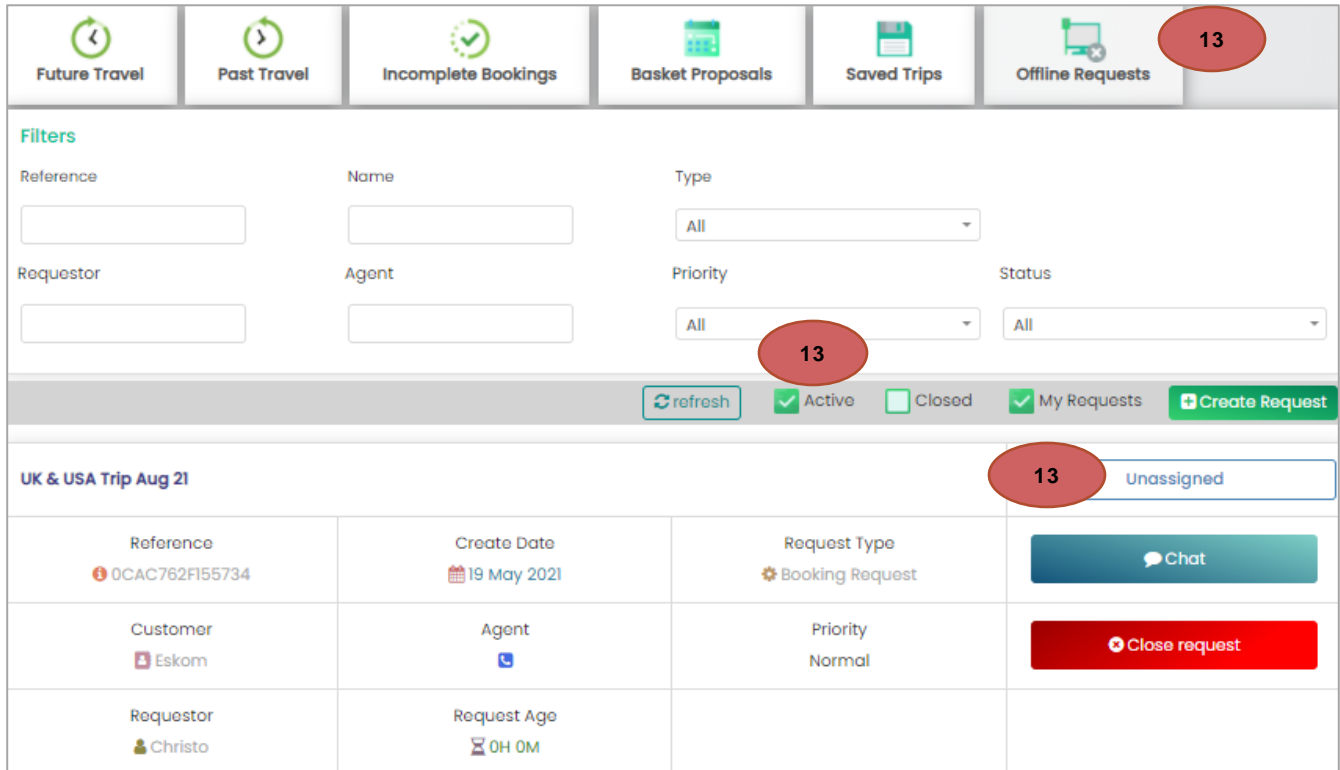
Offline Request created. Reference DB2C15AC111121

OK

12

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13. The request will be listed under the off-line request tab as active with status unassigned.



Filters

Reference: Name: Type:

Requestor: Agent: Priority: Status:

☒ Active ☐ Closed ☒ My Requests

UK & USA Trip Aug 21 13 Unassigned

Reference 0CAC762F155734	Create Date 19 May 2021	Request Type Booking Request	<input type="button" value="Chat"/>
Customer Eskom	Agent 	Priority Normal	<input type="button" value="Close request"/>
Requestor Christo	Request Age 0H 0M		

14. Upon the agent responding to the request, the status will update to pending user feedback (you the requestor now need to respond to the agent's feedback). You will also receive an email to advise you that the consultant has responded.

15. Select the  icon to open the request.

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Filters

Reference

Name

Type

Requestor

Agent

Priority

Status

refresh

Active

Closed

My Requests

Create Request


UK & USA Trip Aug 21

14

Pending User Feedback

Reference 0CAC762F155734	Create Date 19 May 2021	Request Type Booking Request	Chat
Customer Eskom	Agent Corne Lubbe	Priority Normal	Close request
Requestor Christo	Request Age 0H 4M		

16. Once opened you will find the feedback and comments from the agent.

17. You can open an attachment by selecting the  icon if any document was attached.

18. Add your response message to the agent under the new message tab.

19. You can add a document if required by selecting the click to upload files tab.

20. Select the submit button.

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Request Details

Requestor Details		
Requestor Created	Requestor	Requestor Email
19 May 2021	Christo ADMIN	cv82436@gmail.com
Request Traveler(s)		
Traveler #	Traveler	Traveler Email
47560	NONHLANHLA CHRISTOBEL MKHIZE	MootshTM@eskom.co.za

Request Chat

Christo

19 May 15:58

Good day,

Please assist in quotes for flights for:

JNBLON - DEP 10 AUG
LONWAS - DEP 14 AUG
WASJNB - DEP 21 AUG

I also require accommodation in the city centre of London and Washington.

Kind Regards,

0 Attachment(s)

Corne Lubbe

19 May 16:00

Corne Lubbe has assigned request to themself

0 Attachment(s)

Corne Lubbe

19 May 16:01

Good day,

Please find the quotes attached.

1 Attachment(s)

Quote 1.pdf

New Message

Font

Formatting

Font size

B

I

U

A

Hi,

Thank you for the quotes. Please can you book option 2 for the flights and option 1 for the accommodation.

Many Thanks,

Characters : 121

Words : 23

Attachments

19

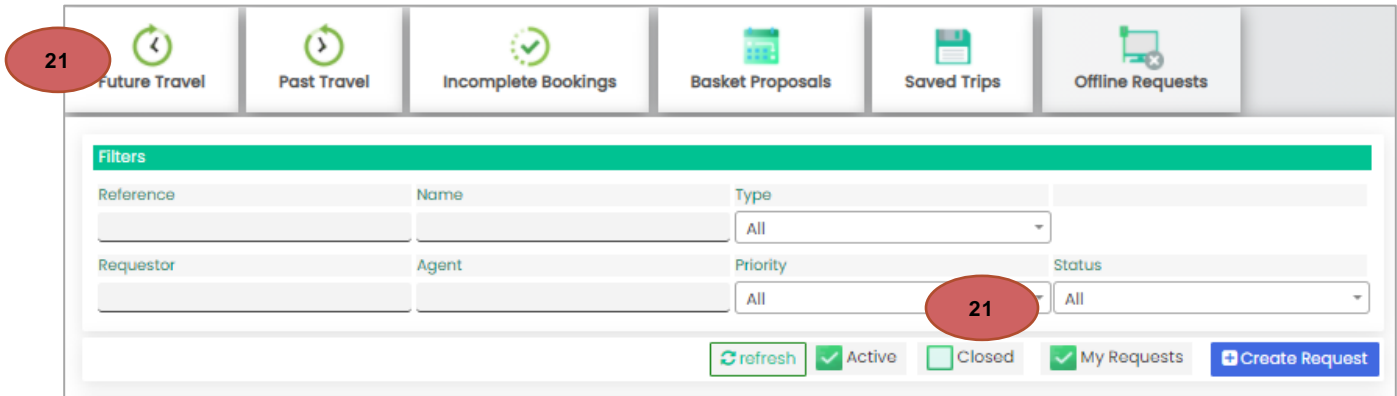
Click to upload files.

20


Submit

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21. Upon the consultant confirming & importing the booking, you will find the booking on your dashboard under the future travel tab with status awaiting approval. The offline request will now move from the active list to the closed icon under your offline request tab. An email will generate to you to advise when the booking was imported by the agent.




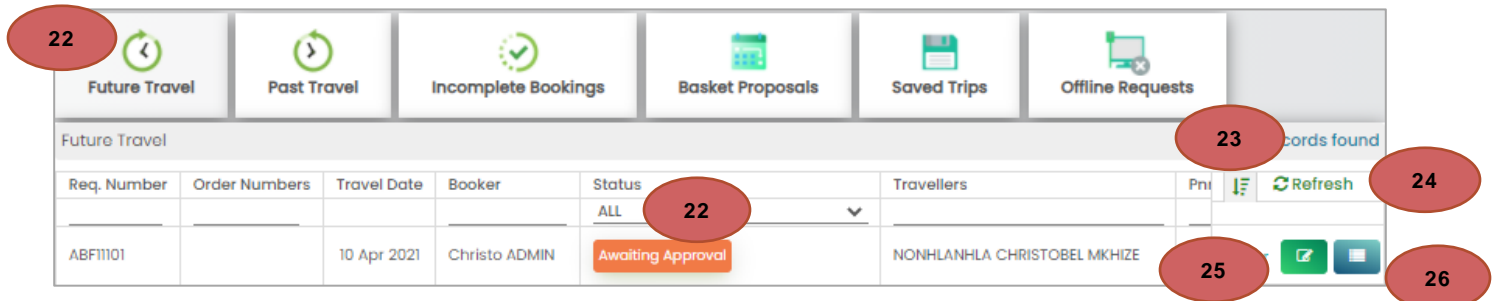
22. Find the booking under the future travel tab with status awaiting approval.

23. You can select the  icon to filter all trips by booking date, starting with today's bookings.

24. The  icon will refresh the page to check if a booking status was updated.

25. Select the  icon to open the trip details.

26. The  icon will open the history of the booking.



Req. Number	Order Numbers	Travel Date	Booker	Status	Travellers	Pnt
ABFI1101		10 Apr 2021	Christo ADMIN	Awaiting Approval	NONHLANHLA CHRISTOBEL MKHIZE	

9.2. Opening a trip

1. The system will default to the main details tab upon opening the trip.
2. Info like the trip name, travel reason, bookers name etc will be included.
3. The details of each booked segment will be displayed.

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1

Main Details

Traveler Orders

Client Fields

Approval Transactions

Booking Attachments

Main Requisition	ES0000111K	Booker	Corne Lubbe
Travel Date	20 Aug 0002	Missed Savings	R 1 017.19
Basket Ref.	DFE02A9F63846	Approval Total	R 5 984.65
Trip Name	Voucher Test		
Travel Reason	Meeting		
Booking Notes	none		
Agent Comments	none		
Cost Allocation			
Allocation Percentage	Allocation		
100 percent	001F - PPE FUND HISTORY		

Flight

Item Details

Corne Lubbe

In Policy

Approved

Missed Saving R 105.00

South African Airlink

4Z 891

Stops 0

Duration 2H 10M

Base Price R 287.50

Taxes R 584.98

Total R 872.48

07:10 (08 FEB)

O R Tambo International Arpt
Johannesburg

09:20 (08 FEB)

Cape Town International
Cape Town

3

Flight

Item Details

Corne Lubbe

In Policy

Approved

Missed Saving R 340.00

Safair (Proprietary) Ltd.

FA 316

Stops 0

Duration 2H 10M

Base Price R 1 173.00

Taxes R 244.98


Total R 1 417.98

17:30 (11 FEB)

Cape Town International
Cape Town

19:40 (11 FEB)

Lanseria International Arpt
Johannesburg

- If your status of your booking is approved, by selecting the  icon, you will find:
- Issued invoices under the billing documents tab,
- Vouchers & e-tickets where applicable.
- The reasons for missed savings & policy breaches (if applicable) will also display here.

Car Rental

4

Corne Lubbe

In Policy

Approved

No missed savings

Voucher

ZT11120

Change

Cancel

7

Missed Savings

No missed savings

Billing Documents

ZT11338

5

Details

Rate: 4-5 Days

Mileage Allowance: 100 km

Cost per Km: R 2.00

Policy Breaches

None

Voucher Documents

ZT11120

6

Additional traveler(s)

None

- The travel orders tab will open the req. number, cost centre & traveller details.

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	8			
Main Details	Traveler Orders	Client Fields	Approval Transactions	Booking Attachments

Req. Number	PNR	Order Number	Main traveler	Cost Center
ES000011IK01	H9N0KA	H9N0KA	Corne Lubbe	001F-PPE FUND HISTORY

9. You will also find the Eskom International trip form that you completed before submitting your offline request under the travel orders tab, if applicable.

Req. Number	PNR	Order Number	Main traveler	Cost Center	Itinerary
ABF3990101	ZJD2ZL	3216119335	TSALEU GRACE NDOU-MNISI	0000124021-Application Test Management	

9

[Trip Information](#)
[Report Feedback](#)

International Trip Information

Details of Visit

Country	City	Organisation	Person Visited	Purpose	From Date	To Date	Days
Kenya	Nairobi	testing	tesiting	testing	2021-12-21	2021-12-22	1

First overseas visit on Eskom Business ☐

Select a file...

If not, attach details of previous overseas visits on Eskom Business

Is the trip for training purposes ☐

If yes, attach retention contract

Leave taken while overseas ☐

9

If yes, attach approved leave form

Travel with spouse overseas ☐

If yes, attach motivation letter with details of dependants

Travel Class: Economy ☒

Complied with Policy/National Treasury/Travel Procedure

General Manager
SELBY SIBONGAKONKE MAKHOSONKE MGAGA

Travel Reason
Quality related


Other employees travelling with

Staff Number	Full Name	Division	Tel Number	Email Address	Role of Individual
--------------	-----------	----------	------------	---------------	--------------------

Subsistence Allowance

Country	Currency	Daily Rate	Days	Total Allowance
[KE] Kenya	[USD] US \$	138	1	138

10. After you have returned from your international trip, the report feedback form needs to be completed and submitted for approval.

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ABF3990101	ZJD2ZL	3216119335	TSALELI GRACE NDOU-MNISI	0000124021-Application Test Management	
Trip Information		Report Feedback		<div>10</div>	
Feedback Report					
Report feedback has not been submitted					
No alerts have been sent				View Document	
Approval				CLOSED	
Level	Approver	Action	Comments		
Background Provide information here to further detail the trip					
Key Points Provide information here for any key points identified during the trip					
Implications Provide information here related to any implications discovered					
Way Forward Provide information here regarding the way forward					
					<div>10</div>
					Submit Feedback

11. The client fields tab will display to which company (Eskom/ERI) the trip belongs.

		<div>11</div>		
Main Details	Traveler Orders	Client Fields	Approval Transactions	Booking Attachments
Client Specific Fields				
Business Unit	Field Name		Field Value	
Eskom - 1100				

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12. The approval transactions tab will display the view approval details and view approval logs

Approval Transactions				
Transaction 01	Approved	View Approval Details	12	View Approval Logs


13. By selecting the view approval details the below page will open. The levels of approval will display with the details of the relevant approvers. Click on the icon to close the page.


Approval Transaction Details				13																																																																	
<input type="checkbox"/> Active	Current Level: 1	<input type="checkbox"/> Escalated to Alternate	<input type="checkbox"/> Escalated to Super																																																																		
<input type="checkbox"/> Issued by override	Status - Approved	Linked Approval - Eskom Test Override																																																																			
<div>Level 1</div> <div>Active</div> <div> <div> Main Approver christo van loggerenberg Email cv82436@gmail.com Phone 0605778675 </div> <div> Actioned Email Sent Sms Sent </div> </div> <div> <div> Alt. Approver christo van loggerenberg Email cv82436@gmail.com Phone 0605778675 </div> <div> Actioned Email Sent Sms Sent </div> </div>																																																																					
APPROVAL ITEMS																																																																					
<table border="0"> <tr> <td>Flight</td> <td>NONHLANHLA CHRISTOBEL ...</td> <td>Approved</td> <td>Rejected</td> <td>Flight</td> <td>NONHLANHLA CHRISTOBEL ...</td> <td>Approved</td> <td>Rejected</td> </tr> <tr> <td></td> <td>Reason - Approved</td> <td></td> <td></td> <td></td> <td>Reason - N/A</td> <td></td> <td></td> </tr> <tr> <td>Flight</td> <td>NONHLANHLA CHRISTOBEL ...</td> <td>Approved</td> <td>Rejected</td> <td>Flight</td> <td>NONHLANHLA CHRISTOBEL ...</td> <td>Approved</td> <td>Rejected</td> </tr> <tr> <td></td> <td>Reason - Approved</td> <td></td> <td></td> <td></td> <td>Reason - N/A</td> <td></td> <td></td> </tr> <tr> <td>Hotel</td> <td>NONHLANHLA CHRISTOBEL ...</td> <td>Approved</td> <td>Rejected</td> <td>Hotel</td> <td>NONHLANHLA CHRISTOBEL ...</td> <td>Approved</td> <td>Rejected</td> </tr> <tr> <td></td> <td>Reason - Approved</td> <td></td> <td></td> <td></td> <td>Reason - N/A</td> <td></td> <td></td> </tr> <tr> <td>Car Rental</td> <td>NONHLANHLA CHRISTOBEL ...</td> <td>Approved</td> <td>Rejected</td> <td>Car Rental</td> <td>NONHLANHLA CHRISTOBEL ...</td> <td>Approved</td> <td>Rejected</td> </tr> <tr> <td></td> <td>Reason - Approved</td> <td></td> <td></td> <td></td> <td>Reason - N/A</td> <td></td> <td></td> </tr> </table>						Flight	NONHLANHLA CHRISTOBEL ...	Approved	Rejected	Flight	NONHLANHLA CHRISTOBEL ...	Approved	Rejected		Reason - Approved				Reason - N/A			Flight	NONHLANHLA CHRISTOBEL ...	Approved	Rejected	Flight	NONHLANHLA CHRISTOBEL ...	Approved	Rejected		Reason - Approved				Reason - N/A			Hotel	NONHLANHLA CHRISTOBEL ...	Approved	Rejected	Hotel	NONHLANHLA CHRISTOBEL ...	Approved	Rejected		Reason - Approved				Reason - N/A			Car Rental	NONHLANHLA CHRISTOBEL ...	Approved	Rejected	Car Rental	NONHLANHLA CHRISTOBEL ...	Approved	Rejected		Reason - Approved				Reason - N/A		
Flight	NONHLANHLA CHRISTOBEL ...	Approved	Rejected	Flight	NONHLANHLA CHRISTOBEL ...	Approved	Rejected																																																														
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Flight	NONHLANHLA CHRISTOBEL ...	Approved	Rejected	Flight	NONHLANHLA CHRISTOBEL ...	Approved	Rejected																																																														
	Reason - Approved				Reason - N/A																																																																
Hotel	NONHLANHLA CHRISTOBEL ...	Approved	Rejected	Hotel	NONHLANHLA CHRISTOBEL ...	Approved	Rejected																																																														
	Reason - Approved				Reason - N/A																																																																
Car Rental	NONHLANHLA CHRISTOBEL ...	Approved	Rejected	Car Rental	NONHLANHLA CHRISTOBEL ...	Approved	Rejected																																																														
	Reason - Approved				Reason - N/A																																																																

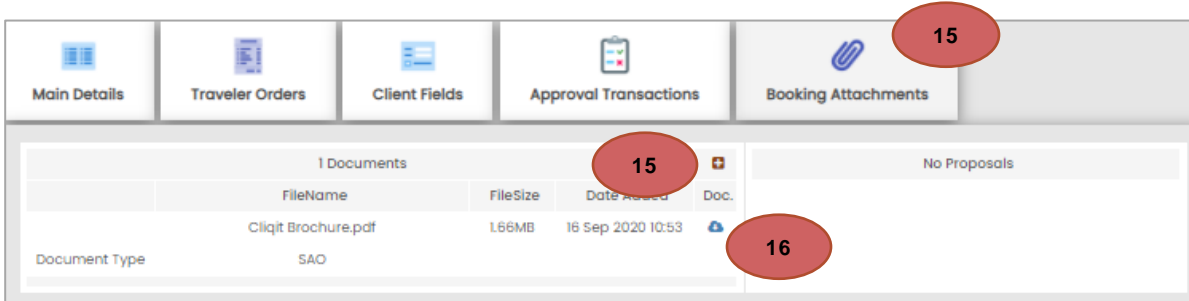
14. If you select the view approval logs tab the below page will open. Here you will find the logs of the approval workflow with time and date stamp. Select the icon to close the page.



Approval Transaction Logs		14	
Travel approval email was sent to christo van loggerenberg	18 Mar 2021 08:50		
All Approval sms messages were queued to send to approver christo van loggerenberg	18 Mar 2021 08:50	14	
christo van loggerenberg has opened approval for transaction ABFI1101	18 Mar 2021 08:58		
christo van loggerenberg has submitted approval via the approval inbox. Please see approval transaction details for more info	18 Mar 2021 08:59		
Approval finalised, closing approval	18 Mar 2021 09:00		
Booking Status email was sent to Christo ADMIN	18 Mar 2021 09:00		

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15. Select the booking attachments tab to find a copy of any documents that was attached to the booking before approval. You can also attach any other documents afterwards by selecting the  icon.

16. Select the  icon to open the attachment.



1 Documents				
FileName	FileSize	Date Added	Doc.	
Cliqit Brochure.pdf	1.66MB	16 Sep 2020 10:53		

Document Type: SAO

No Proposals

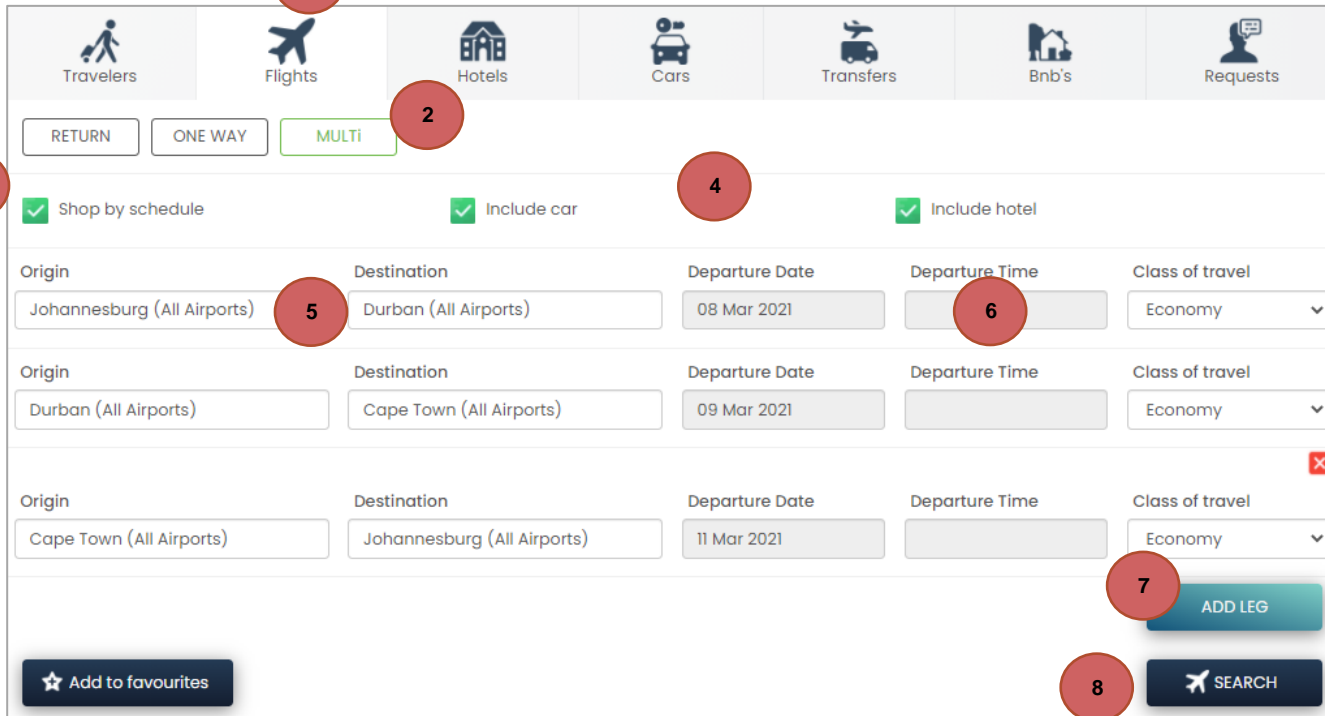
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10. Multi-Leg Flight bookings:

10.1. Multi-Leg Flight bookings:

10.1.1. *The Flight Search Form:*

1. Start your trip by selecting the **“Flights”** icon at the top of the page.
2. Select the **“Multi”** icon for the Multi-leg trip.
3. **NB NB** – you need to tick the box **“Shop by Schedule”**.
4. Tick the **“Include Car”** and **“Include Hotel”** boxes if you are also going to require these services. The system will then auto fill the times and dates for each destination.
5. Type the origin and destination details and make your selection from the dropdown list.
6. The **“Departure Time”** boxes are not mandatory fields for domestic travel.
7. Select the **“Add leg”** icon to build your route.
8. After completion of the whole route, select the **“Search”** tab.



The screenshot shows the flight search interface with the following elements highlighted by red circles with numbers:

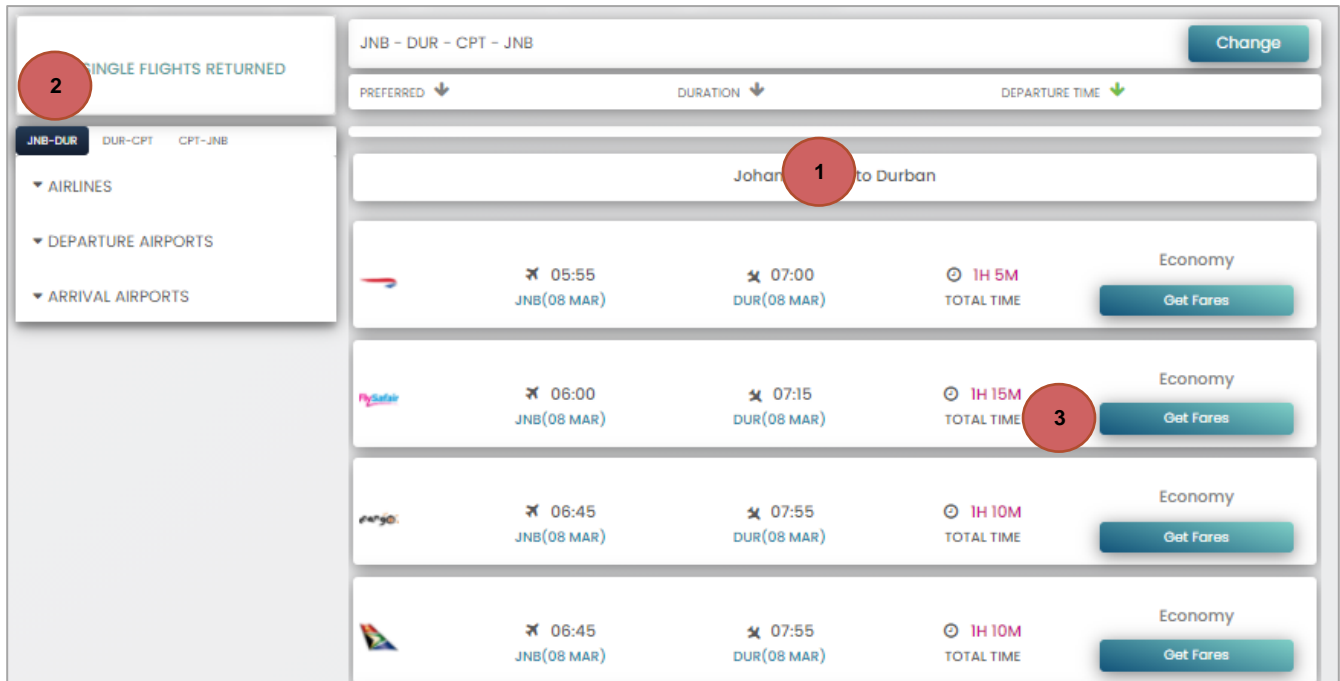
- 1:** The 'Flights' icon in the top navigation bar.
- 2:** The 'MULTI' button in the trip type selection area.
- 3:** The 'Shop by schedule' checkbox.
- 4:** The 'Include car' checkbox.
- 5:** The 'Origin' and 'Destination' dropdown menus for the first leg (Johannesburg to Durban).
- 6:** The 'Departure Time' dropdown menu for the first leg.
- 7:** The 'ADD LEG' button.
- 8:** The 'SEARCH' button.

The form includes three legs of travel, each with fields for Origin, Destination, Departure Date, Departure Time, and Class of travel. The first leg is from Johannesburg to Durban on 08 Mar 2021. The second leg is from Durban to Cape Town on 09 Mar 2021. The third leg is from Cape Town to Johannesburg on 11 Mar 2021. All legs are set to Economy class.

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10.1.2. Flights Results Page:

1. Flights will display per schedule for the day without prices starting with the 1st flight of the day till the last flight for the day.
2. Select your routing on the left hand sidebar to find the results per route.
3. Select the **“Get Fares”** tab to open all prices linked to this flight.




The screenshot displays the flight results page for the route JNB - DUR - CPT - JNB. The sidebar on the left shows the 'JNB-DUR' filter selected. The main content area lists four flight options, each with a 'Get Fares' button. The second flight option is highlighted with a red circle labeled '3'.

Airline	Departure (JNB)	Arrival (DUR)	Total Time	Fare Type	Action
South African Airways	05:55 (JNB 08 MAR)	07:00 (DUR 08 MAR)	1H 5M	Economy	Get Fares
flySafair	06:00 (JNB 08 MAR)	07:15 (DUR 08 MAR)	1H 15M	Economy	Get Fares
ingo	06:45 (JNB 08 MAR)	07:55 (DUR 08 MAR)	1H 10M	Economy	Get Fares
South African Airways	06:45 (JNB 08 MAR)	07:55 (DUR 08 MAR)	1H 10M	Economy	Get Fares

4. Click on the **“Select”** icon to make your selection from the list of prices.

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✈ 05:55
JNB(08 MAR)

✈ 07:00
DUR(08 MAR)

⌚ 1H 5M
TOTAL TIME

Economy
Get Fares



✈ 06:00
JNB(08 MAR)

✈ 07:15
DUR(08 MAR)

⌚ 1H 15M
TOTAL TIME

Economy
Close

Cabin Class	Policy	Total	Actions
C	✓ In Policy	612.98	<div>4</div> Fare Rules Select
F	✓ In Policy	670.48	Fare Rules Select
R	✓ In Policy	716.48	Fare Rules Select

5. Upon selecting the flight, it will move to the grid at the top of the page.

0 SINGLE FLIGHTS RETURNED


JNB - DUR - CPT - JNB

Change

PREFERRED ↓ DURATION ↓ DEPARTURE TIME ↓

JNB-DUR DUR-CPT CPT-JNB

AIRLINES


Airline - Safair (Proprietary) Ltd.
✈ Johannesburg (JNB), 08 MAR 06:00
FA - 286 ⌚ Duration - 1H 15M

5

✈ Durban (DUR), 08 MAR 07:15
🛫 Economy (R), 0 Seats Left ✓

Fare ZAR 410.00
Taxes ZAR 306.48
Total ZAR 716.48

6. Select the next route on the left-hand sidebar to make your selection for the next flight.

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11 SIMILAR FLIGHTS RETURNED
6

JNB-DUR
DUR-CPT
CPT-JNB

AIRLINES
DEPARTURE AIRPORTS
ARRIVAL AIRPORTS

JNB - DUR - CPT - JNB Change


PREFERRED ▼ DURATION ▼ DEPARTURE TIME ▼


Airline - Safair (Proprietary) Ltd.
✈ Johannesburg (JNB), 08 MAR 06:00
FA - 286 ⌚ Duration - 1h 15m

✈ Durban (DUR), 08 MAR 07:15
Economy (R), 0 Seats Left ✓

Fare ZAR 410.00
Taxes ZAR 306.48
Total ZAR 716.48


Durban to Cape Town


✈ 06:20
DUR(09 MAR)

✈ 08:30
CPT(09 MAR)

⌚ 2H 10M
TOTAL TIME


Economy
Get Fares


✈ 07:45
DUR(09 MAR)

✈ 10:55
CPT(09 MAR)

⌚ 3H 10M
TOTAL TIME

Economy
Get Fares


✈ 10:15
DUR(09 MAR)

✈ 12:35
CPT(09 MAR)

⌚ 2H 20M
TOTAL TIME

Economy
Get Fares

- Repeat the process by selecting the **“Get Fares”** button to open the **8.** price listing to make your selection.
- The selection will be added to the top grid.

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11 SINGLE FLIGHTS RETURNED

JNB-DUR
DUR-CPT
CPT-JNB

AIRLINES
DEPARTURE AIRPORTS
ARRIVAL AIRPORTS

JNB - DUR - CPT - JNB
Change

PREFERRED
DURATION
DEPARTURE TIME

FlySafair
Airline - Safair (Proprietary) Ltd.
Johannesburg (JNB), 08 MAR 08:00
Durban (DUR), 08 MAR 07:15
FA - 286
Duration - 1H 15M
Economy (R), 0 Seats Left
Fare ZAR 410.00
Taxes ZAR 306.48
Total ZAR 716.48

Mango
Airline - Mango
Durban (DUR), 09 MAR 10:15
Cape Town (CPT), 09 MAR 12:35
JE - 323
Duration - 2H 20M
Economy (X), 0 Seats Left
Fare ZAR 470.00
Taxes ZAR 205.48
Total ZAR 675.48

Durban to Cape Town

06:20
08:30
2H 10M
TOTAL TIME
Economy
Get Fares

07:45
10:55
3H 10M
TOTAL TIME
Economy
Get Fares

10:15
12:35
2H 20M
TOTAL TIME
Economy
Close

Cabin Class	Policy	Total	Actions
X (Corp)	In Policy	675.48	Fare Rules Select
L (Corp)	In Policy	744.48	Fare Rules

10. Only when the whole routing has been completed the top grid's 11. **“Select”** tab will open for you to add the routing to your shopping basket at the top of the page.

52 SINGLE FLIGHTS RETURNED

JNB-DUR
DUR-CPT
CPT-JNB

AIRLINES
DEPARTURE AIRPORTS
ARRIVAL AIRPORTS

JNB - DUR - CPT - JNB
Change

PREFERRED
DURATION
DEPARTURE TIME

FlySafair
Airline - Safair (Proprietary) Ltd.
Johannesburg (JNB), 08 MAR 08:00
Durban (DUR), 08 MAR 07:15
FA - 286
Duration - 1H 15M
Economy (R), 0 Seats Left
Fare ZAR 410.00
Taxes ZAR 306.48
Total ZAR 716.48


Mango
Airline - Mango
Durban (DUR), 09 MAR 10:15
Cape Town (CPT), 09 MAR 12:35
JE - 323
Duration - 2H 20M
Economy (X), 0 Seats Left
Fare ZAR 470.00
Taxes ZAR 205.48
Total ZAR 675.48

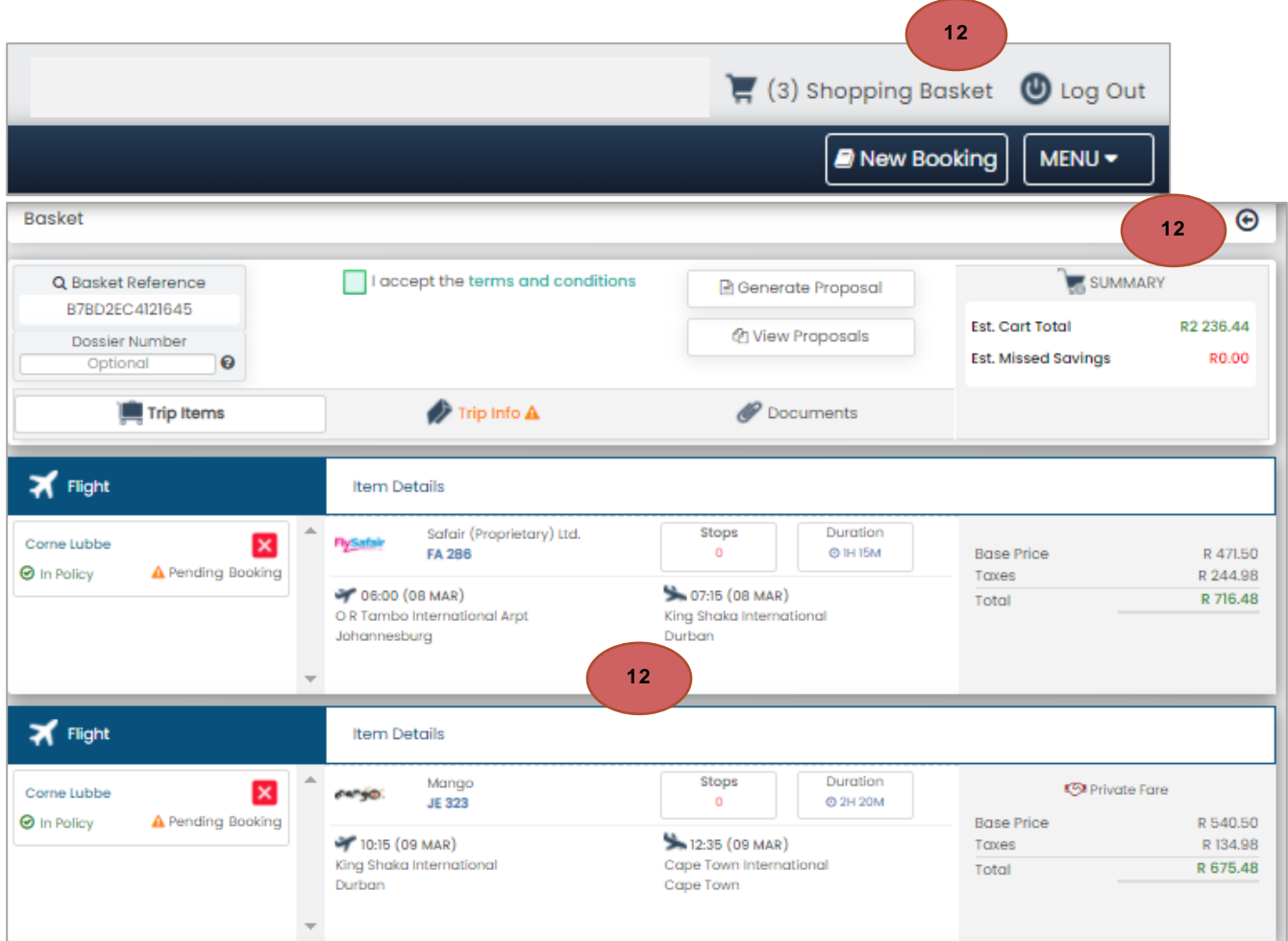
South African Airlink
Airline - South African Airlink
Cape Town (CPT), 11 MAR 16:15
Johannesburg (JNB), 11 MAR 18:20
4Z - 894
Duration - 2H 5M
Economy (W), 0 Seats Left
Fare ZAR 250.00
Taxes ZAR 594.48
Total ZAR 844.48

TOTAL: ZAR
Select

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12. By selecting the **“Shopping Basket”** link at the top of the page the trip details will open. If you only require flights, you can check out.

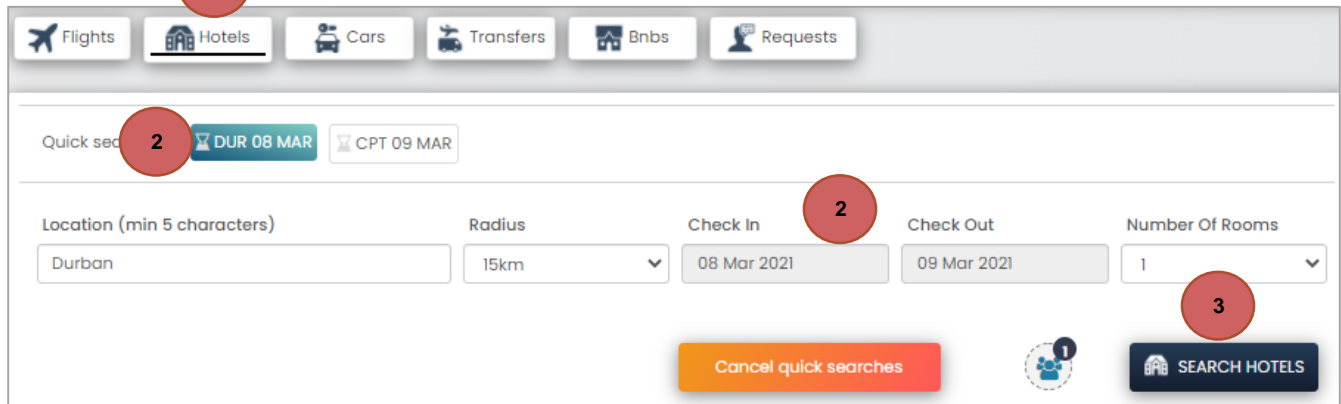
To add accommodation and car rental select the  button.



10.2. Booking Accommodation in a Multi-Leg Booking

10.2.1 Hotel search page

1. Select the **“Hotels”** tab to start your accommodation search.
2. The system will auto fill all details for the hotel search for the blue selected location.
3. Select the **“Search Hotels”** tab to find your results.



1. Navigation bar with tabs: Flights, Hotels, Cars, Transfers, Bnbs, Requests.

2. Quick search filters: DUR 08 MAR, CPT 09 MAR.

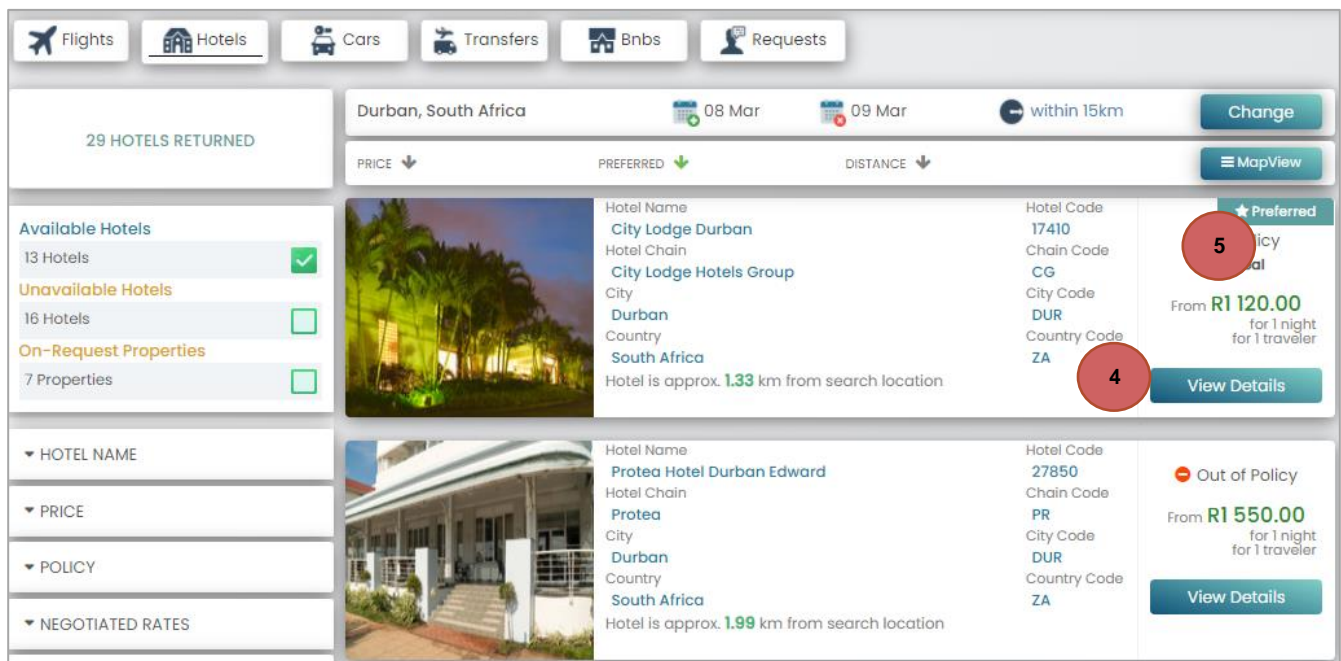
3. Search button: SEARCH HOTELS.

Search criteria: Location (min 5 characters): Durban, Radius: 15km, Check In: 08 Mar 2021, Check Out: 09 Mar 2021, Number Of Rooms: 1.

Buttons: Cancel quick searches, SEARCH HOTELS.

10.2.2 Hotel results page

- Make your selection from the results page by selecting the **“View Details”** button to be taken into the hotel's room type availability.
- Note:** The “from” rate is the total amount for the whole stay and the amount below that is the rate per night if the traveller is staying more than one night.



29 HOTELS RETURNED

Search criteria: Durban, South Africa, 08 Mar, 09 Mar, within 15km.

Filters: PRICE, PREFERRED, DISTANCE, MapView.

Available Hotels: 13 Hotels, Unavailable Hotels: 16 Hotels, On-Request Properties: 7 Properties.

Hotel Name: City Lodge Durban, Hotel Chain: City Lodge Hotels Group, City: Durban, Country: South Africa, Hotel is approx. 1.33 km from search location.

Hotel Code: 17410, Chain Code: CG, City Code: DUR, Country Code: ZA.

From R1 120.00 for 1 night for 1 traveler.

Hotel Name: Protea Hotel Durban Edward, Hotel Chain: Protea, City: Durban, Country: South Africa, Hotel is approx. 1.99 km from search location.

Hotel Code: 27850, Chain Code: PR, City Code: DUR, Country Code: ZA.


From R1 550.00 for 1 night for 1 traveler.

Buttons: View Details, View Details.

- Choose your room type under the **“Rooms”** tab by clicking on the **“Select”** icon to have the room added to your **“Shopping Basket”**. After your room is added to the shopping basket the system will default back to the results page.

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Protea Hotel Durban Edward - from 08 Mar to 09 Mar BACK



- Images
- Map
- Details
- Rooms**
- Amenities

ROOM SELECTION | **SELECTED ROOMS: 0/1** **ASSIGNED GUESTS: 0/1**

Available Rooms (Room images are for display purposes only)




Bed And Breakfast Standard Twin Beds Non Smoking
Best Available Rate
Breakfast ✓, Lunch ✗, Dinner ✗
Bed Type: Double beds
Room View: Various Views
Smoking Room: ✗

Rate Category: Rack General
Rate Plan: N2TQ89
Refundable: YES
ShowRules

Out of Policy
Public Rate
1 Night(s)
Total Price: ZAR 1 550.00

6 **SELECT**



Bed And Breakfast Executive Twin Beds
Best Available Rate
Breakfast ✓, Lunch ✗, Dinner ✗
Bed Type: Double beds
Room View: Various Views
Smoking Room: ✗

Rate Category: Rack General
Rate Plan: D1DQ89
Refundable: YES
ShowRules

Out of Policy
Public Rate
1 Night(s)
Total Price: ZAR 1 550.00

6 **SELECT**

7. Select the **“Back”** icon to go back to the hotel result page.

Protea Hotel Durban Edward - from 08 Mar to 09 Mar 7 BACK



ROOM SELECTION | **SELECTED ROOMS: 1/1** **ASSIGNED GUESTS: 1/1**

Bed And Breakfast Corne Lubbe Est. RoomCost: ZAR 1 550.00 remove

Est. Total: ZAR 1 550.00 **ADD ROOMS**

8. Select the **“Change”** icon to go back to the hotel search page for the next destination.

29 HOTELS RETURNED

Durban, South Africa 08 Mar 09 Mar within 15km **8** **Change**

PRICE ↓ PREFERRED ↓ DISTANCE ↓ **MapView**

9. On the search page the location already booked will now display green in colour.

10. The system will auto fill the fields for the next location to search for the hotel.

11. Select the **“Search Hotels”** button to be navigated to the results page.

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9

Quick searches: DUR 08 MAR CPT 09 MAR

Location (min 5 characters)

Cape Town

Radius

15km

Check In

09 Mar 2021

Check Out

11 Mar 2021

Number Of Rooms

1

Cancel quick searches

1

11

SEARCH HOTELS

12. Repeat the previous process by selecting your hotel by clicking on the **“View details”** button be navigated to the hotel’s room types.

Flights

Hotels

Cars

Transfers

Bnbs

Requests

114 HOTELS RETURNED

Cape Town, South Africa

09 Mar

10 Mar

within 15km

Change

PRICE

PREFERRED

DISTANCE

MapView

Available Hotels

68 Hotels

Unavailable Hotels

46 Hotels

On-Request Properties


14 Properties

HOTEL NAME

PRICE

POLICY

NEGOTIATED RATES



Hotel Name

City Lodge Pinelands

Hotel Chain

City Lodge Hotels Group

City

Cape Town

Country

South Africa

Hotel is approx. 6.64 km from search location

Hotel Code

16668

City

CPT

Country Code

ZA

Preferred

In Policy


Deal

From R1 120.00

for 1 night

for 1 traveler

View Details



Hotel Name

Lagoon Beach Hotel Spa

Hotel Chain

Siteminder

City

Cape Town

Country

South Africa

Hotel is approx. 6.85 km from search location

Hotel Code

66469

Chain Code

GD

City Code

CPT

Country Code

ZA

Preferred

Out of Policy

From R1 500.00

for 1 night

for 1 traveler

View Details


13. Select the room type under the **“Rooms”** icon to add to your **“Shopping Basket”**.

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City Lodge Pinelands - from 09 Mar to 10 Mar BACK



- Images
- Map
- Details
- Amenities
- Rooms**

ROOM SELECTION | SELECTED ROOMS: 0/1 ASSIGNED GUESTS: 0/1


Available Rooms (Room images are for display purposes only)



One Queen Bed. Room Designed For Physically Dis
Government Ro Comm
Breakfast, Lunch, Dinner
Bed Type: Queen bed
Room View: Various Views
Smoking Room:

Rate Category: All
Rate Plan: DISGOX1
Refundable: YES
ShowRules

In Policy
Negotiated
1 Night(s)
Total Price: ZAR 1 120.00
SELECT



One Queen Bed. En Suite Bathroom. Maximum Two A
Government Ro Comm
Breakfast, Lunch, Dinner
Bed Type: Queen bed
Room View: Various Views
Smoking Room:

Rate Category: All
Rate Plan: NIDGOX1
Refundable: YES
ShowRules

In Policy
Negotiated
1 Night(s)
Total Price: ZAR 1 120.00
SELECT

14. On the hotel search page all the location tab's will be green to indicate that selections were made for all locations.

14

Quick searches: DUR 08 MAR CPT 09 MAR

Location (min 5 characters)
Cape Town

Radius
15km

Check In
09 Mar 2021

Check Out
11 Mar 2021

Number Of Rooms
1

Cancel quick searches


1

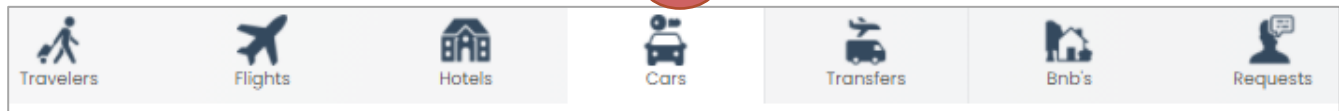
SEARCH HOTELS

10.3. Car Rental when Booking a Multi-Leg Trip

10.3.1. Car search page

1. Select the Car Tab to be navigated to the car search page.
2. The system will auto fill the details for the car search for the blue highlighted location.
3. Select the **"Search Cars"** tab.

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Quick search **2** DUR 08 MAR CPT 09 MAR

Pick up location: Drop off location:

Pick up date: Pick up time: Drop off date: Drop off time:

★ Add to favourites Cancel quick searches **3** SEARCH CARS

10.3.2 Car results page

- On the results page make your selection by clicking on the **“Details”** tab.

11 CARS RETURNED

Durban (08 Mar 2021) - Durban (09 Mar 2021) Change


PRICE PREFERRED

▼ DEALS

▼ PRICE

▼ RENTAL AGENTS

▼ POLICY



Bidvest Car Rental (BV)
Group B - Ford Fiesta/Similar
EDMR - Car (4-5 Door)
Class - Economy
Mileage Allowance - 100 km
Cost per km - R2.27
 Agc. Deal


Aircon
Petrol
Manual
Airbags
Abs
P. Steering

Preferred
In Policy
One day rental Excluded
Est. **R360.00**
total for 1 day

4 Details

- Details of the vehicle and rate will be displayed.
- You can select an additional driver for the rental here.
- Select your **“Travel Reason”** from the dropdown list.
- If you select projects as a travel reason, another block will open to indicate if this is a business trip or not.
- Select the **“Add to basket”** icon to add the vehicle to your shopping basket.

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Thrifty Car Rental (ZT)
Group B - VW Polo Vivo or similar
EDMR - Car (4-5 Door)
Class - Economy
Agc. Deal

Pickup 08 Apr 10:00
Return 09 Apr 10:00
Length 1 day

★ Preferred

Aircon Petrol Manual Airbags Abs P. Steering

Pickup Location

In Terminal

Return Location

In Terminal

☐ Request Delivery (min 5 characters)

Delivery Address

☐ Request Collection (min 5 characters)

Collection Address

Driver Selection

Driver	Traveler Name	Primary Driver
<input checked="" type="checkbox"/>	NONHLANHLA CHRISTOBEL MKHIZE	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	YASHIL NARANDAS	<input type="checkbox"/>

Rental Reason: 017 - PROJECTS

☐ Rental is for business trip

Rate Options: 1-3 Days

Rate Description	Account	Rate Code
1-3 Days	3068334	ESK01
Mileage Allowance	Rate Category	Rate Type
100 km	Standard	Daily
Cost per km	Insurance Waiver	
R2.00	Super Waivers	

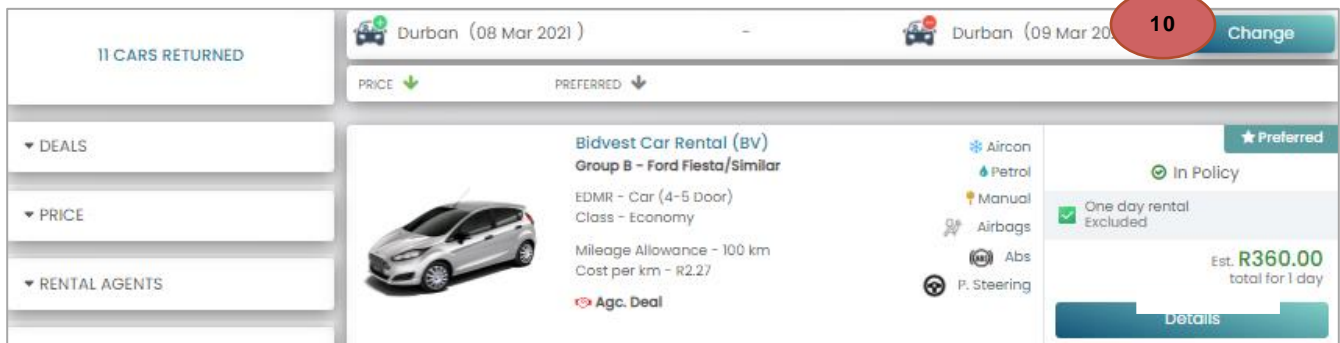
☒ In Policy
Add To Basket

Cost BreakDown

Daily Rate	R364.00
Additional driver	R350.00
Total	Est. R714.00

10. The below page will open, select the **“Change”** button to be diverted back to the car search page.

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11 CARS RETURNED

Durban (08 Mar 2021) - Durban (09 Mar 2021) **10** Change

PRICE ↓ PREFERRED ↓

Bidvest Car Rental (BV)
Group B - Ford Fiesta/Similar

EDMR - Car (4-5 Door)
Class - Economy

Mileage Allowance - 100 km
Cost per km - R2.27

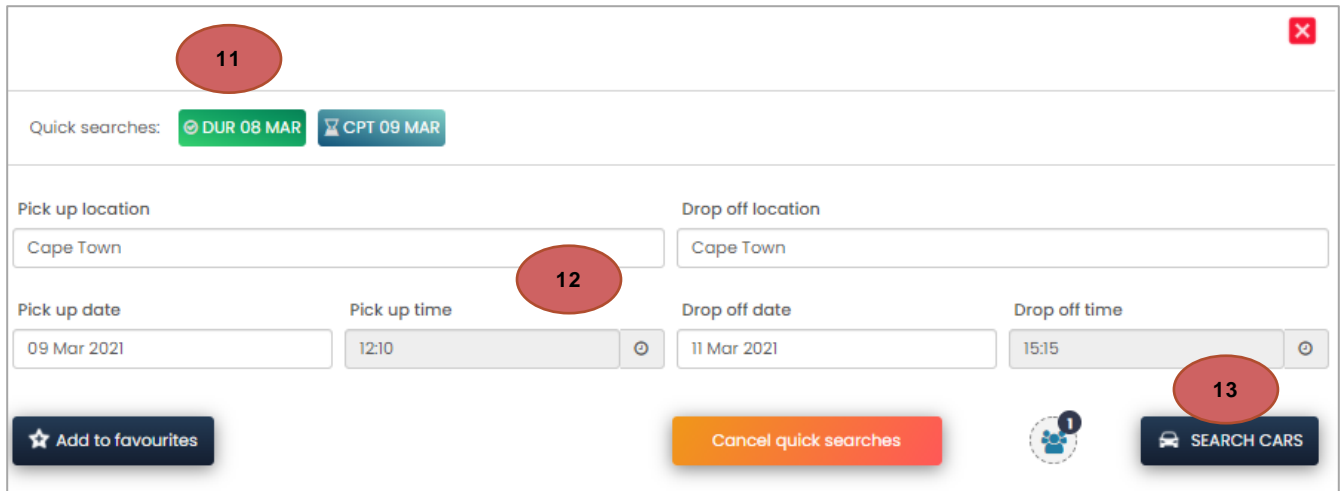
Agc. Deal

Aircon
Petrol
Manual
Airbags
Abs
P. Steering

★ Preferred
In Policy
One day rental Excluded
Est. **R360.00**
total for 1 day

Details

11. On the search page the location already booked will be green in colour.
12. The system will auto fill the fields for the next location to search for a vehicle.
13. Select the **“Search Cars”** button to have the results page open.



11

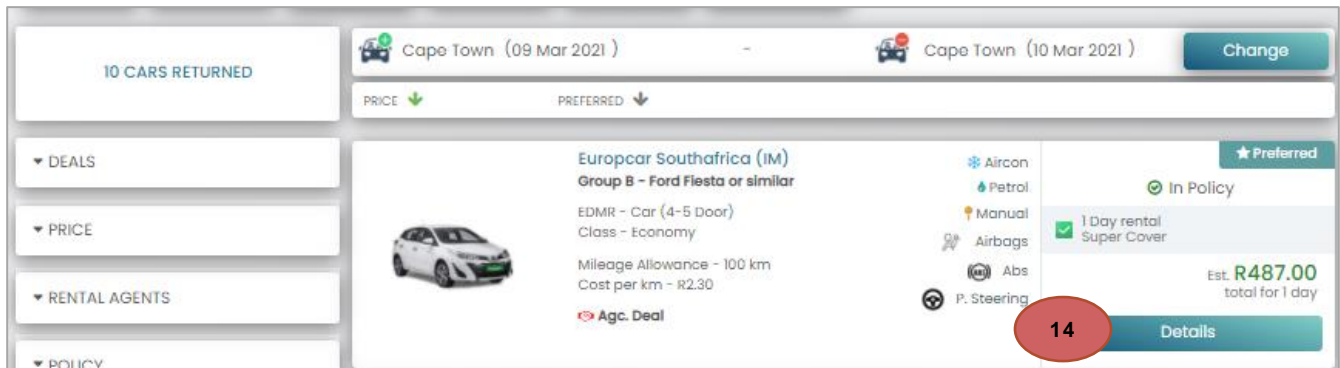
Quick searches: **DUR 08 MAR** CPT 09 MAR

Pick up location: Cape Town Drop off location: Cape Town

Pick up date: 09 Mar 2021 Pick up time: 12:10 **12** Drop off date: 11 Mar 2021 Drop off time: 15:15

★ Add to favourites Cancel quick searches **13** **SEARCH CARS**

14. Repeat the previous steps to make your vehicle selection and add it to your shopping basket.



10 CARS RETURNED

Cape Town (09 Mar 2021) - Cape Town (10 Mar 2021) Change

PRICE ↓ PREFERRED ↓

Europcar Southafrica (IM)
Group B - Ford Fiesta or similar

EDMR - Car (4-5 Door)
Class - Economy

Mileage Allowance - 100 km
Cost per km - R2.30

Agc. Deal

Aircon
Petrol
Manual
Airbags
Abs
P. Steering

★ Preferred
In Policy
1 Day rental Super Cover
Est. **R487.00**
total for 1 day

14 Details

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15. On the car search page all the location tab's will be green in colour to indicate that selections were made for all locations.

Quick searches:

DUR 08 MAR

CPT 09 MAR

15

Pick up location

Drop off location

Pick up date


Pick up time

Drop off date

Drop off time

Add to favourites

Cancel quick searches




SEARCH CARS

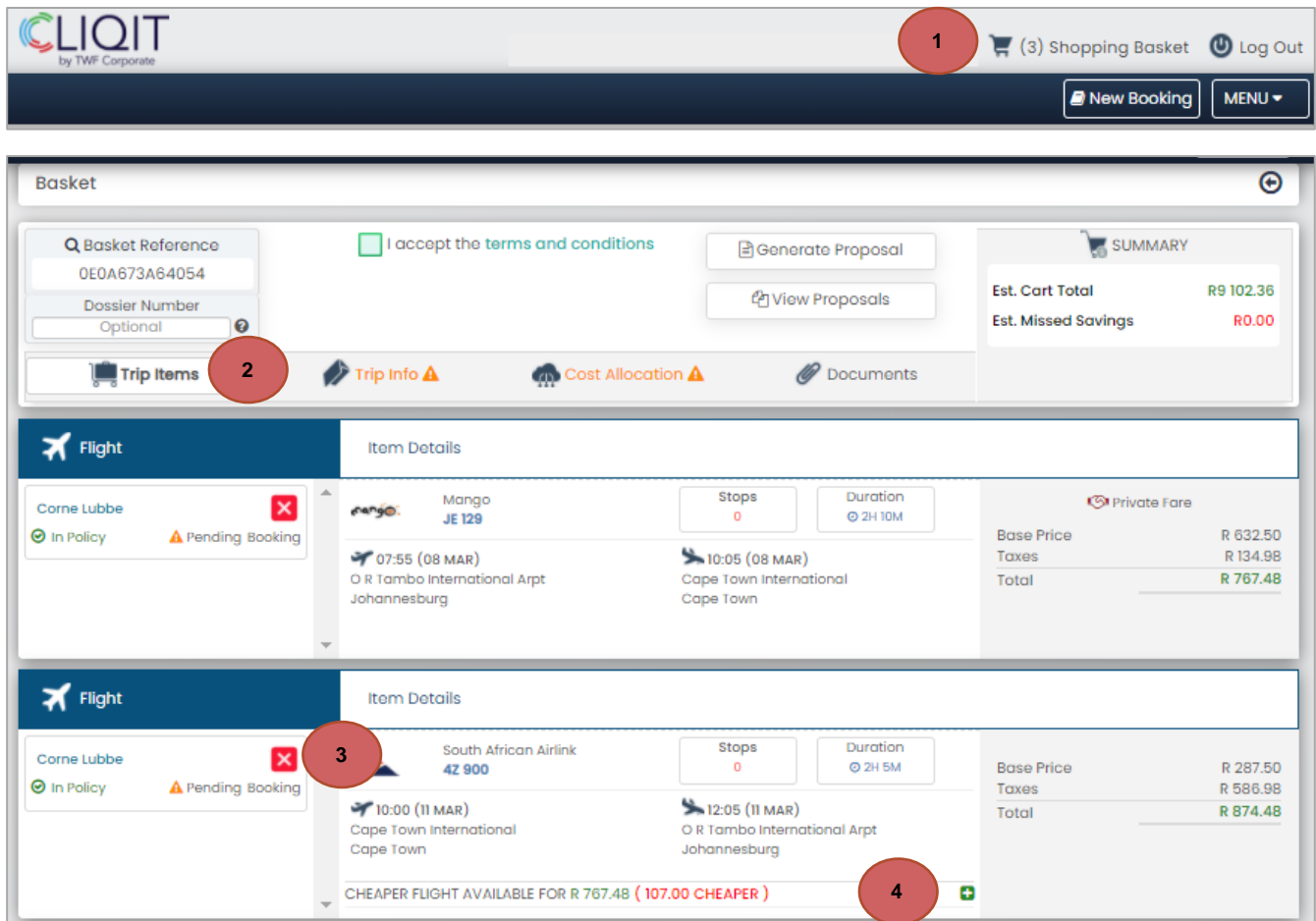
	Title: Cliqit Manual - Eskom	Number: BS147	Revision: 1	Effective Date: 2021-04-14
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11. Shopping Basket

Once you have selected all your required services you can select your shopping basket to submit the booking.

11.1. Generate a Booking with Only Active Segments

1. After you have selected all your required services, click on the **“Shopping basket”** at top right of the page.
2. Inside your **“Shopping basket”** the system will default to the **“Trip items”** tab.
3. Click on the  button, if a service is no longer required to remove from your itinerary.
4. If a cheaper option on any service was offered and not selected this will be noted under the **“Trip items”**. You can view and swop the cheaper option by selecting the + sign, to expand the information.

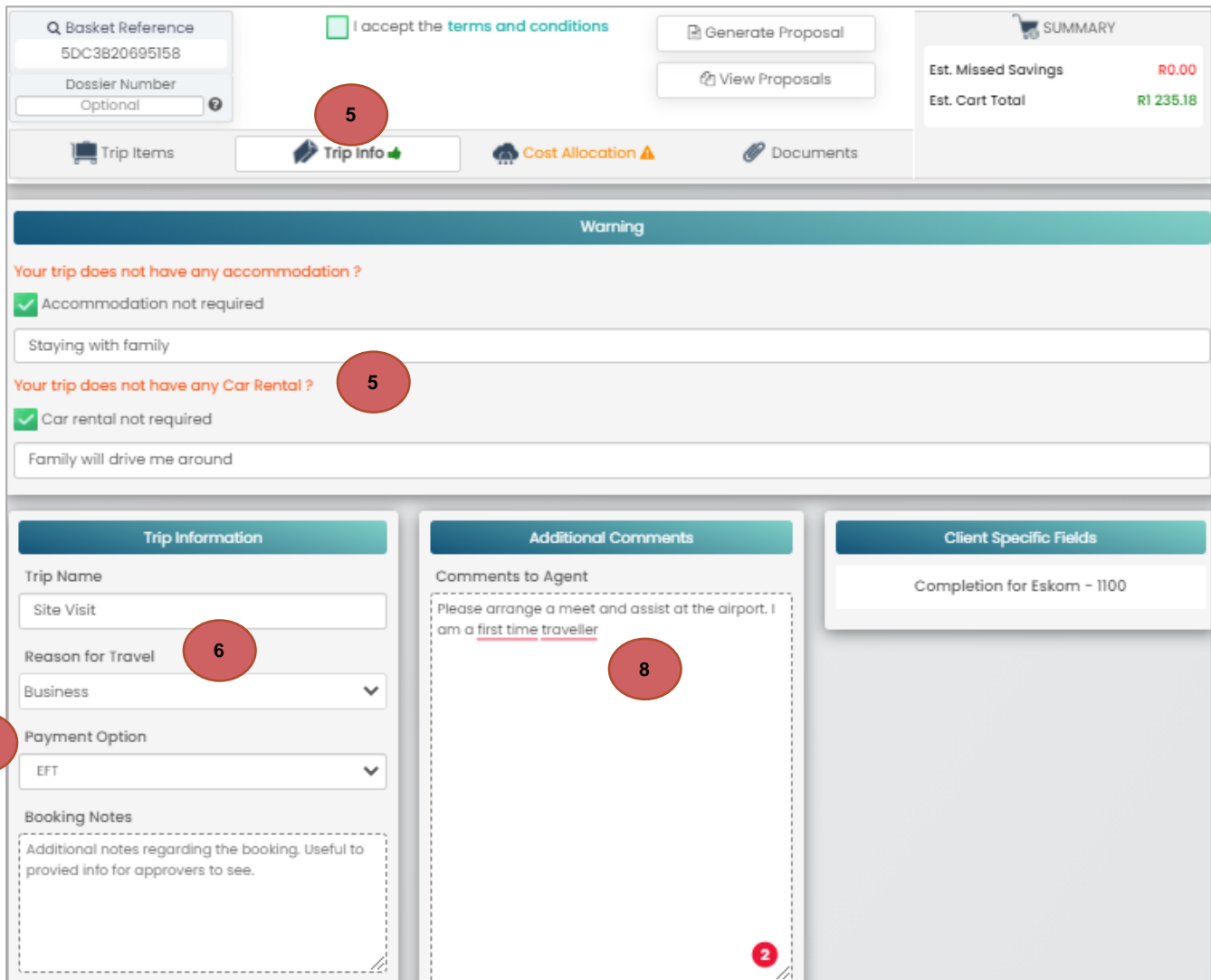


The screenshot shows the Cliqit Shopping Basket interface. At the top, there is a header bar with the Cliqit logo, a shopping basket icon with '(3) Shopping Basket', and a 'Log Out' button. Below the header, there is a 'New Booking' button and a 'MENU' dropdown. The main content area is titled 'Basket' and contains several sections:

- Search and Filters:** Includes a 'Basket Reference' field with the value '0E0A673A64054', a 'Dossier Number' field with the value 'Optional', and a 'Generate Proposal' button.
- Summary:** Displays 'Est. Cart Total' as R9 102.36 and 'Est. Missed Savings' as R0.00.
- Trip Items Tab:** This tab is selected and contains two flight items.
 - Item 1 (Mango JE 129):** Shows flight details for 07:55 (08 MAR) from O R Tambo International Arpt Johannesburg to Cape Town International Cape Town. It includes a 'Private Fare' section with a 'Base Price' of R 632.50, 'Taxes' of R 134.98, and a 'Total' of R 767.48. A red 'X' button is visible next to the item name.
 - Item 2 (South African Airlink 4Z 900):** Shows flight details for 10:00 (11 MAR) from Cape Town International Cape Town to O R Tambo International Arpt Johannesburg. It includes a 'Base Price' of R 287.50, 'Taxes' of R 586.98, and a 'Total' of R 874.48. A red 'X' button is visible next to the item name.
- Cheaper Flight Alert:** A message at the bottom states 'CHEAPER FLIGHT AVAILABLE FOR R 767.48 (107.00 CHEAPER)' with a green plus sign button next to it.

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- Complete fields under the **“Trip info”** tab. At the top the system will give you a warning about services that was not selected that could be part of your booking like a vehicle or accommodation. This is to ensure that you have selected all your relevant services before submitting your booking. Complete these warning fields accordingly which is mandatory.
- Complete the **“Trip name”** and **“Reason for travel”** fields which are mandatory fields to complete.
- Select your form of payment from the dropdown list: EFT or Floatcard.
- The **“Additional comments”** box is optional where you can generate a message/instruction (without any monetary value) to the consultant.



Warning

Your trip does not have any accommodation ?

☒ Accommodation not required

Staying with family

Your trip does not have any Car Rental ?

☒ Car rental not required

Family will drive me around

Trip Information

Trip Name
Site Visit

Reason for Travel
Business

Payment Option
EFT

Additional Comments

Comments to Agent

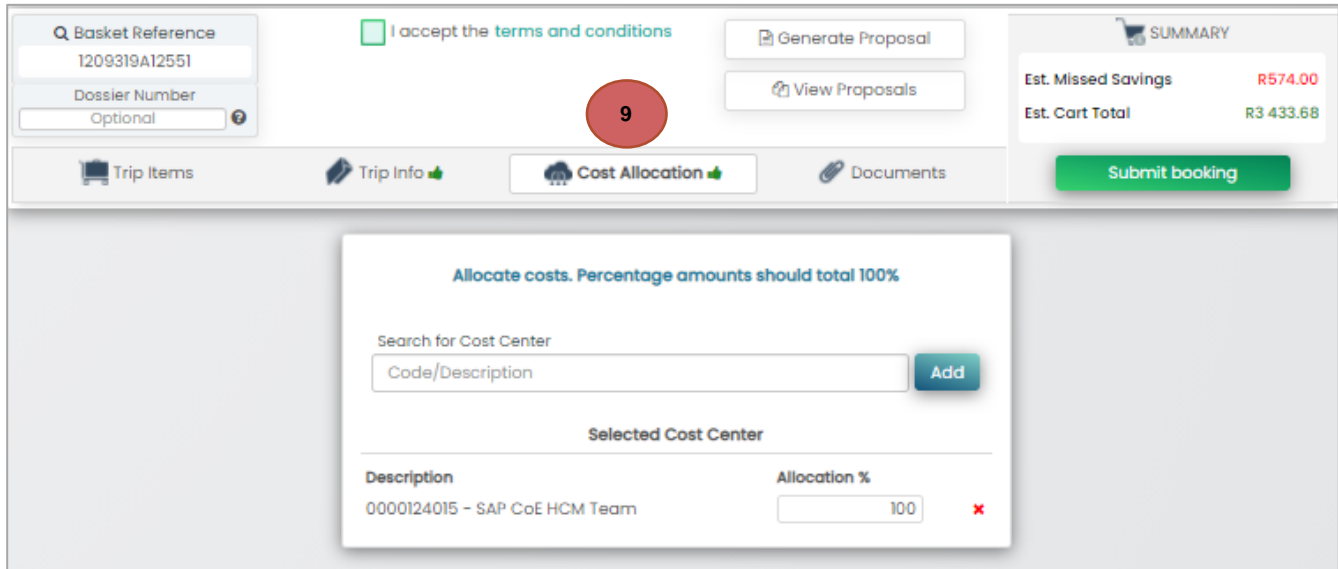
Please arrange a meet and assist at the airport. I am a first time traveller

Client Specific Fields

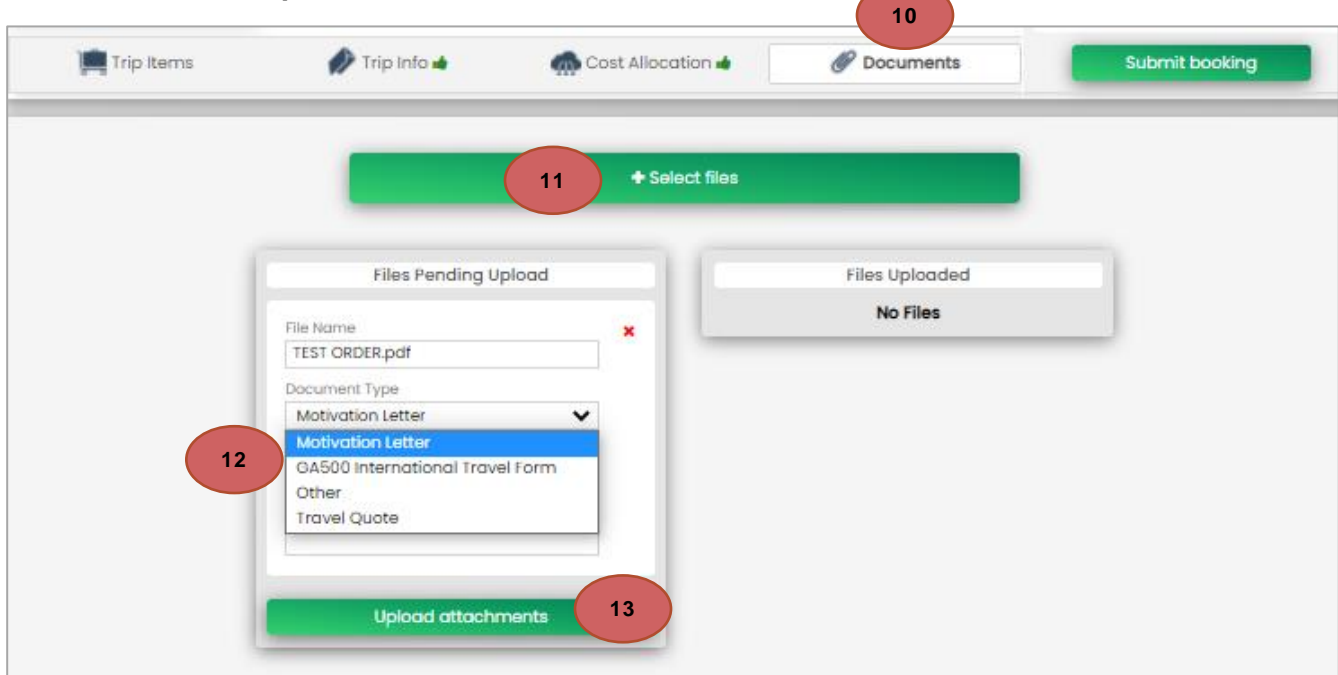
Completion for Eskom - 1100

- Click on the **“Cost allocation”** tab.

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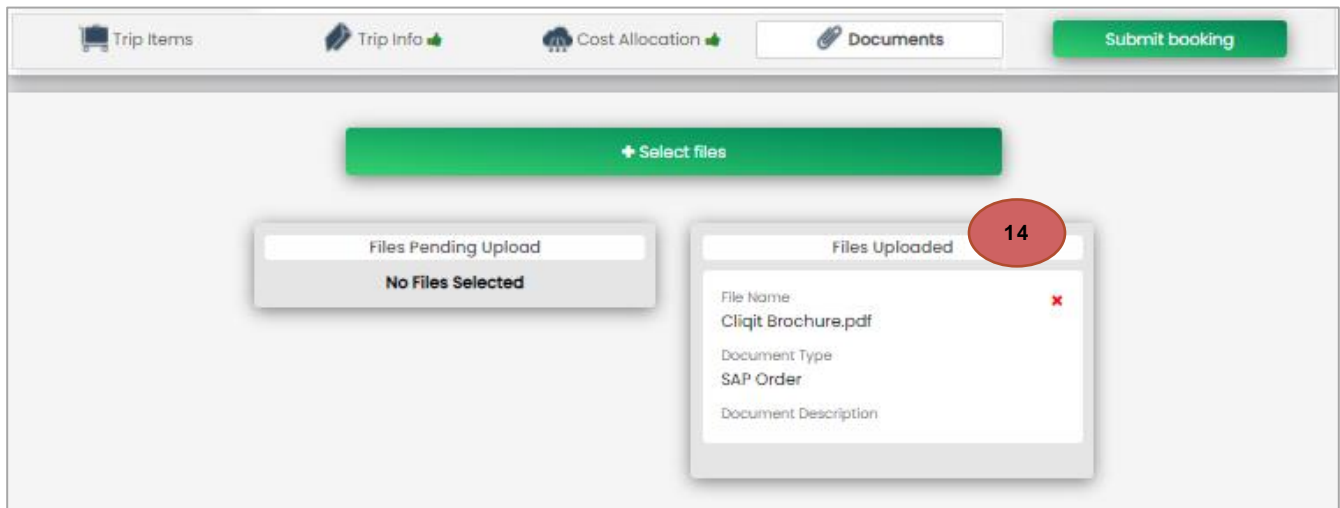


10. You can attach any document to the trip under the **“Documents”** tab.
11. If you have any out of policy services in your shopping basket, you will be required to attach a motivational letter before submitting your booking – **mandatory field**.
12. Click on the **“Select files”** tab. Search for the document on you PC & add.
13. Select your document type under the **“Document type”** dropdown list.
14. Select the **“Upload attachments”** tab.



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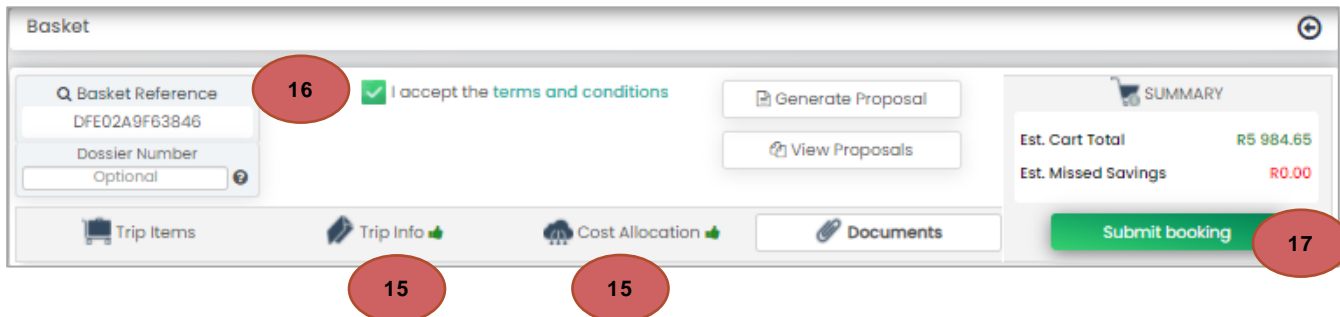
15. The system will display your uploaded document under the **“Files uploaded”** section.



16. The tabs, **Trip Info** & **Cost allocation** must be completed because it's mandatory fields. If any of these tabs still have an orange colour, there is info outstanding.

17. The **“Accept T&C”** box must be ticked.

18. Select the **“Submit booking”** icon to complete the booking.



If your trip includes accommodation:

1. The below pop up will generate. The meals and advance capturing displayed in this pop up is linked to what services you selected in the booking. If your trip includes accommodation, you have the option to select what meals is required.
You can select **“Full Board”** that will include breakfast, lunch and dinner.
2. If you tick the **“Full Board”** block another block will open to give you the option to indicate if you require a lunchpack for your stay.
3. Select your required subsistence allowance.
4. You can add your advance if required. Select the expense type from the dropdown list. Add the amount required.
5. **Important:** you need to click on the **“Add”** button to add the expense type to the trip.

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6. Select the payment option from the dropdown list.
7. Click on the **“Proceed With Booking”** button to submit the booking for approval.
8. You can go back to the previous page by selecting the **“Back to Basket”** button.

Capture Meal/Advances

Trip Start
10 Apr 2021

Trip End
14 Apr 2021

Days
3

Select Meals Required with Accommodation

1
☒ Full Board (Breakfast, Lunch & Dinner)

2
☒ Arrange Lunch Packs

Subsistence Allowance

Selected	Allowance	Total Advance
3 <input checked="" type="radio"/>	FDA - Option 1 (961A)	264.00

Advance

Expense Type

Parking Local
▼

Advance Amount

600

Add

5

9083 - Parking Local
Advance Amount

5

ZAR 600.00

Payment Option

EFT
▼

7

Proceed with Booking

8

Back to Basket

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If your trip does not include accommodation:

1. The below pop up will generate. Select your required ***“Substance allowance”*** option.
2. You can add your advance if required. Select the expense type from the dropdown list. Add the amount required.
3. **Important:** you need to click on the ***“Add”*** button to add the expense type to the trip.
4. Select the payment option from the dropdown list.
5. Click on the ***“Proceed With Booking”*** button to submit the booking for approval.
6. You can go back to the previous page by selecting the ***“Back to Basket”*** button.

Capture Meal/Advances

Trip Start

Trip End

Days

10 Apr 2021

14 Apr 2021

3

Substance Allowance

Selected	Allowance	Total Advance
<input type="radio"/>	FDA - Option 1 (961A)	264.00
<input checked="" type="radio"/>	FDA - Option 2 (961B)	858.00
<input type="radio"/>	FDA - Option 3 (962)	1 686.30

Advance

Expense Type

Advance Amount

Accommodation - Training

1200

Add

9067 - Accommodation - Training

Advance Amount

ZAR 1 200.00

Payment Option

EFT

Proceed with Booking

Back to Basket

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7. The below **“Travel confirmation”** with your booking details will generate on screen.


TRAVEL CONFIRMATION		
BOOKING REFERENCE		PNRS
ES0000111K		H9NOKA
<p>Online Check In: Please note online check – in is available between 24 to 48 hours prior to the flight departure time, depending on the airline. In order to select and secure your seat preference you may check–in online at www.twf.travel. Select the Travel Tools tab followed by selecting Online Check In. Scrolling down the page you find the airlines, listed A to Z, that offer an online check–in service. Once you have clicked on the relevant airline tab this will take you direct to the airline’s website where you may proceed your final check in stages.</p>		
FLIGHT – 07:10,2021-0		
4Z – South African Airlin	Traveller	Locator
CLASS	W – Economy	Corne Lubbe
DEPARTS	O R Tambo International Arpt , JNB	91N1HA
ARRIVES	Cape Town International , CPT	
FLIGHT – 17:30,2021-0		
FA – Safair (Proprietary) Ltd.	Traveller	Locator
CLASS	P – Economy	Corne Lubbe
DEPARTS	Cape Town International , CPT	91N1HA
ARRIVES	Lanseria International Arpt , JNB	
CAR – 09:20, 08 Feb 2021		
FR – First Car Rental	Primary Driver	Confirmation
CAR TYPE	4-5 Door	Corne Lubbe
PICKUP – DATE	09:20, 08 Feb 2021	
PICKUP ADDRESS	Cape Town Airport, CPT	
DROP OFF – DATE	17:30, 11 Feb 2021	
HOTEL – 08 Feb 2021		
Protea Hotel Cape Town Tyger Valley	Traveller	Confirmation
ROOM TYPE/DESC	Required, Guest Room, 2 Double	Corne Lubbe
CHECKIN – DATE	08 Feb 2021	76958600
CHECKOUT – DATE	11 Feb 2021	
LOCATION	Cape Town, CPT	

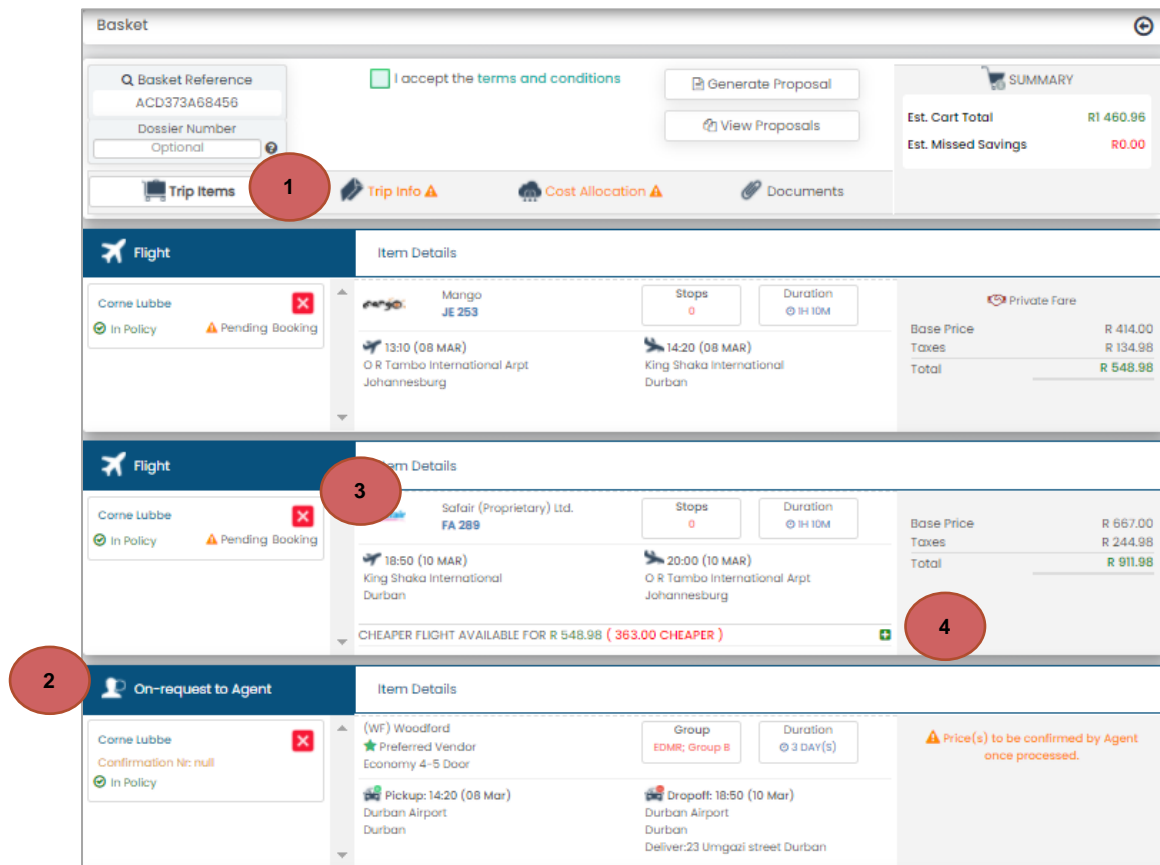
8. You will find this booking on your **“Dashboard”** with status awaiting approval. You can navigate from this page to your **“Dashboard”** by selecting the **“Menu”** tab & selecting **“My dashboard”** from the dropdown list.

TRAVEL CONFIRMATION		MENU ▼
BOOKING REFERENCE		<ul style="list-style-type: none"> Mini Guides Approval Inbox My Dashboard
ES0000111K		
<p>Online Check In: Please note online check – in is available between 24 to 48 hours prior to the flight departure time, depending on the airline. In order to select and secure your seat preference you may check–in online at www.twf.travel. Select the Travel Tools tab followed by selecting Online Check In. Scrolling down the page you find the airlines, listed A to Z, that offer an online check–in service. Once you have clicked on the relevant airline tab this will take you direct to the airline’s website where you may proceed your final check in stages.</p>		

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11.2. Generate a Booking with “On Request to Agent” Segments

1. Inside your **“Shopping basket”** the system will default to the **“Trip items”** tab.
2. **Important:** If the booking that you want to generate includes an agent assistance segment, because one of the suppliers in the booking is not available online & the consultant needs to confirm the cost, follow the below steps.
3. Click on the  button, if a service is no longer required to remove from your itinerary.
4. If a cheaper option on any service was offered and not selected this will be noted under the **“Item details”**. You can view and swop the cheaper option by selecting the + sign, to expand the information.



Basket

Q Basket Reference: ACD373A68456
Dossier Number: Optional


☐ I accept the terms and conditions

Generate Proposal
View Proposals

Summary
Est. Cart Total: R1 460.96
Est. Missed Savings: R0.00


Trip Items (1) Trip Info Cost Allocation Documents

Flight Item Details

Come Lubbe  Pending Booking
In Policy


Mango JE 253
13:30 (08 MAR) O R Tambo International Arpt Johannesburg
14:20 (08 MAR) King Shaka International Durban
Stops: 0 Duration: 1H 10M
Private Fare
Base Price: R 414.00
Taxes: R 134.98
Total: R 548.98

Flight Item Details

Come Lubbe  Pending Booking
In Policy

Safair (Proprietary) Ltd. FA 289
18:50 (10 MAR) King Shaka International Durban
20:00 (10 MAR) O R Tambo International Arpt Johannesburg
Stops: 0 Duration: 1H 10M
Base Price: R 667.00
Taxes: R 244.98
Total: R 911.98
CHEAPER FLIGHT AVAILABLE FOR R 548.98 (363.00 CHEAPER) (+)

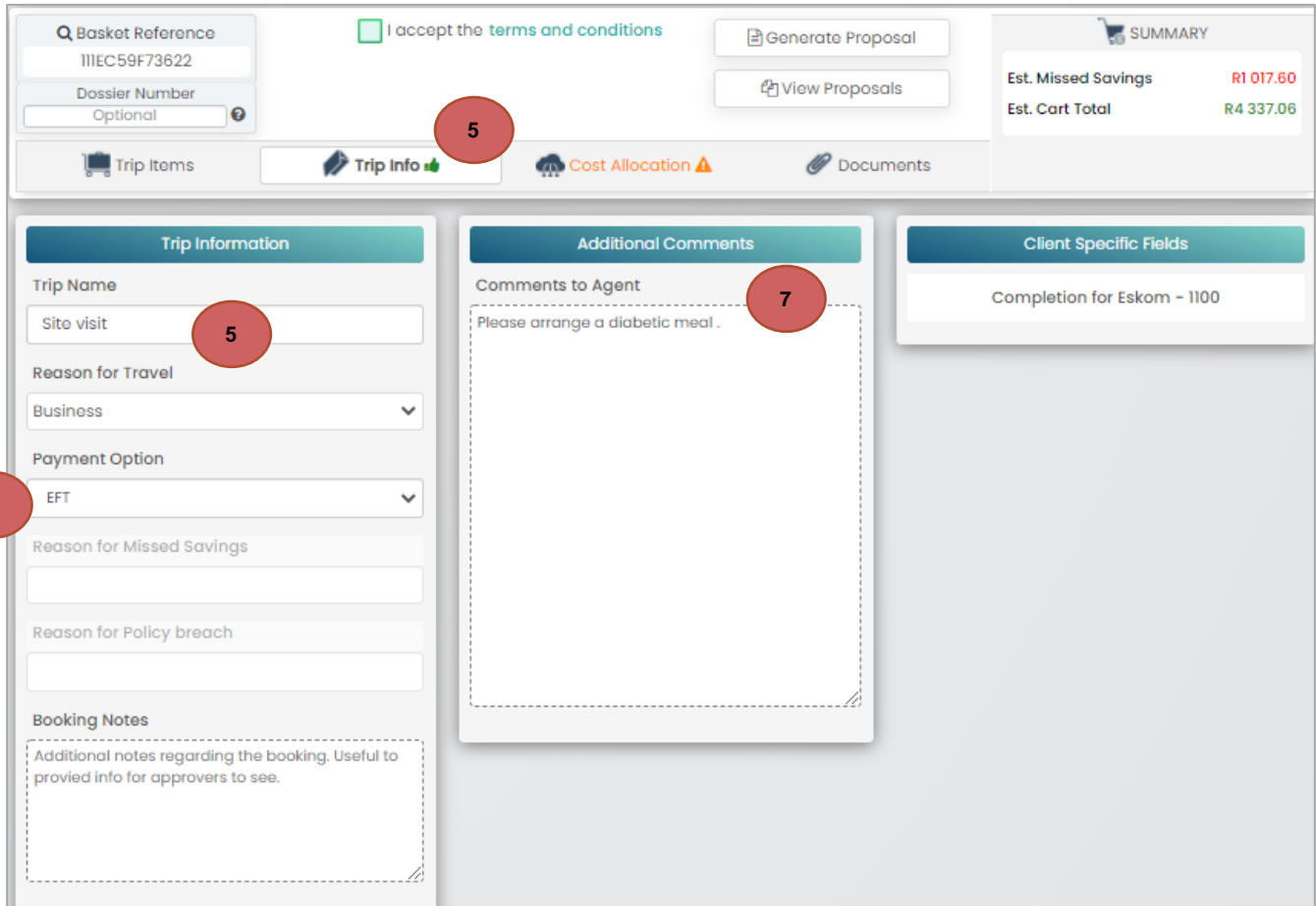
On-request to Agent Item Details

Come Lubbe  Pending Booking
Confirmation Nr: null
In Policy

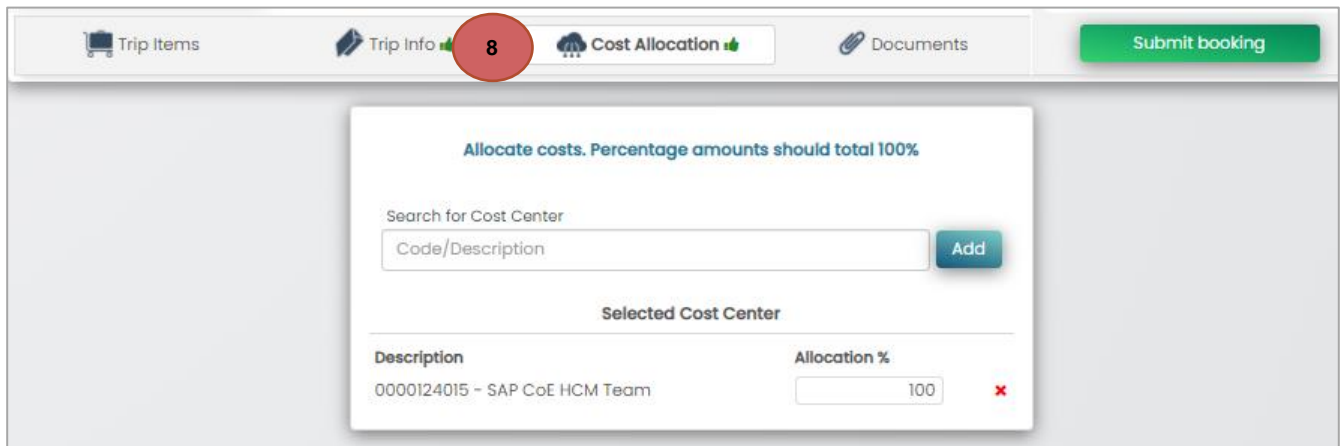
(WF) Woodford
Preferred Vendor
Economy 4-5 Door
Group: EDMR; Group B Duration: 3 DAY(s)
Pickup: 14:20 (08 Mar) Durban Airport Durban
Dropoff: 18:50 (10 Mar) Durban Airport Durban
Deliver: 23 Umgazi street Durban
Price(s) to be confirmed by Agent once processed.

5. Complete fields under the **“Trip info”** tab. The **“Trip name”** and **“Reason for travel”** fields are mandatory fields to complete.
6. Select your form of payment from the dropdown list: EFT or Floatcard.
7. The **“Additional comments”** box is optional where you can generate a message/instruction (without any monetary value) to the consultant.

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8. Click on the **“Cost allocation”** tab.



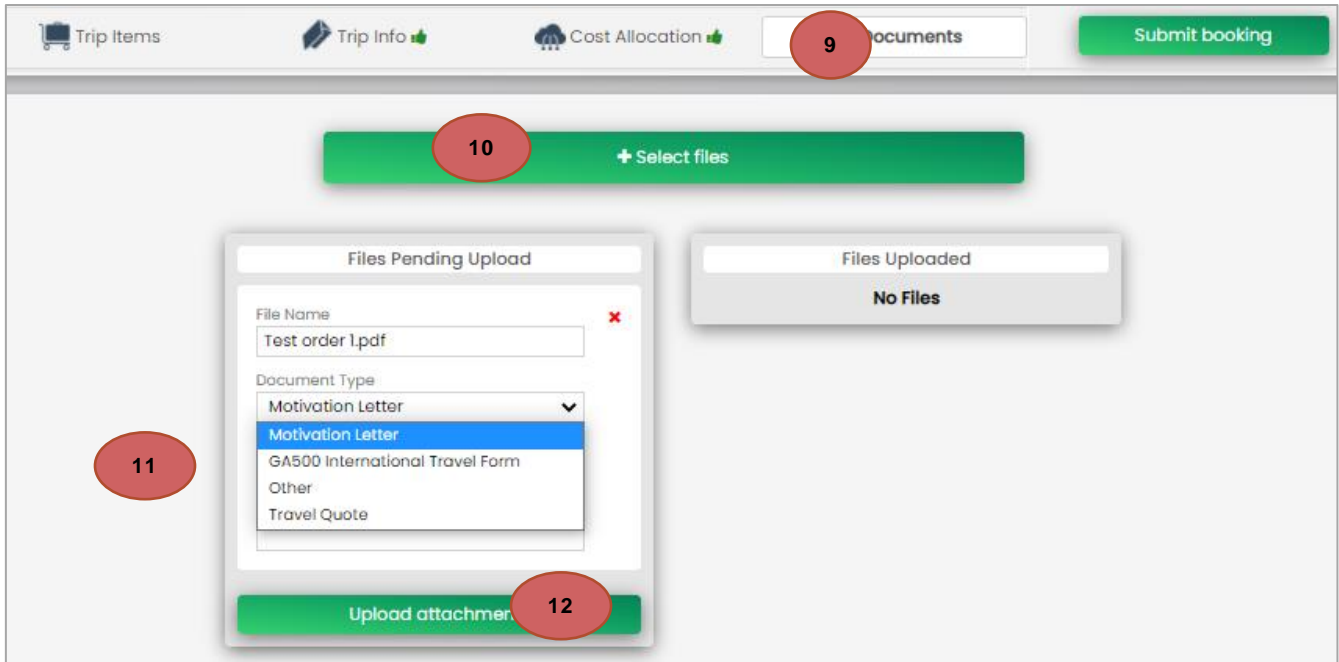
9. You can attach any document to the trip by under the **“Documents”** tab.

10. If you have any out of policy services in your shopping basket, you will be required to attach a motivational letter before submitting your booking – **mandatory field**.

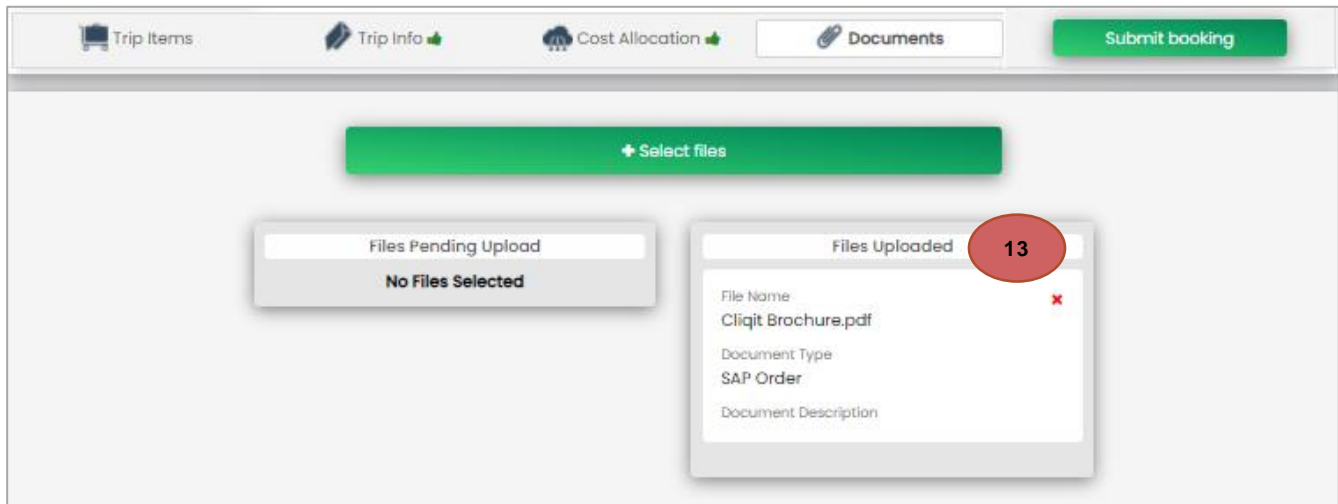
11. Click on the **“Select files”** tab. Search for the document on you PC & add.

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12. Select your document type under the **“Document type”** dropdown list.
13. Select the **“Upload attachments”** tab.

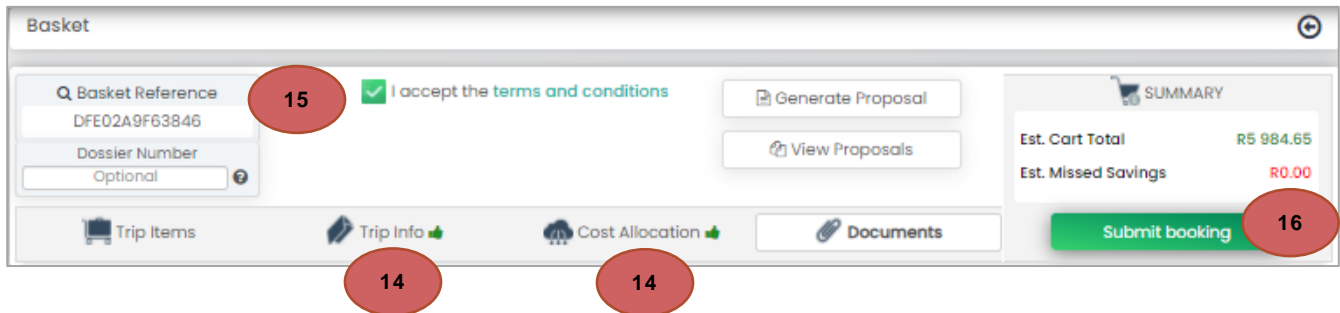


14. The system will display your uploaded document under the **“Files uploaded”** tab.



15. All tabs: Trip Info and Cost allocation must be completed. If any of these tabs still have an orange colour, some of the info is outstanding.
16. The **“Accept T&C”** box must be ticked.
17. Select the **“Submit booking”** icon to send the request off to the agent to assist with confirming the ON REQUEST segments.

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If your trip includes accommodation:

1. The below pop up will generate. The meals and advance capturing displayed in this pop up is linked to what services you selected for the booking. If your trip includes accommodation, you have the option to select what meals is required.
You can select **"Full Board"** that will include breakfast, lunch and dinner.
2. If you tick the **"Full Board"** block another block will open to give you the option to indicate if you require a lunchpack for your stay.
3. Select your required subsistence allowance.
4. You can add your advance if required. Select the expense type from the dropdown list. Add the amount required.
5. **Important:** you need to click on the **"Add"** button to add the expense type to the trip.
6. Select the payment option from the dropdown list.
7. Click on the **"Proceed With Booking"** button to submit the booking for approval.
8. You can go back to the previous page by selecting the **"Back to Basket"** button.

Capture Meal/Advances

Trip Start
10 Apr 2021

Trip End
14 Apr 2021

Days
3

Select Meals Required with Accommodation

1
☒ Full Board (Breakfast, Lunch & Dinner)

2
☒ Arrange Lunch Packs

Subsistence Allowance

Selected	Allowance	Total Advance
3 <input checked="" type="radio"/>	FDA - Option 1 (961A)	264.00

Advance

Expense Type

4
 Parking Local

Advance Amount

4
 600

Add
5

9083 - Parking Local
5

Advance Amount
ZAR 600.00

Payment Option

6
 EFT

Proceed with Booking
7

Back to Basket
8

If your trip does not include accommodation:

9. The below pop up will generate. Select your required FDA option.
10. You can add your advance if required. Select the expense type from the dropdown list. Add the amount required.
11. **Important:** you need to click on the **"Add"** button to add the expense type to the trip.
12. Select the payment option from the dropdown list.
13. Click on the **"Proceed With Booking"** button to submit the booking for approval.
14. You can go back to the previous page by selecting the **"Back to Basket"** button.

Capture Meal/Advances

Trip Start
10 Apr 2021
Trip End
14 Apr 2021
Days
3

Subsistence Allowance

Selected	Allowance	Total Advance
<input type="radio"/>	FDA - Option 1 (961A)	264.00
<input checked="" type="radio"/>	FDA - Option 2 (961B)	858.00
<input type="radio"/>	FDA - Option 3 (962)	1 686.30

Advance

Expense Type
Accommodation - Training
Advance Amount
1200
Add

9067 - Accommodation - Training
Advance Amount
ZAR 1 200.00

Payment Option
EFT
Proceed with Booking
Back to Basket

15. The below **“Travel confirmation”** with your booking details will generate including the ON REQUEST segments.

Important: The booking is not yet confirmed. Only upon the consultant confirming the ON REQUEST segments will the booking be confirmed and sent for approval.

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15

TRAVEL CONFIRMATION			
BOOKING REFERENCE		PNRS	
ES0000112K		HH48WW	
<p>Online Check In: Please note online check – in is available between 24 to 48 hours prior to the flight departure time, depending on the airline. In order to select and secure your seat preference you may check-in online at www.twf.travel. Select the Travel Tools tab followed by selecting Online Check In. Scrolling down the page you find the airlines, listed A to Z, that offer an online check-in service. Once you have clicked on the relevant airline tab this will take you direct to the airline's website where you may proceed your final check in stages.</p>			
FLIGHT – 13:10,2021-0			
JE – Mango	Traveller	Locator	
CLASS X – Economy	Corne Lubbe	91OU9W	
DEPARTS O R Tambo International Arpt., JNB			
ARRIVES King Shaka International, DUR			
FLIGHT – 18:50,2021-0			
FA – Safair (Proprietary) Ltd.	Traveller	Locator	
CLASS P – Economy	Corne Lubbe	91OU9W	
DEPARTS King Shaka International, DUR			
ARRIVES O R Tambo International Arpt., JNB			
CAR – 14:20, 08 Mar 2021			
WF – Woodford	Primary Driver	Confirmation	
CAR TYPE 4-5 Door	Corne Lubbe		
PICKUP – DATE 14:20, 08 Mar 2021			
PICKUP ADDRESS Durban Airport, DUR			
DROP OFF – DATE 18:50, 10 Mar 2021			
ACCOMMODATION – 08 Mar 2021			
Road Lodge Durban	Traveller	Confirmation	
ROOM TYPE/DESC Single	Corne Lubbe	Request to Agent	
CHECKIN – DATE 08 Mar 2021			
CHECKOUT – DATE 10 Mar 2021			

15

16. The PENDING BOOKING will be found on the **“Dashboard”**. You can navigate to the **“Dashboard”** from this page by selecting the **“Menu”** tab from where you can select the **“My dashboard.”**


16


TRAVEL CONFIRMATION		MENU	
BOOKING REFERENCE		Mini Guides	
ES0000112K		Approval Inbox	
<p>Online Check In: Please note online check – in is available between 24 to 48 hours prior to the flight departure time, depending on the airline. In order to select and secure your seat preference you may check-in online at www.twf.travel. Select the Travel Tools tab followed by selecting Online Check In. Scrolling down the page you find the airlines, listed A to Z, that offer an online check-in service. Once you have clicked on the relevant airline tab this will take you direct to the airline's website where you may proceed your final check in stages.</p>		My Dashboard	


16


17. On the **“Dashboard”** you can find the booking under the **“Future Travel”** tab with status pending agent action.


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Future Travel



Past Travel


Incomplete Bookings






Basket Proposals


Saved Trips



Offline Requests



Refresh


2 records found


Req. Number	Order Numbers	Travel Date	Booker	Status	Travellers	Pnrs	Comp	
ES0000111K		08 Feb 2021	Corne Lubbe	Approved	Corne Lubbe	H9N0KA	Eskom	16 Sep  
ES0000112K		08 Mar 2021	Corne Lubbe	Pending Agent Action	Corne Lubbe	HH48WW	Eskom	16 Sep  


18. Upon the agent confirming the On request segments the booking will automatically be updated to status Awaiting Approval.



Future Travel



Past Travel


Incomplete Bookings




Basket Proposals


Saved Trips


Offline Requests


Refresh

34 records found

Req. Number	Order Numbers	Travel Date	Booker	Status	Travellers	Pnr	
ABF11101		10 Apr 2021	Christo ADMIN	Awaiting Approval	NONHLANHLA CHRISTOBEL MKHIZE	GN	18 Mar  





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12. Dashboard

The Dashboard consists out of:

- **Future travel** – Any travel you have booked that is still going to happen.
- **Past travel** – Any past travel you have booked is saved here.
- **Incomplete bookings** – Any booking where an error occurred at time of submitting the booking you can pick up here to re-submit.
- **Basket proposals** – All proposals created will be saved here until departure date.
- **Saved trips** – When you started a trip and were interrupted during the booking, you can pick up the trip from here to finish off and submit it for approval.
- **Offline-requests** – Any international bookings & services not found on the system can be requested via the off-line requests tab.

12.1. Future Travel

1. The system will default to the **“Future travel”** tab when opening the Dashboard.
2. Bookings can have the following statuses:
 - **Agent to action** – the agent has to confirm the **“on request”** segment in the booking, before the booking will go for approval.
 - **Awaiting approval** – the booking was submitted for approval.
 - **Escalated to alternate approver** - no action from 1st approver, escalated to alternate approver.
 - **Approved** – booking is approved and documents issued.
 - **Rejected** – booking was rejected and cancelled.
 - **Eskom error** – Eskom's financial system is down/no response received.
3. You can filter trips by various items such as: Req number, order number, travel status, Travellers etc.
4. You can select the  icon to filter all trips by booking date, starting with today's bookings.
5. The  Refresh icon will refresh the page to check if a booking status was updated.
6. You can open the booking by selecting the  icon.
7. The  icon will open the history of the booking.

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1

Future Travel

2

Past Travel

3

Incomplete Bookings

4

Basket Proposals

5

Saved Trips

6

Offline Requests

3

2 records found

Req. Number	Order Numbers	Travel Date	Booker	Status	Travellers	Pnrs	4	5
ES0000111K		08 Feb 2021	Corne Lubbe	Approved	Corne Lubbe	H9N0KA	Eskom	16 Sep
ES0000112K		08 Mar 2021	Corne Lubbe	Approved	Corne Lubbe	HH48WW	Eskom	

12.1.1. Opening a trip

1. The system will default to the **"Main details"** tab upon opening the trip.
2. Info like the trip name, travel reason, bookers name etc will be included.
3. The details of each booked segment will be displayed.

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1

Main Details

Traveler Orders

Client Fields

Approval Transactions

Booking Attachments

Main Requisition	ES0000111K	Booker	Corne Lubbe
Travel Date	20 Aug 0002	Missed Savings	R 1 017.19
Basket Ref.	DFE02A9F63846	Approval Total	R 5 984.65
2 Trip Name	Voucher Test	2	
Travel Reason	Meeting		
Booking Notes	none		
Agent Comments	none		
Cost Allocation			
Allocation Percentage	Allocation		
100 percent	001F - PPE FUND HISTORY		

Flight

Item Details

Corne Lubbe

In Policy

Approved

Missed Saving R 105.00

South African Airlink

4Z 891

Stops 0

Duration @ 2H 10M

Base Price R 287.50

Taxes R 584.98

Total R 872.48

07:10 (08 FEB)

O R Tambo International Arpt Johannesburg

09:20 (08 FEB)

Cape Town International Cape Town

3

Flight

Item Details

Corne Lubbe

In Policy

Approved

Missed Saving R 340.00

Safair (Proprietary) Ltd.

FA 316

Stops 0

Duration @ 2H 10M

Base Price R 1 173.00

Taxes R 244.98

Total R 1 417.98


17:30 (11 FEB)

Cape Town International Cape Town

19:40 (11 FEB)

Lanseria International Arpt Johannesburg

3

- By selecting the  icon, you will find:
- Issued invoices under the **"Billing documents"** tab,
- Vouchers & e-tickets where applicable,
- The reasons for missed savings & policy breaches (if applicable) will also display here.

Accommodation

4

Corne Lubbe

In Policy

Approved

Voucher V22275

Change

Cancel

Room Info

Single

7

Missed Savings

5

Policy Breaches

None

Billing Documents

211352

5

Voucher Documents

V22275

6

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8. The **“Travel orders”** tab will open the req. number, cost centre & traveller details.

	8			
Main Details	Traveler Orders	Client Fields	Approval Transactions	Booking Attachments

Req. Number	PNR	Order Number	Main traveler	Cost Center
ES000011IKD1	H9NOKA	H9NOKA	Corne Lubbe	00IF-PPE FUND HISTORY

9. The **“Client fields”** tab will display to which company (Eskom/ERI) the trip belongs.

		9		
Main Details	Traveler Orders	Client Fields	Approval Transactions	Booking Attachments

Client Specific Fields		
Business Unit	Field Name	Field Value
Eskom - 1100		

10. The **“Approval transactions”** tab will display the view approval details and view approval logs.

			10	
Main Details	Traveler Orders	Client Fields	Approval Transactions	Booking Attachments

Approval Transactions			
Transaction 01	Approved	View Approval Details	10 View Approval Logs

11. By selecting the view approval details the below page will open. The levels of approval will display with the details of the relevant approvers. Click on the icon to close the page.

	Title: Cliqit Manual - Eskom	Number: BS147	Revision: 1	Effective Date: 2021-04-14
--	--	-------------------------	-----------------------	--------------------------------------

Approval Transaction Details

☐ Active
☐ Issued by override

Current Level: 1
 Status - Approved

☐ Escalated to Alternate
☐ Escalated to Super

Linked Approval - Eskom Test Override

11

Level 1

Active

Main Approver

christo van loggerenberg

Email

cv82436@gmail.com

Phone

0605778675

Actioned

Email Sent

Sms Sent

Alt. Approver

christo van loggerenberg

Email

cv82436@gmail.com

Phone

0605778675

Actioned

Email Sent

Sms Sent

APPROVAL ITEMS

Flight

NONHLANHLA CHRISTOBEL ...

Reason - Approved

Approved

Rejected

Flight

NONHLANHLA CHRISTOBEL ...

Reason - Approved

Approved

Rejected

Hotel

NONHLANHLA CHRISTOBEL ...

Reason - Approved

Approved

Rejected

Car Rental


NONHLANHLA CHRISTOBEL ...

Reason - Approved

Approved

Rejected

11

12. If you select the view approval logs tab the below page will open. Here you will find the logs of the approval workflow with time and date stamp. Select the  icon to close the page.

Approval Transaction Logs

12

Travel approval email was sent to christo van loggerenberg 18 Mar 2021 08:50

All Approval sms messages were queued to send to approver christo van loggerenberg 18 Mar 2021 08:50


christo van loggerenberg has opened approval for transaction ABF11101 18 Mar 2021 08:58


christo van loggerenberg has submitted approval via the approval inbox. Please see approval transaction details for more info 18 Mar 2021 08:59

Approval finalised, closing approval 18 Mar 2021 09:00

Booking Status email was sent to Christo ADMIN 18 Mar 2021 09:00

12

13. Select the **"Booking attachments"** tab to find the a copy of any documents that was attached to the booking before approval. You can also attach any other documents afterwards by selecting the  icon.

14. Select the  icon to open the attachment.

Main Details

Traveler Orders

Client Fields


Approval Transactions

Booking Attachments

13

1 Documents

No Proposals



FileName	FileSize	Date Added	Doc.
Cliqit Brochure.pdf	1.66MB	16 Sep 2020 10:53	

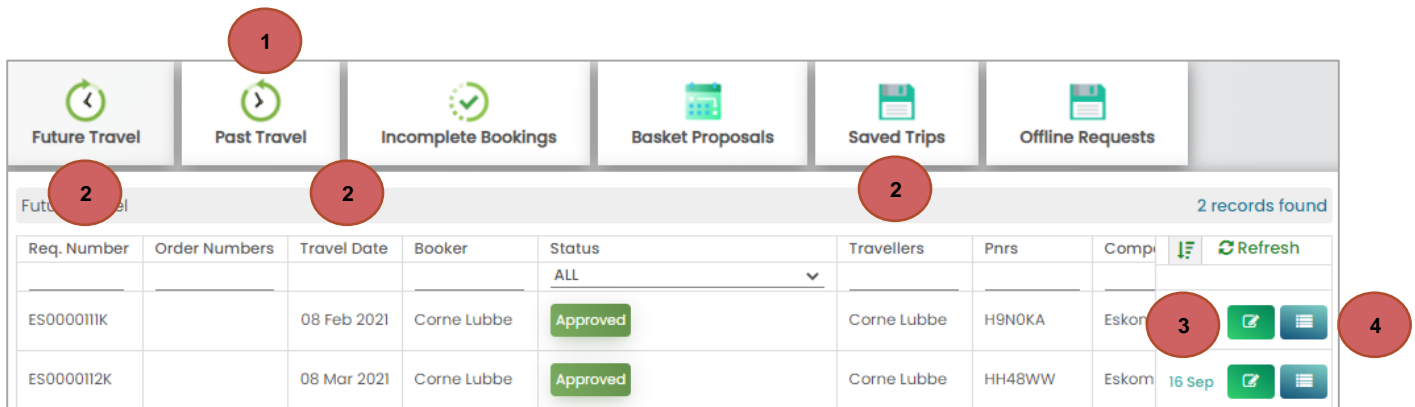
Document Type





SAO

14


a. Past Travel

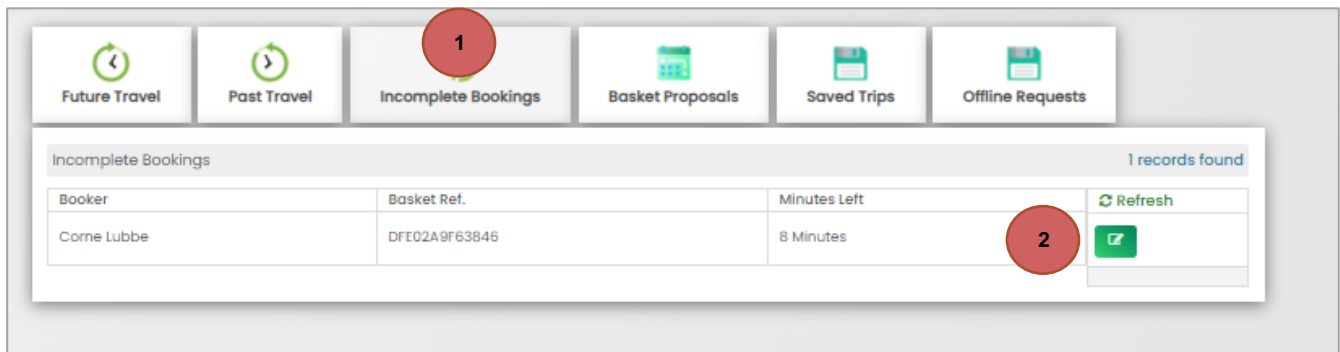
1. Select the **“Past travel”** tab to open the list of bookings you have made that’s passed.
2. You can filter trips by various items such as: Req number, travel date, status, Travellers etc.
3. You can open the booking by selecting the  icon.
4. The  icon will open the history of the booking.




Req. Number	Order Numbers	Travel Date	Booker	Status	Travellers	Pnrs	Comp	
ES0000111K		08 Feb 2021	Corne Lubbe	Approved	Corne Lubbe	H9N0KA	Eskom	 
ES0000112K		08 Mar 2021	Corne Lubbe	Approved	Corne Lubbe	HH48WW	Eskom	16 Sep  

b. Incomplete Bookings


1. If any error occurred, or you were logged out while submitting your booking, you can pick up the booking under the **“Dashboard”** under the **“Incomplete bookings”** tab.
Note: The booking will only be available for 15 minutes under this tab to try and re-submit the booking.
2. Select the  icon to open the incomplete booking.
The shopping basket will open.
Follow the steps as previously to resubmit the booking.



Booker	Basket Ref.	Minutes Left	
Corne Lubbe	DFE02A9F63B46	8 Minutes	


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c. Basket Proposals

1. You will find your list of proposals under the **“Dashboard”** under the basket proposal.
2. Select the  icon to open the proposal. Follow the **CONVERT PROPOSAL INTO BOOKING** section in this manual if required.

</

d. Saved Trips







1. A saved trip is when you were busy selecting your services required but was interrupted before submitting the booking or proposal. You can pick up the pending booking/proposal under your **“Dashboard”** under the saved trips.
2. Select the  icon to open the trip in your shopping basket to proceed with the process.

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e. Offline Requests

An off-line request is utilised to request international travel & any other services that was not bookable on-line. Please refer to the Offline request section in this guide to assist with the process.

 Future Travel
 Past Travel
 Incomplete Bookings
 Basket Proposals
 Saved Trips
 Offline Requests

Future Travel 2 records found

Req. Number	Order Numbers	Travel Date	Booker	Status	Travellers	Pnrs	Comp		
				ALL					Refresh
ES0000111K		08 Feb 2021	Corne Lubbe	Approved	Corne Lubbe	H9N0KA	Eskom	16 Sep	 
ES0000112K		08 Mar 2021	Corne Lubbe	Approved	Corne Lubbe	HH48WW	Eskom	16 Sep	 

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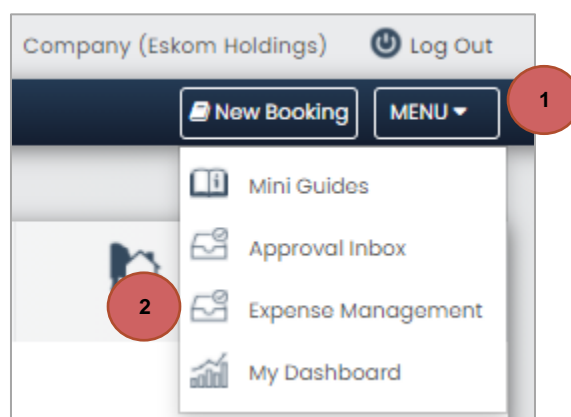
15. Expense Management

1. On the righthand top corner of the page, you will find a **“Menu”** icon.



From the dropdown you can select:

- **Mini Guides:** Here you will find guides to assist you through different bookings processes available on Cliqit.
- **Approval Inbox:** Will only display in dropdown list if you have approver rights. This icon will navigate you to your approval inbox where pending approvals will be listed for approval.
- **Expense Management:** This will navigate you to where you can submit your expense claim.
- **My Dashboard:** Find the list of bookings you have booked with their statuses.

2. Select the **“Expense Management”** icon to be directed to the expense module.



16. Expense Dashboard

1. The page will default to the **“Expense Dashboard”** which will list all your expense claims submitted.
2. You can filter the list on the page by selecting the  icon.
3. The **“Report Status”** will indicate the status of your claim in the workflow process:
 - *Open*, this is when you claim is still in a draft status.
 - *Awaiting approval*.
 - *Approved*, and or, *Rejected*.
 - *Submitted*, awaiting feedback from Eskom with a SAP number on the approved expense.
 - *Posted*, received the SAP number from Eskom, the claim was processed.
 - *Eskom error*, if no response was received from Eskom's financial system. (i.e.when the system is down.)
4. Select the  icon on the left-hand side of the page to open the expense.

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- Under the **“Quick Receipts”** tab you can save any receipts which you can add to your claim once ready.
- You can submit a claim that is linked to a trip booked on Cliqit via the **“Trip Expense”** tab.
- A company paid expense must be submitted under the **“Comp Paid Expense”** tab.
- Submit your stand alone (not linked to a trip booked on Cliqit) travel expense under the **“Travel Expense”** tab.
- Submit your EMX weekly report under the **“EMX Expense”** tab. This is linked to a booked trip.

1
5
6
7
8
9

Dashboard
Quick Receipts
Trip Expense
Comp. Paid Expense
Travel Expense
Emx Weekly

All Expenses
3
2

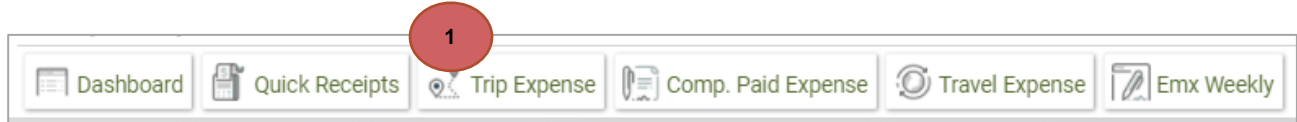
Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
	Trip Expense #13	Twf Ref: AAA01401TA SAP Trip: 0003400309	10 Apr - 13 Apr 2021	Posted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
	Company Paid Expense #12	Twf Ref: AAA01301CP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	Submitted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
	EMX Expense #11	Twf Ref: AAA01201TW SAP Trip: Pending	15 Mar - 21 Mar 2021	Submitted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
	Trip Expense #10	Twf Ref: AAA01101TA SAP Trip: 0003400302	03 Apr - 04 Apr 2021	Posted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
	Trip Expense #9	Twf Ref: AAA01001TA SAP Trip: 0003400301	01 Apr - 02 Apr 2021	Posted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
	Travel Expense #8	Twf Ref: AAA00901TE SAP Trip: 0003400300TE	08 Mar - 09 Mar 2021	Submitted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
	Travel Expense #7	Twf Ref: AAA00801TE SAP Trip:	06 Mar - 07 Mar 2021	Submitted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

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17. Trip Expense

a. Create a Trip Expense

A **Trip Expense** is an expense claim that is linked to a booked trip on Cliqit.



1. Select the **"Trip Expense"** tab in the dashboard.
2. The below template will open. Click in the **"Trip Number"** block and start typing the last few digits of the trip number that you have booked. Make a selection from the dropdown list.

Trip Expense Report				Create New Report
Trip Number	search and select trip number	End Country	-	
Trip Start DateTime	309	Trip Reason		
Trip End DateTime	0003400309	Cost Assignment	0%	
Destination				
Report Status	Report is Open			

3. The system will auto complete all trip expense & traveller details blocks.
4. Insert the destination in the **"Destination"** field by selecting the block and typing in the block.

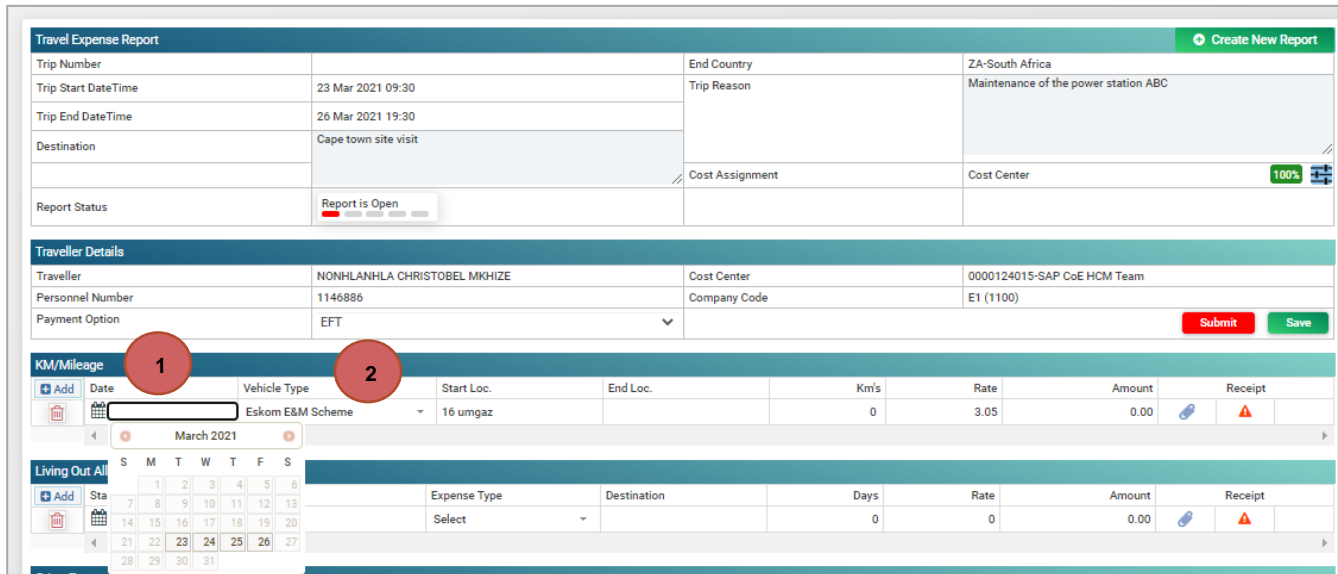
Trip Expense Report				Create New Report
Trip Number	0003400309	End Country	ZA-South Africa	
Trip Start DateTime	10 Apr 2021 16:00	Trip Reason	Business - Site visit	
Trip End DateTime	12 Apr 2021 23:00	Cost Assignment	Cost Center	
Destination	Cape town		100%	
Report Status	Report is Open			

Traveller Details			
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		

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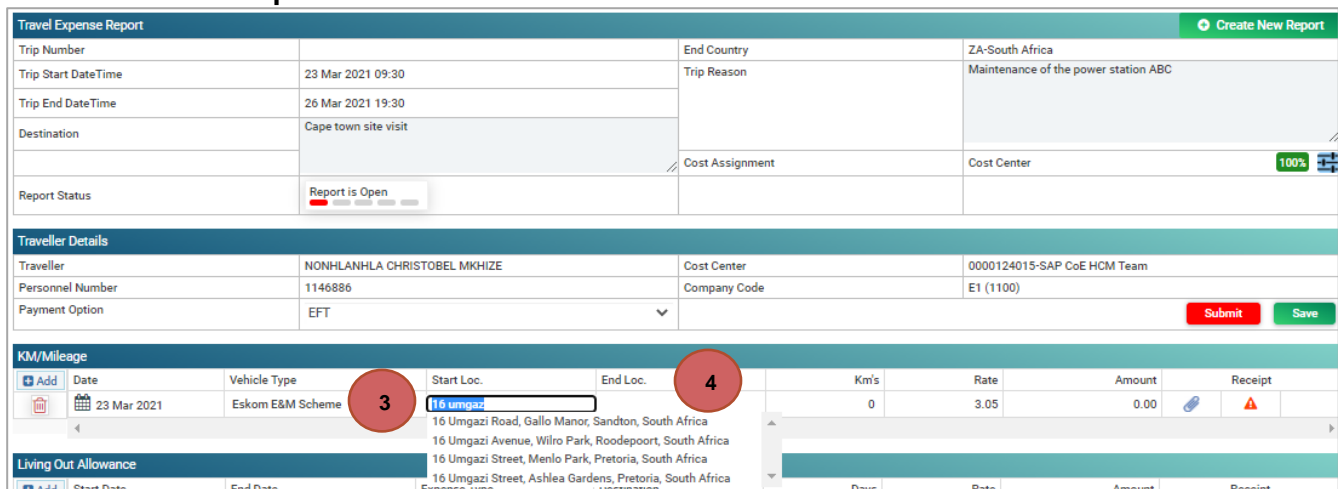
b. Claim for KM/Milage

1. To submit a claim for KM/Milage, click in the **“Date”** box. A pop up calender will display the trip dates that was specified when the user started creating the trip expense.
Select the required date.
2. Select the the **“Vehicle Type”** from the dropdown list.




The screenshot shows the 'Travel Expense Report' form. The 'KM/Milage' section is highlighted. Red circle 1 points to the 'Date' field, which has a calendar icon. Red circle 2 points to the 'Vehicle Type' dropdown menu, which is currently set to 'Eskom E&M Scheme'.

3. Start typing the address of your start location under the **“Start Loc”** tab. Make your selection from the dropdown list.
4. Repeat the step for the **“End Loc”** tab.
Important: The system will not accept any free text for the addresses, you need to select from the dropdown list.



The screenshot shows the 'Travel Expense Report' form. The 'KM/Milage' section is highlighted. Red circle 3 points to the 'Start Loc' field, which has a dropdown menu. Red circle 4 points to the 'End Loc' field, which also has a dropdown menu. The dropdown lists show various locations in South Africa, such as '16 Umgazi Road, Gallo Manor, Sandton, South Africa'.


5. The system will automatically generate the total amount of KM driven and costing per KM as per Eskom’s agreement.

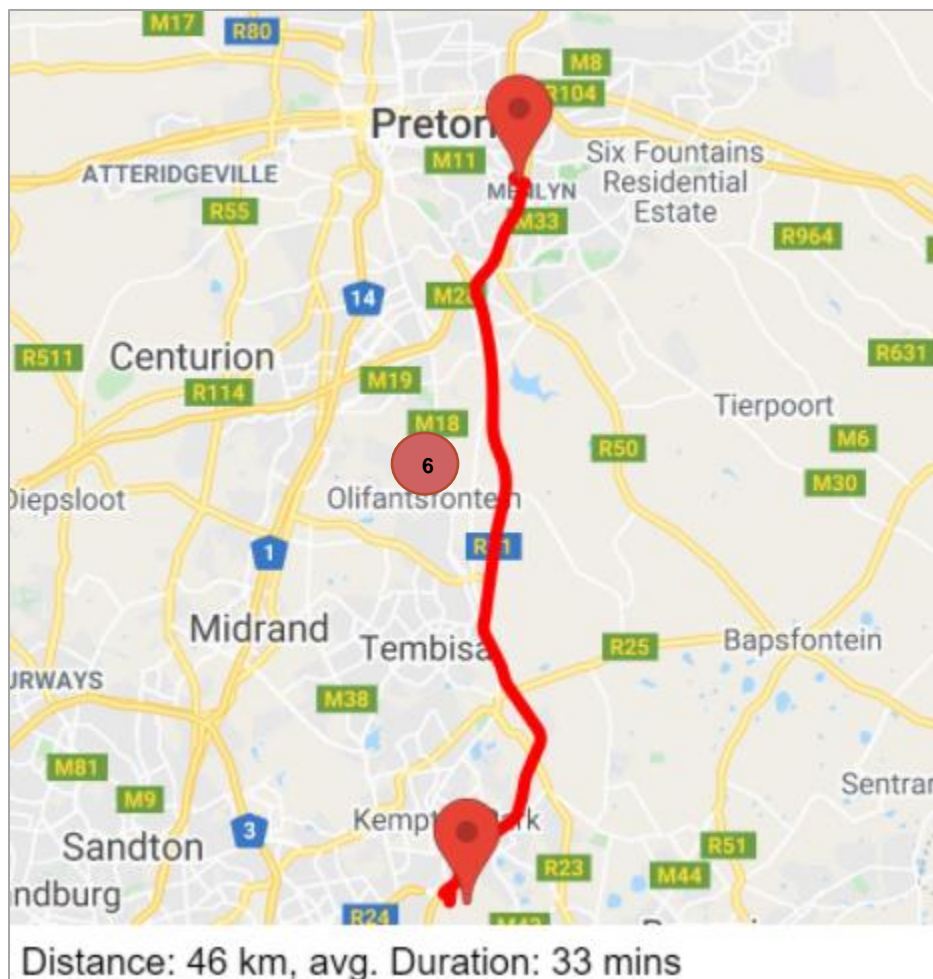
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Travel Expense Report						Create New Report	
Trip Number		End Country	ZA-South Africa				
Trip Start DateTime	23 Mar 2021 09:30	Trip Reason	Maintenance of the power station ABC				
Trip End DateTime	26 Mar 2021 19:30						
Destination	Cape town site visit	Cost Assignment	Cost Center				
Report Status	Report is Open		100%				


Traveller Details				
Traveller	NONHLANHLA CHRISTOBEL MKHIZE		Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886		Company Code	E1 (1100)
Payment Option	EFT		<input type="button" value="Submit"/> <input type="button" value="Save"/>	

KM/Mileage									
<input type="button" value="Add"/>	Date	Vehicle Type	Start Loc.	End Loc.	Km's	Rate	Amount	Receipt	
<input type="button" value="Add"/>	23 Mar 2021	Eskom E&M Scheme	16 Umgazi Street, Menlo Park,	O.R. Tambo International Airpo	46	3.05	140.30	<input type="button" value="Receipt"/>	<input checked="" type="checkbox"/>

6. The system will automatically save a copy of the route driven on Google maps which can be found by clicking on the **"Receipt"**  icon.



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- Select the  icon to add additional KM/Milage claims for the same trip. A second line will become available for completion. Repeat the above steps (step 1-7) to add the additional claim.

7	KM/Mileage									
Add	Date	Vehicle Type	Start Loc.	End Loc.	Km's	Rate	Amount	Receipt		
	23 Mar 2021	Eskom E&M Scheme	16 Umgazi Street, Menlo Park,	O.R. Tambo International Airpo	46	3.05	140.30			
		Eskom E&M Scheme			0	3.05	0.00			

- Select the **“Save”** button to have the Trip Expense with KM/Milage saved as a draft.

Travel Expense Report				Create New Report	
Trip Number		End Country	ZA-South Africa		
Trip Start DateTime	05 Apr 2021 08:30	Trip Reason	Power station maintenance		
Trip End DateTime	07 Apr 2021 20:00				
Destination	Cape town	Cost Assignment	Cost Center		
Report Status	Report is Open		100%		

Traveller Details			
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		

KM/Mileage									
Add	Date	Vehicle Type	Start Loc.	End Loc.	Km's	Rate	Amount	Receipt	
	05 Apr 2021	Eskom E&M Scheme	16 Umgazi Street, Menlo Park, I	O.R. Tambo International Airpor	46	3.05	140.30		

- The claim will display in the **“Dashboard”** with an open status. You can return to this claim to add any other service before submitting it.
To submit the Trip Expense refer to **Submitting your Trip Expense for approval** in this manual.

Dashboard

Quick Receipts

Trip Expense

Comp. Paid Expense

Travel Expense

Emx Weekly

All Expenses

9

Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
	Trip Expense #13	Twf Ref: Pending SAP Trip: 0003400309	10 Apr - 13 Apr 2021	<div>Open</div>	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

c. Claim Living Expenses

- To submit a claim for Living Expenses, click in the **“Start Date”** box. A pop up calender will display on screen, presenting only the trip dates that was specified at the beginning of the creation of the trip expense. Select the required start date.
- Select the **“End Date”**.

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Living Out Allowance

1 Start Date 2 End Date


Expense Type Destination Days Rate Amount Receipt

Select 0 0 0.00

March 2021

Other Expenses

Expense Type Description Receipt No. Amount Receipt

3. Make a selection from the dropdown list for the **“Expense Type”**.
4. The system will auto-complete the rate and total amount based on your selection in the expense type.
5. Select the  icon at the right hand side to upload a copy of your receipt.

Living Out Allowance

3 Expense Type

FDA - Option 2 (961B)

Destination Cape town

Days 3

Rate 286

Amount 858.00

Receipt

5



Other Expenses

Expense Type Description Receipt No. Amount Receipt

FDA - Option 1 (961A)

FDA - Option 2 (961B)

FDA - Option 3 (962)

6. The receipt icon will update to green  to indicate that a receipt was saved.
7. Another living out allowance can be claimed for the same trip by selecting the  icon. A new line item will be added for every expense. Repeat the above steps to submit the claim.

Living Out Allowance

7

8

6

Report Status

Report is Open

8. Select the **“Save”** button to have the Trip expense with living out allowance saved as a draft.

Travel Expense Report

Create New Report

Trip Number

Trip Start DateTime 05 Apr 2021 08:30

Trip End DateTime 07 Apr 2021 20:00

Destination Cape town

Report Status

Report is Open

Traveller Details

Traveller NONHLANHLA CHRISTOBEL MKHIZE

Personnel Number 1146886

Payment Option EFT

Cost Center 0000124015-SAP CoE HCM Team

Company Code E1 (1100)

Submit Save

KM/Mileage

Add Date Vehicle Type Start Loc. End Loc. Km's Rate Amount Receipt

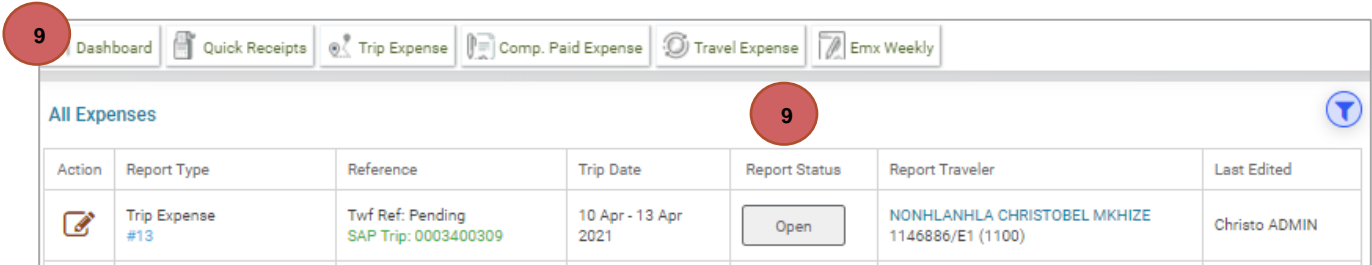
Living Out Allowance

Add Start Date End Date Expense Type Destination Days Rate Amount Receipt

05 Apr 2021 07 Apr 2021 FDA - Option 3 (962) cape town 2 562.1 1 124.20


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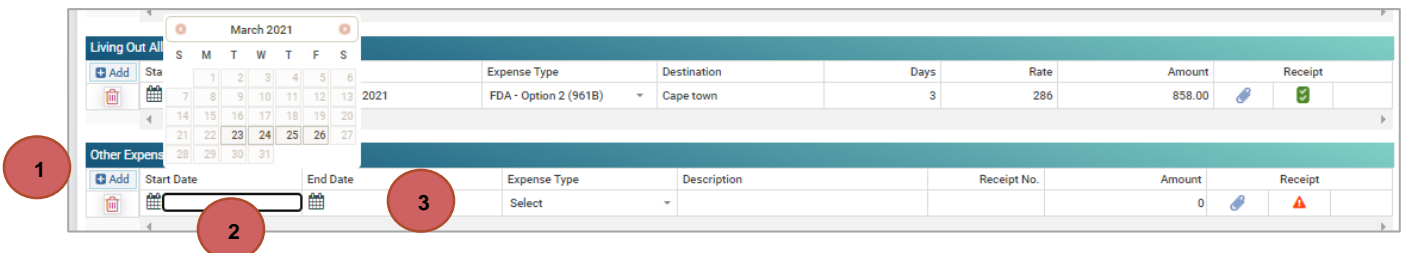
- The claim will display in the **“Dashboard”** with an open status. You can return to this claim to add any other service before submitting your expense.
To submit the Trip Expense refer to **Submitting your Trip Expense for approval** in this manual



Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
	Trip Expense #13	Twf Ref: Pending SAP Trip: 0003400309	10 Apr - 13 Apr 2021	Open	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

d. Claim Other Expenses

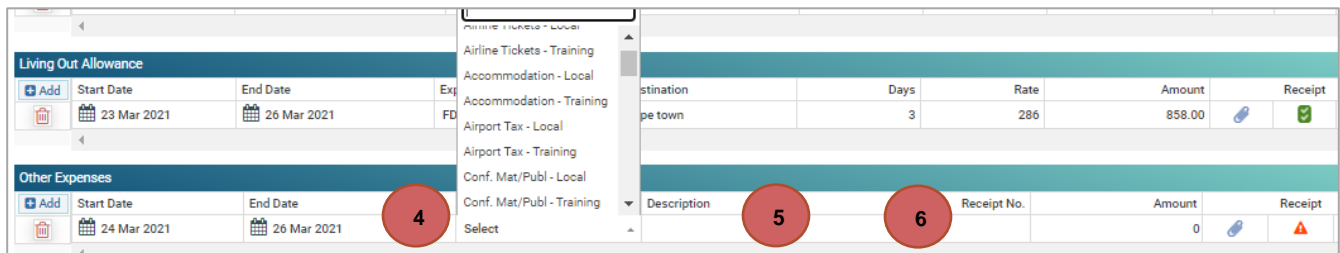
- To submit a claim for other expenses, select the  icon in the **“Other Expenses”** tab to open the template line.
- Click in the **“Start Date”** block. A pop up calendar will display, presenting only the trip dates that was specified at the beginning of creation of the trip expense. Select the required start date.
- Repeat the above step for the **“End Date”** field.





Expense Type	Destination	Days	Rate	Amount	Receipt
FDA - Option 2 (961B)	Cape town	3	286	858.00	

Start Date	End Date	Expense Type	Description	Receipt No.	Amount	Receipt
		Select			0	

- Make a selection from the dropdown list within the **“Expense Type”** field.



Start Date	End Date	Expense Type	Description	Receipt No.	Amount	Receipt
23 Mar 2021	26 Mar 2021	FD				
24 Mar 2021	26 Mar 2021	Select			0	

- Submit a description of the expense type in the **“Description”** field by adding free text.
- Add the receipt number of the claim in the **“Receipt No”** tab.
- Add the amount of this expense in the **“Amount”** tab.
- Select the  icon to add a copy of the receipt to the claim. Once added, the receipt icon will update to a green  icon.

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Other Expenses							
Add	Start Date	End Date	Expense Type	Description	Receipt No.	Amount	Receipt
	24 Mar 2021	26 Mar 2021	Accommodation - Training	Bed and breakfast close to the power station	8989898	3200	

9. Select the **“Save”** button to have the Trip expense with other expenses saved as a draft.

Travel Expense Report				Create New Report
Trip Number		End Country	ZA-South Africa	
Trip Start DateTime	05 Apr 2021 08:30	Trip Reason	Power station maintenance	
Trip End DateTime	07 Apr 2021 20:00			
Destination	Cape town	Cost Assignment	Cost Center	
Report Status	Report is Open		100%	
Traveller Details				
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team	
Personnel Number	1146886	Company Code	E1 (1100)	
Payment Option	EFT		Submit Save	
KM/Mileage				
Add	Date	Vehicle Type	Start Loc.	End Loc.
Living Out Allowance				
Add	Start Date	End Date	Expense Type	Destination
Other Expenses				
Add	Start Date	End Date	Expense Type	Description
	05 Apr 2021	07 Apr 2021	Accommodation - Local	Bed and breakfast close to venue
				Receipt No. 489898
				Amount 3200
				Receipt

10. The claim will display in the **“Dashboard”** with a status reading open. You can return to this claim to add any other service before submitting it.
To submit the Trip Expense refer to **Submitting your Trip Expense for approval** in this manual

10

Dashboard

Quick Receipts

Trip Expense

Comp. Paid Expense

Travel Expense

Emx Weekly

All Expenses

Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
<div></div>	Trip Expense #13	Twf Ref: Pending SAP Trip: 0003400309	10 Apr 2021	<div>Open</div>	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

e. Submitting your Trip Expense for approval

1. Open your claim in the **“Dashboard”** by selecting the icon.

Dashboard

Quick Receipts

Trip Expense

Comp. Paid Expense

Travel Expense

Emx Weekly

All Expenses

Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
<div>1</div> <div></div>	Sys. Company Paid Expense #18	Twf Ref: AAA01903AP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	<div>Open</div>	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	System NA

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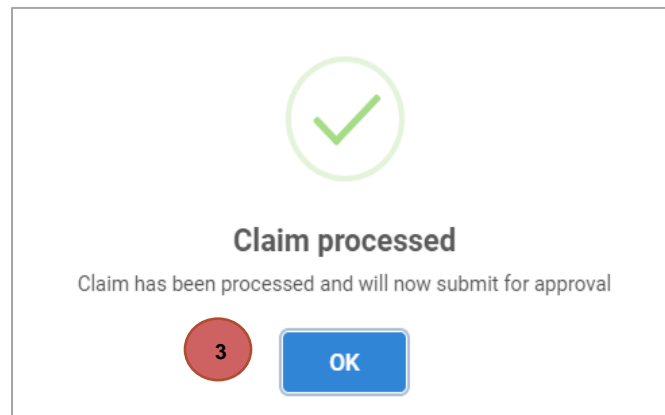
2. Select the **“Submit”** button once you have added all the different claim types related to the trip to have the claim sent for approval.

Travel Expense Report						Create New Report	
Trip Number		End Country	ZA-South Africa				
Trip Start DateTime	05 Apr 2021 08:30	Trip Reason	Power station maintenance				
Trip End DateTime	07 Apr 2021 20:00						
Destination	Cape town	Cost Assignment	Cost Center				
Report Status	Report is Open		100%				

Traveller Details			
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		

KM/Mileage								
Add	Date	Vehicle Type	Start Loc.	End Loc.	Km's	Rate	Amount	Receipt
	05 Apr 2021	Eskom E&M Scheme	16 Umgazi Street, Menlo Park, I	O.R. Tambo International Airpor	46	3.05	140.30	

3. The below pop up will generate to advise that the claim was successfully submitted. Select the **“OK”** button to continue.



4. The claim will display in the **“Dashboard”** with status awaiting approval.

All Expenses						
Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
	Trip Expense #13	Twf Ref: AAA01401TA SAP Trip: 0003400309	10 Apr - 13 2021	Awaiting Approval	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

5. The status will update to approved once the approver approves the claim.

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5 Dashboard Quick Receipts Trip Expense Comp. Paid Expense Travel Expense Emx Weekly

All Expenses

Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
	Trip Expense #13	Twf Ref: AAA01401TA SAP Trip: 0003400309	10 Apr - 13 Apr 2021	5 Approved	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

6. Cliqit will update the status to submitted to confirm that this claim was sent to Eskom's financial system.

6 Dashboard Quick Receipts Trip Expense Comp. Paid Expense Travel Expense Emx Weekly

All Expenses

Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
	Trip Expense #13	Twf Ref: AAA01401TA SAP Trip: 0003400309	10 Apr - 13 Apr 2021	6 Submitted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

7. The system will update the status to posted upon Eskom's financial system confirming that the claim was processed.

7 Dashboard Quick Receipts Trip Expense Comp. Paid Expense Travel Expense Emx Weekly

	Trip Expense #13	Twf Ref: AAA01401TA SAP Trip: 0003400309	10 Apr - 13 Apr 2021	7 Posted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
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8. Cliqit will update the status to Eskom Error if no response (i.e. Eskom system down) was received from Eskom's financial system.

8 Dashboard Quick Receipts Trip Expense Comp. Paid Expense Travel Expense Emx Weekly

	Trip Expense #13	Twf Ref: AAA01201TW SAP Trip: Pending	15 Mar - 21 Mar 2021	8 Eskom Error	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
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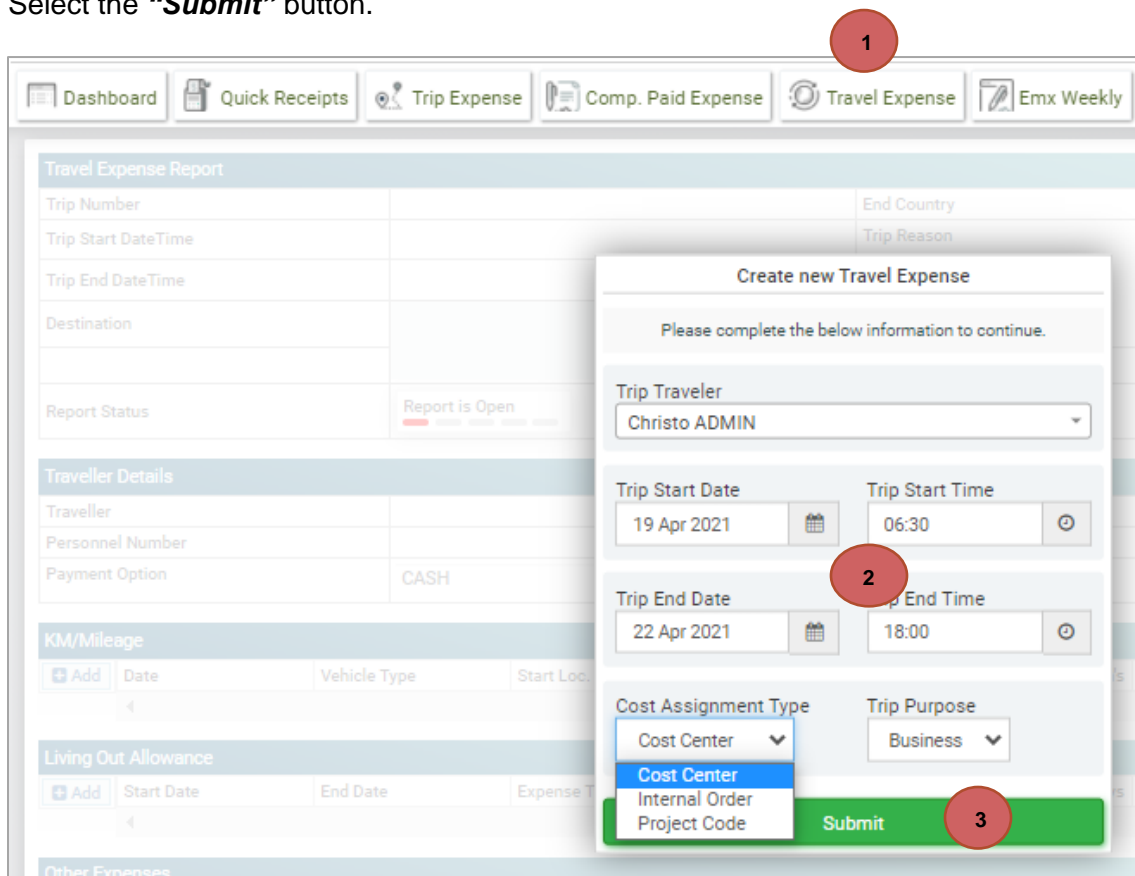
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18. Travel Expense

A **Travel Expense** is a stand alone claim which is not linked to a trip booked on Cliqit.

a. Creating a Travel Expense

1. Select the ***“Travel Expense”*** tab.
2. The below pop up will generate. Complete all the fields:
 - Traveller name,
 - Trip end country,
 - Trip start and end date,
 - Trip start and end time,
 - Cost assignment type – make a selection from dropdown list,
 - Trip purpose – Business or Training.
3. Select the ***“Submit”*** button.



The screenshot shows the Cliqit interface with the 'Travel Expense' tab selected (indicated by a red circle 1). A 'Create new Travel Expense' pop-up is displayed, prompting the user to complete the following information:


- Trip Traveler:** Christo ADMIN
- Trip Start Date:** 19 Apr 2021
- Trip Start Time:** 06:30
- Trip End Date:** 22 Apr 2021
- Trip End Time:** 18:00
- Cost Assignment Type:** A dropdown menu is open, showing options: Cost Center (selected), Internal Order, and Project Code. This is highlighted by a red circle 2.
- Trip Purpose:** Business
- Submit:** A green button at the bottom right of the pop-up, highlighted by a red circle 3.

The background form includes sections for 'Travel Expense Report' (with fields for Trip Number, End Country, Trip Start/End Date/Time, Destination, and Report Status), 'Traveller Details' (Traveller, Personnel Number, Payment Option), 'KM/Mileage' (Add button, Date, Vehicle Type, Start Loc.), 'Living Out Allowance' (Add button, Start/End Date, Expense T), and 'Other Expenses'.


4. The below template will open. Submit your destination details in the ***“Destination”*** block by clicking in the block and typing in it.
5. Submit your trip reason in the ***“Trip Reason”*** section by selecting the block and starting to type.

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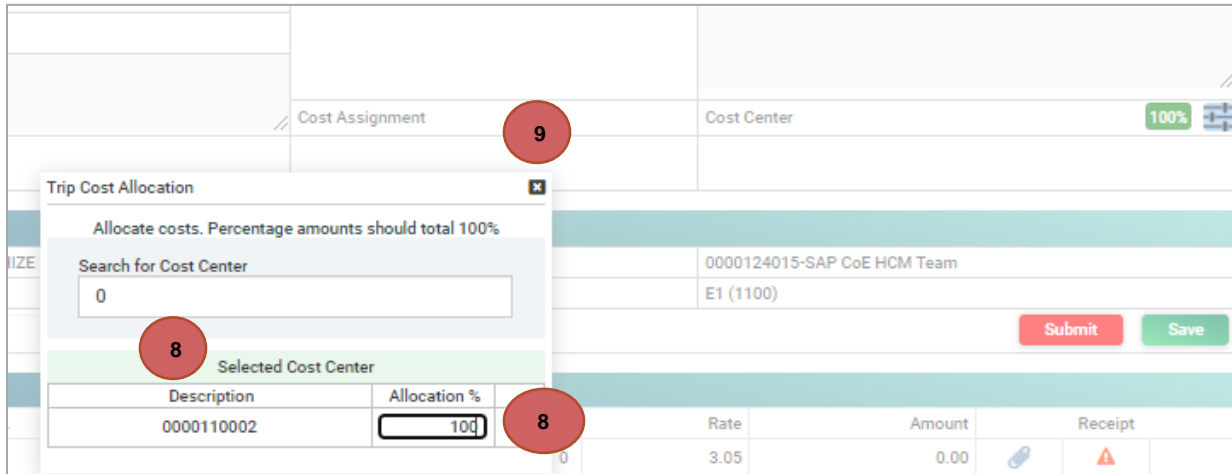
Travel Expense Report				Create New Report
Trip Number		End Country	ZA-South Africa	
Trip Start DateTime	23 Mar 2021 09:30	Trip Reason	Maintenance of the power station ABC	
Trip End DateTime	26 Mar 2021 19:30			
Destination	Cape town site visit	Cost Assignment	Cost Center	
Report Status	Report is Open			
Traveller Details				
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team	
Personnel Number	1146886	Company Code	E1 (1100)	
Payment Option	EFT		<input type="button" value="Submit"/> <input type="button" value="Save"/>	

- Select the  icon, next to the cost centre block to select your specific cost centre & allocation.
- The pop up will open. Search for the cost centre by starting to type the number or description of the cost centre. Make a selection from the dropdown list.

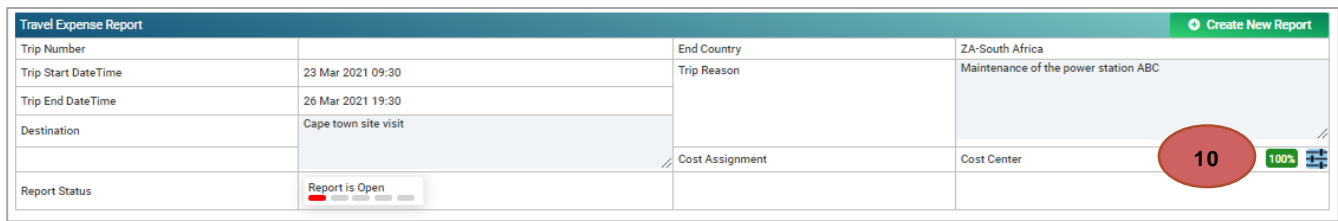
Travel Expense Report				Create New Report
Trip Number		End Country	ZA-South Africa	
Trip Start DateTime	23 Mar 2021 09:30	Trip Reason	Maintenance of the power station ABC	
Trip End DateTime	26 Mar 2021 19:30			
Destination	Cape town site visit	Cost Assignment	Cost Center	
Report Status	Report is Open			
Traveller Details				
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team	
Personnel Number	1146886	Company Code	E1 (1100)	
Payment Option	EFT		<input type="button" value="Submit"/> <input type="button" value="Save"/>	
KM/Mileage				
<input type="button" value="Add"/>	Date	Vehicle Type	Start Loc.	
		Eskom E&M Scheme		
Trip Cost Allocation Allocate costs. Percentage amounts should total 100% Search for Cost Center 0 0000110000 - Treasury Senior General Manager Eskom - 1100 0000110001 - Treasury Financial Instruments Eskom - 1100 0000110002 - Funding & Portfolio Management Eskom - 1100				
	mi/s	Rate	Amount	Receipt
	0	3.05	0.00	<input type="button" value="Receipt"/> <input type="button" value="Error"/>

- The cost centre will be moved under the **“Selected Cost Centre”**. Advise the % of cost allocation to this cost centre for example 100%. If cost is splitted between 2 different cost centres you need to advise the cost centre and % split.
- Select the  icon to close the pop up.

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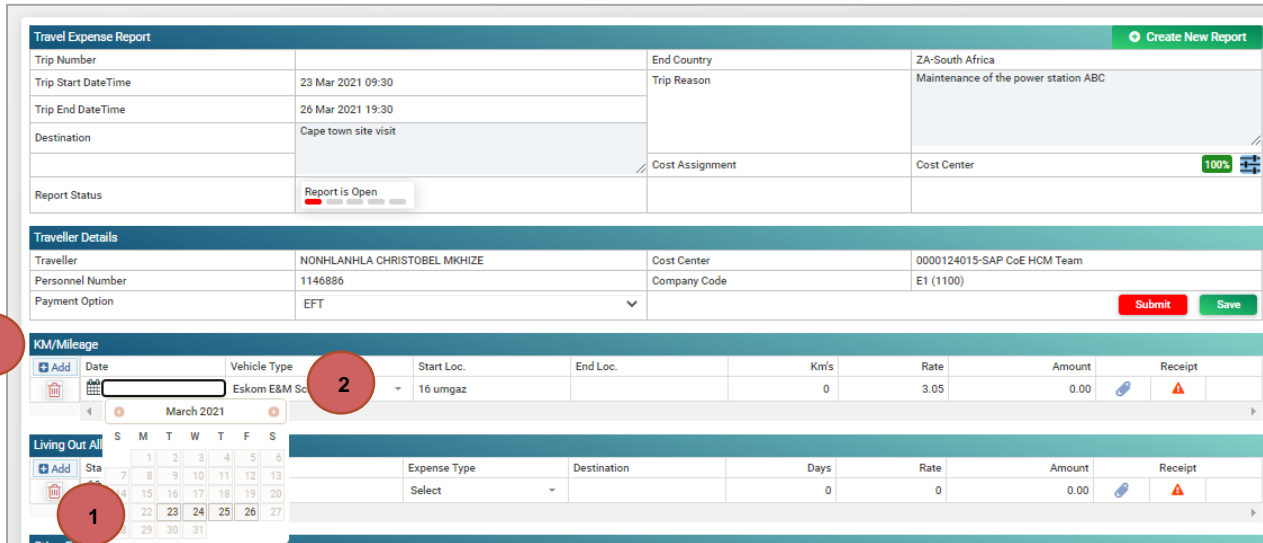
10. Next to the cost centre details a green indicator with % will display.



b. Claim for KM/Milage

1. To submit a claim for KM/Milage, click in the **“Date”** box. A pop up calender, providing only the trip dates that was specified at the start of the creation of the trip expense. Select the required date.
2. Select the the **“Vehicle Type”** from the dropdown list.

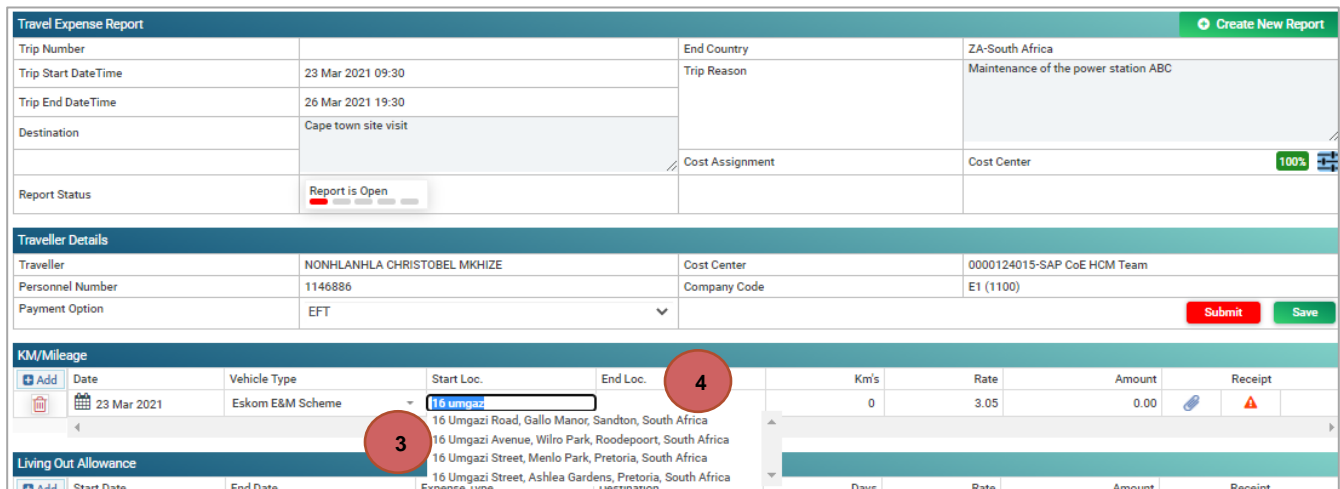
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The screenshot shows the 'Travel Expense Report' form. Red circles highlight the following areas:

- Circle 1:** The 'Add' button in the 'KM/Mileage' section.
- Circle 2:** The 'Start Loc.' dropdown menu in the 'KM/Mileage' section.
- Circle 3:** The 'End Loc.' dropdown menu in the 'KM/Mileage' section.

3. Start typing the address of your start location under the **“Start Loc”** tab. Make your selection from the dropdown list.
4. Repeat the step for the **“End Loc”** tab.



The screenshot shows the 'Travel Expense Report' form. Red circles highlight the following areas:

- Circle 3:** The 'Add' button in the 'Living Out Allowance' section.
- Circle 4:** The 'End Loc.' dropdown menu in the 'KM/Mileage' section.

5. The system will automatically generate the total amount of KM driven and cost per KM as per Eskom's agreement.

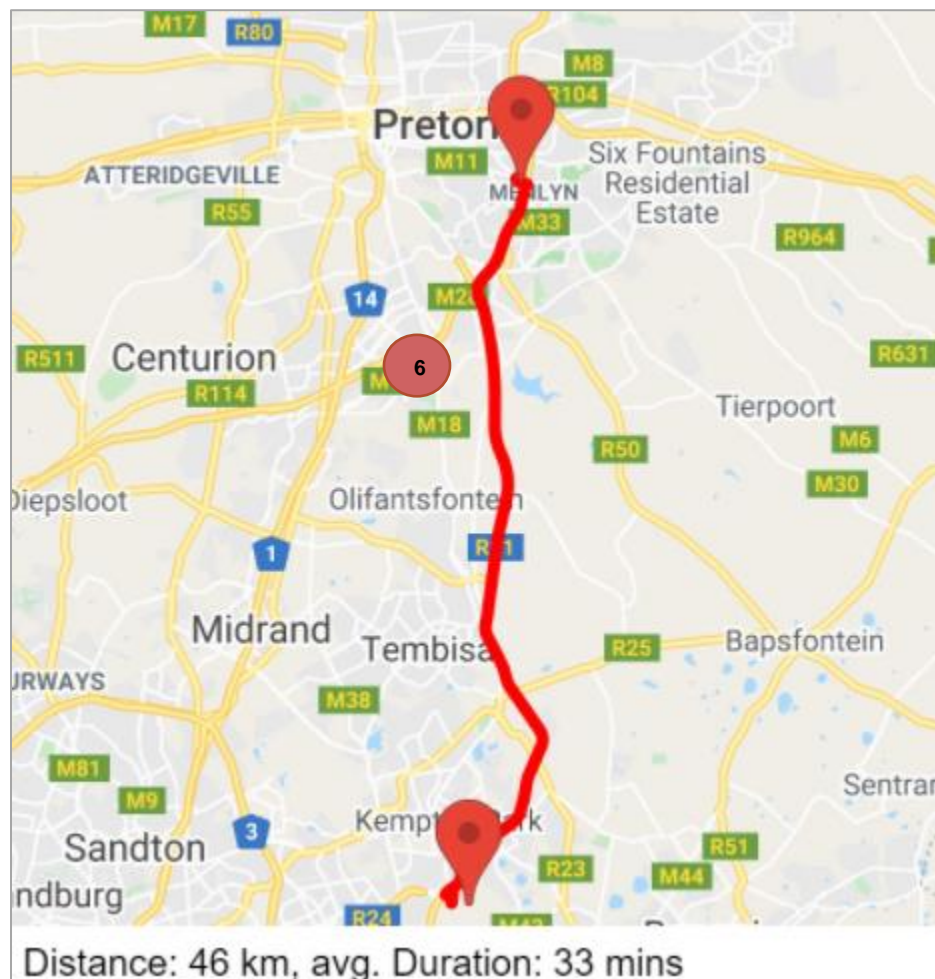
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Travel Expense Report						Create New Report	
Trip Number		End Country	ZA-South Africa				
Trip Start DateTime	23 Mar 2021 09:30	Trip Reason	Maintenance of the power station ABC				
Trip End DateTime	26 Mar 2021 19:30						
Destination	Cape town site visit	Cost Assignment	Cost Center				
Report Status	Report is Open		100%				


Traveller Details			
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		

KM/Mileage									
Add	Date	Vehicle Type	Start Loc.	End Loc.	Km's	Rate	Amount	Receipt	
	23 Mar 2021	Eskom E&M Scheme	16 Umgazi Street, Menlo Park,	O.R. Tambo International Airpo	46	3.05	140.30		

6. The system will automatically save a copy of the route driven on Google maps which can be found under the **“Receipt”** icon.



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- Select the  icon to add additional KM/Milage claims for the same trip. A new line will be opened on screen to complete. Repeat the above steps to add the claim.

KM/Mileage									
Add	Date	Vehicle Type	Start Loc.	End Loc.	Km's	Rate	Amount	Receipt	
	23 Mar 2021	Eskom E&M Scheme	16 Umgazi Street, Menlo Park,	O.R. Tambo International Airpo	46	3.05	140.30		
		Eskom E&M Scheme			0	3.05	0.00		

- Select the **"Save"** button to have the Trip expense with KM/Milage Expenses saved as a draft. To submit the Travel Expense refer to **Submitting Your Travel Expense For Approval** in this manual.

Travel Expense Report				Create New Report
Trip Number		End Country	ZA-South Africa	
Trip Start DateTime	05 Apr 2021 08:30	Trip Reason	Power station maintenance	
Trip End DateTime	07 Apr 2021 20:00			
Destination	Cape town	Cost Assignment	Cost Center	100%
Report Status	Report is Open			

Traveller Details			
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		
		Submit	Save


KM/Mileage									
Add	Date	Vehicle Type	Start Loc.	End Loc.	Km's	Rate	Amount	Receipt	
	05 Apr 2021	Eskom E&M Scheme	16 Umgazi Street, Menlo Park,	O.R. Tambo International Airpor	46	3.05	140.30		

c. Claim Living Expenses

- To submit a claim for Living Expenses, click in the **"Start Date"** box. A pop up calender will display presenting only the trip dates that were specified at the start of creating the trip expense. Select the required start date.
- Repeat the above step for the **"End Date"** box.

Living Out Allowance									
Add	Start Date	End Date	Expense Type	Destination	Days	Rate	Amount	Receipt	
			Select		0	0	0.00		

Other Expenses									
Add	Start Date	End Date	Expense Type	Description	Receipt No.	Amount	Receipt		

- Make your selection from the dropdown list under the **"Expense Type"**.
- The system will auto complete the rate and total amount according to your selection in the expense type field.
- Select the  icon at the right hand side of the screen to add a copy of your receipt.

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Living Out Allowance									
Add	Start Date	End Date	Expense Type	Destination	Days	Rate	Amount	Receipt	
	23 Mar 2021	26 Mar 2021	FDA - Option 2 (961B)	Cape town	3	286	858.00		
<div style="border: 1px solid black; padding: 2px;"> Select FDA - Option 1 (961A) FDA - Option 2 (961B) FDA - Option 3 (962) </div>									

Other Expenses									
Add	Start Date	End Date	Description	Receipt No.	Amount	Receipt			

- The receipt icon will update to green to indicate that the receipt was saved.
- Another living out allowance can be claimed for the same trip by selecting the icon. A new line will be added. Repeat the above steps to submit the claim.

Living Out Allowance									
Add	Start Date	End Date	Expense Type	Destination	Days	Rate	Amount	Receipt	
	23 Mar 2021	26 Mar 2021	FDA - Option 2 (961B)	Cape town	3	286	858.00		

- Select the **“Save”** button to have the Travel expense with living out allowance saved. To submit the Travel Expense refer to **Submitting Your Travel Expense For Approval** in this manual.

Travel Expense Report				Create New Report
Trip Number		End Country	ZA-South Africa	
Trip Start DateTime	05 Apr 2021 08:30	Trip Reason	Power station maintenance	
Trip End DateTime	07 Apr 2021 20:00			
Destination	Cape town	Cost Assignment	Cost Center	
Report Status	Report is Open		100%	

Traveller Details			
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		
		Submit	Save

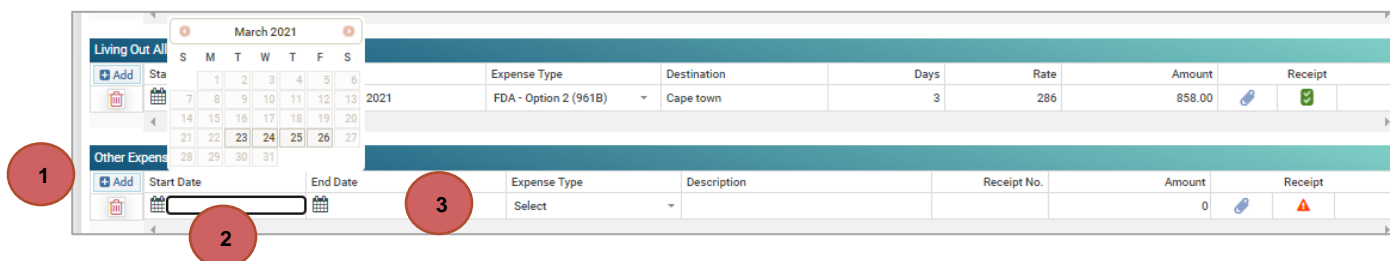
KM/Mileage							
Add	Date	Vehicle Type	Start Loc.	End Loc.	Km's	Rate	Amount

Living Out Allowance									
Add	Start Date	End Date	Expense Type	Destination	Days	Rate	Amount	Receipt	
	05 Apr 2021	07 Apr 2021	FDA - Option 3 (962)	cape town	2	562.1	1 124.20		

d. Claim Other Expenses

- To submit a claim for other expenses, select the icon in the **“Other Expenses”** section to open the template line.
- Click in the **“Start Date”** block. A pop up calender will display, presenting only the trip dates that were specified at the start when creating the trip expense. Select the required start date.
- Repeat the above step for the **“End Date”** box.

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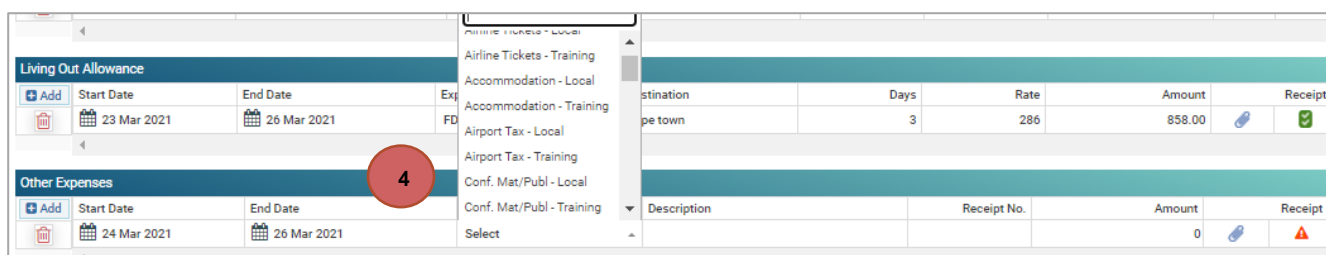


1



2

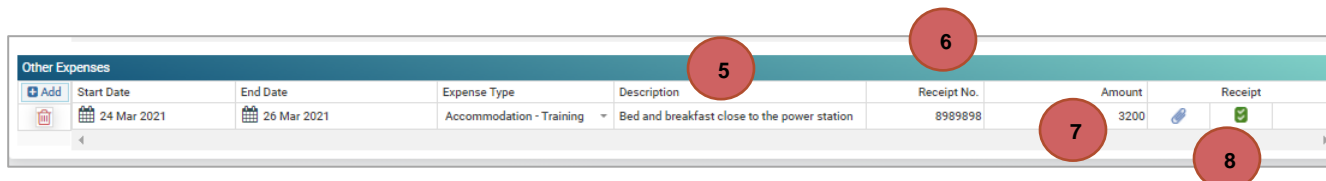
3

- Make your selection from the dropdown list for the **“Expense Type”**.



4

- Submit a description of the expense type under the **“Description”** field by adding free text.
- Add the receipt number of the claim in the **“Receipt No”** tab.
- Add the amount of this other expense in the **“Amount”** tab.
- Select the  icon to add a copy of the receipt to the claim. Once added the receipt icon will update to green .



5

6

7

8

- Select the **“Save”** button to have the Travel expense with other expenses saved. To submit the Travel Expense refer to **Submitting Your Travel Expense For Approval** in this manual.

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Travel Expense Report				Create New Report
Trip Number		End Country	ZA-South Africa	
Trip Start DateTime	05 Apr 2021 08:30	Trip Reason	Power station maintenance	
Trip End DateTime	07 Apr 2021 20:00			
Destination	Cape town	Cost Assignment	Cost Center	100%
Report Status	Report is Open			
Traveller Details				
Traveller	NONHLANHLA CHRISTOBEL MKHIZE		Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886		Company Code	E1 (1100)
Payment Option	EFT			
			Submit	Save
KM/Mileage				
Add	Date	Vehicle Type	Start Loc.	End Loc.
Living Out Allowance				
Add	Start Date	End Date	Expense Type	Destination
Other Expenses				
Add	Start Date	End Date	Expense Type	Description
	05 Apr 2021	07 Apr 2021	Accommodation - Local	Bed and breakfast close to venue

e. Submitting Your Travel Expense For Approval

1. You can open your claim on the **"Dashboard"** by selecting the  icon.

Dashboard

Quick Receipts

Trip Expense

Comp. Paid Expense

Travel Expense

Emx Weekly

All Expenses

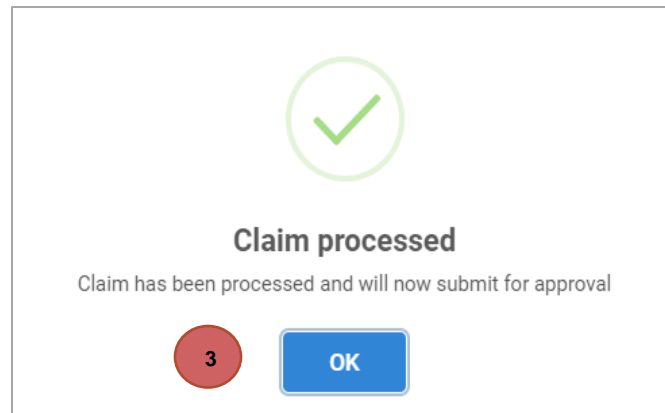
Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
<div></div>	Sys. Company Paid Expense #18	Twf Ref: AAA01903AP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	<div>Open</div>	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	System NA

2. Select the **"Submit"** button once you have added all the different claim types to have the claim sent for approval.

Travel Expense Report				Create New Report
Trip Number		End Country	ZA-South Africa	
Trip Start DateTime	26 Apr 2021 08:30	Trip Reason	Site visit	
Trip End DateTime	29 Apr 2021 20:00			
Destination	Johannesburg	Cost Assignment	Cost Center	100%
Report Status	Report is Open			
Traveller Details				
Traveller	NONHLANHLA CHRISTOBEL MKHIZE		Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886		Company Code	E1 (1100)
Payment Option	EFT			
			Submit	Save
KM/Mileage				
Add	Date	Vehicle Type	Start Loc.	End Loc.
	26 Apr 2021	Eskom E&M Sche...	16 Umgazi Street, Menlo P.	O.R. Tambo, Kempton Park

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3. The below pop up will generate to advise that the claim was successfully submitted. Select the “OK” button.



4. The claim will display in the “***Dashboards***” with status awaiting approval.

4	Dashboard	Quick Receipts	Trip Expense	Comp. Paid Expense	Travel Expense	Emx Weekly
	Travel Expense #3	Twf Ref: AAA00401TE SAP Trip:	01 Mar - 03 2021	4 Awaiting Approval	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

5. The status will update to approved once the approver approves the claim.

5	Dashboard	Quick Receipts	Trip Expense	Comp. Paid Expense	Travel Expense	Emx Weekly
	Travel Expense #3	Twf Ref: AAA00401TE SAP Trip:	01 Mar - 03 2021	5 Approved	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

6. Cliqit will update the status to submitted to confirm that this claim was sent to Eskom’s financial system.

6	Dashboard	Quick Receipts	Trip Expense	Comp. Paid Expense	Travel Expense	Emx Weekly
	Travel Expense #8	Twf Ref: AAA00901TE SAP Trip: 0003400300TE	08 Mar - 09 2021	6 Submitted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

7. The system will update the status to posted when Eskom’s financial system confirms that the claim was processed.

7	Dashboard	Quick Receipts	Trip Expense	Comp. Paid Expense	Travel Expense	Emx Weekly
	Travel Expense #8	Twf Ref: AAA00901TE SAP Trip: 0003400300TE	08 Mar - 09 2021	7 Posted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

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8. Cliqit will update the status to Eskom Error if no response (Eskom system is down) was received from Eskom's financial system.

<div>8</div> Dashboard	Quick Receipts	Trip Expense	Comp. Paid Expense	Travel Expense	Emx Weekly
Travel Expense #8	Twf Ref: AAA00901TE SAP Trip: 0003400300TE	08 Mar - 09 2021	<div>8</div> Eskom Error	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

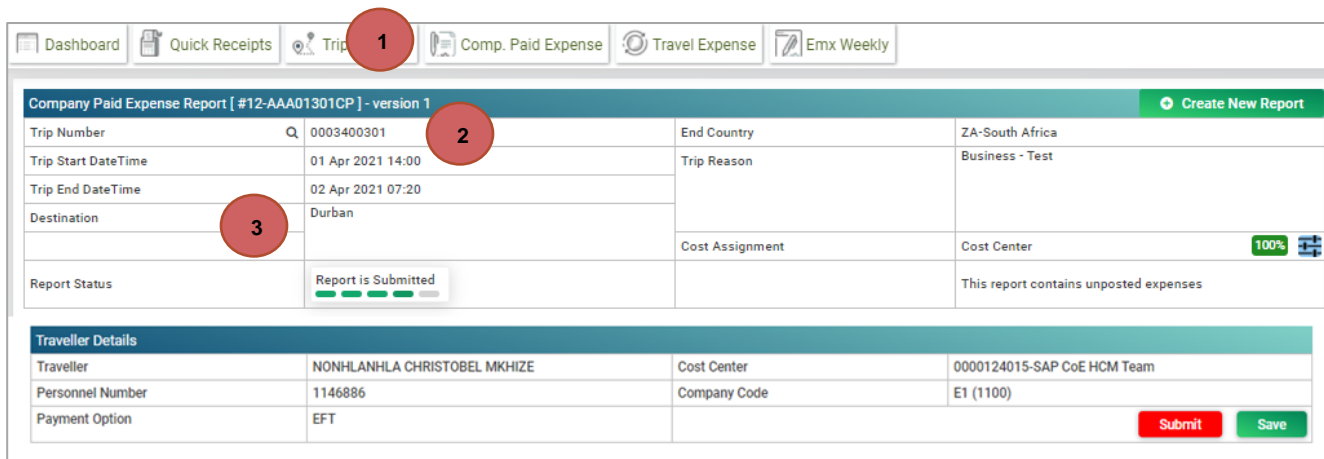
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19. Company Paid Expense

A Company Paid Expense is also linked to a trip booked in Cliqit.

a. Create a Company Paid Expense Claim

1. Select **“Comp. Paid Expense”** at the top of the dashboard to create your claim.
2. Start typing the trip number and make your selection from the dropdown list. The system will auto complete some of the boxes according to your trip details.
3. Complete the **“Destination”** field.



Dashboard | Quick Receipts | Trip | **1** | Comp. Paid Expense | Travel Expense | Emx Weekly

Company Paid Expense Report [#12-AAA01301CP] - version 1 Create New Report

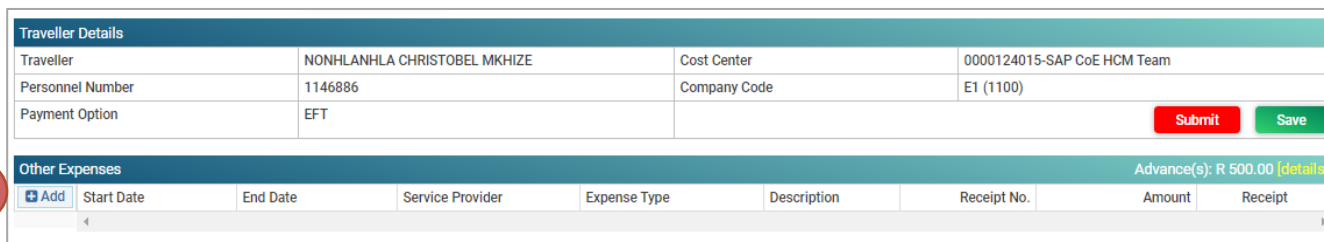
Trip Number	0003400301 2	End Country	ZA-South Africa
Trip Start DateTime	01 Apr 2021 14:00	Trip Reason	Business - Test
Trip End DateTime	02 Apr 2021 07:20		
Destination 3	Durban	Cost Assignment	Cost Center 100%
Report Status	Report is Submitted		This report contains unposted expenses

Traveller Details

Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		

Submit Save

4. Select the + Add icon to add a line in **“Other Expenses”**.



Traveller Details

Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		



Submit Save





Other Expenses Advance(s): R 500.00 [details]

4 + Add	Start Date	End Date	Service Provider	Expense Type	Description	Receipt No.	Amount	Receipt
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5. Complete the dates as per the pop-up menu presented.
Note: Only the dates as per your booked trip will display on screen.
6. Select your **“Service Provider”** from the dropdown list.
7. Select your **“Expense Type”** from the dropdown list.
8. Give a **“Description”** to the claim.
9. Add the **“Receipt No”** to the claim.
10. Add the **“Amount”** to the claim.


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11. Select the  icon to add a copy of the receipt to the claim. Once added the receipt icon will update to green .

Other Expenses								
Start Date	End Date	Service Provider	Expense Type	Description	Receipt No.	Amount	Receipt	
 01 Apr 2021	 01 Apr 2021	EUROPCAR (1100317...	CP Remot Branch Su...	Test Expense	654123	322.14	 	

12. Select the **“Save”** button to have the Company Paid expense saved as a draft.

Traveller Details			
Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		
		 	

Other Expenses								
Advance(s): R 500.00 [details]								
	Start Date	End Date	Service Provider	Expense Type	Description	Receipt No.	Amount	Receipt

b. Submitting your Company Paid Expense for approval

1. Open your claim in the **“Dashboard”** by selecting the  icon.

1

Dashboard

Quick Receipts

Trip Expense

Comp. Paid Expense

Travel Expense

Emx Weekly

All Expenses

Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
<div>1</div> <div></div>	Sys. Company Paid Expense #18	Twf Ref: AAA01903AP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	<div>Open</div>	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	System NA

2. Select the **“Submit”** button once you have added all the different claim types to have the claim sent for approval.

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Dashboard
Quick Receipts
Trip Expense
Comp. Paid Expense
Travel Expense
Emx Weekly

Company Paid Expense Report [#12-AAA01301CP] - version 1
Create New Report

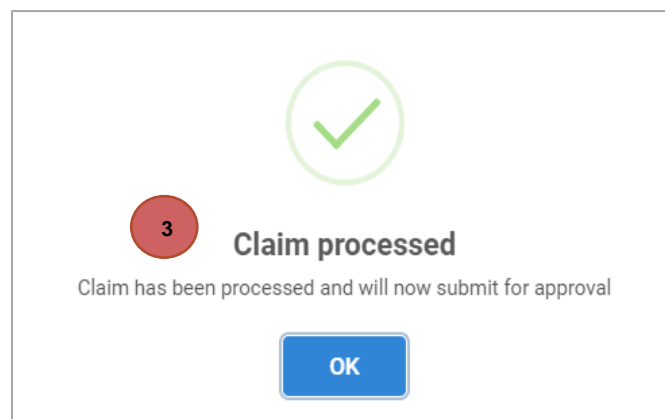
Trip Number	0003400301	End Country	ZA-South Africa
Trip Start DateTime	01 Apr 2021 14:00	Trip Reason	Business - Test
Trip End DateTime	02 Apr 2021 07:20		
Destination	Durban	Cost Assignment	Cost Center 100%
Report Status	Report is Submitted		This report contains unposted expenses

Traveller Details

Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		

2
Submit
Save

3. The below pop up will generate to advise that the claim was successfully submitted. Select the **"OK"** button.



4. The claim will display in the **"Dashboard"** with status awaiting approval.

4
Dashboard
Quick Receipts
Trip Expense
Comp. Paid Expense
Travel Expense
Emx Weekly

Company Paid Expense #12	Twf Ref: AAA01301CP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	4	Awaiting Approval	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
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5. The status will update to approved once the approver approves the claim

5
Dashboard
Quick Receipts
Trip Expense
Comp. Paid Expense
Travel Expense
Emx Weekly

Company Paid Expense #12	Twf Ref: AAA01301CP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	5	Approved	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
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6. Cliqit will update the status to submitted to confirm that this claim was sent to Eskom's financial system.

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6

Dashboard

Quick Receipts

Trip Expense

Comp. Paid Expense

Travel Expense

Emx Weekly

Company Paid Expense #12	Twf Ref: AAA01301CP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	6	Submitted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
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7. The system will update the status to posted upon Eskom's financial system confirming that the claim was processed.

7

Dashboard

Quick Receipts

Trip Expense

Comp. Paid Expense

Travel Expense

Emx Weekly

Company Paid Expense #12	Twf Ref: AAA01301CP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	7	Posted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
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8. Cliqit will update the status to Eskom Error if no response (Eskom system is down) was received from Eskom's financial system.

8

Dashboard

Quick Receipts

Trip Expense

Comp. Paid Expense

Travel Expense

Emx Weekly

Company Paid Expense #12	Twf Ref: AAA01301CP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	8	Eskom Error	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
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20. EMX Expense

a. Creating an EMX Expense

1. Select the traveller by typing the name of the traveller and selecting from the dropdown list.
2. Select the **“Week Start date”** from the pop up calendar.

Emx Weekly Report																																													
Traveler	1 NONHLANHLA CHRISTOBEL MKHIZE	Week Start Date	2																																										
Trip Number		End Country																																											
Trip Start DateTime		Trip Reason																																											
Trip End DateTime																																													
Destination		Cost Assignment																																											
Report Status	Report is Open																																												
<div>March 2021</div> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>				S	M	T	W	T	F	S		1	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	31			
S	M	T	W	T	F	S																																							
	1	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	31																																										
Traveller Details																																													
Traveller		Cost Center	-																																										
Personnel Number		Company Code																																											
Payment Option	CASH		Save																																										
Expenses																																													

3. The week calendar template will generate the below screen.
4. Complete the **“Trip Reason”** box.
5. Complete the **“Destination”** box.
6. Click on the  icon to select your cost centre and the percentage allocation.

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Emx Weekly Report					
Traveler	NONHLANHLA CHRISTOBEL MKHIZE		Week Start Date	01 Mar 2021	
Trip Number	Pending	End Country	ZA-South Africa		
Trip Start DateTime	01 Mar 2021 02:00	Trip Reason	Maintenance of power station		
Trip End DateTime	08 Mar 2021 01:59				
Destination	Johannesburg	Cost Assignment	Cost Center	▼	
Report Status	Report is Open			0%	

Traveller Details				
Traveller	NONHLANHLA CHRISTOBEL MKHIZE		Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886		Company Code	E1 (1100)
Payment Option	EFT			

Expenses					
<div> <div>Monday 01 Mar 2021</div> <div> <div>KM/Mileage</div> <div> <div>Add</div> <div>Start</div> <div>End</div> <div>Km's</div> <div>Amount</div> <div>Receipt</div> </div> </div> </div>					
<div> <div>Other Expenses</div> <div> <div>Add</div> <div>Description</div> <div>Receipt No.</div> <div>Expense Type</div> <div>Amount</div> <div>Receipt</div> </div> </div>					
<div> <div>Day Reason:</div> <div>Day Destination:</div> </div>					
<div> <div>Tuesday 02 Mar 2021</div> <div> <div>KM/Mileage</div> <div> <div>Add</div> <div>Start</div> <div>End</div> <div>Km's</div> <div>Amount</div> <div>Receipt</div> </div> </div> </div>					
<div> <div>Other Expenses</div> <div> <div>Add</div> <div>Description</div> <div>Receipt No.</div> <div>Expense Type</div> <div>Amount</div> <div>Receipt</div> </div> </div>					

- A pop up will generate. Start typing the cost centre number or -description and select from the dropdown list.


Trip End DateTime	08 Mar 2021 01:59			
Destination	Johannesburg		Cost Assignment	Cost Center ▼
Report Status	Report is Open			0%

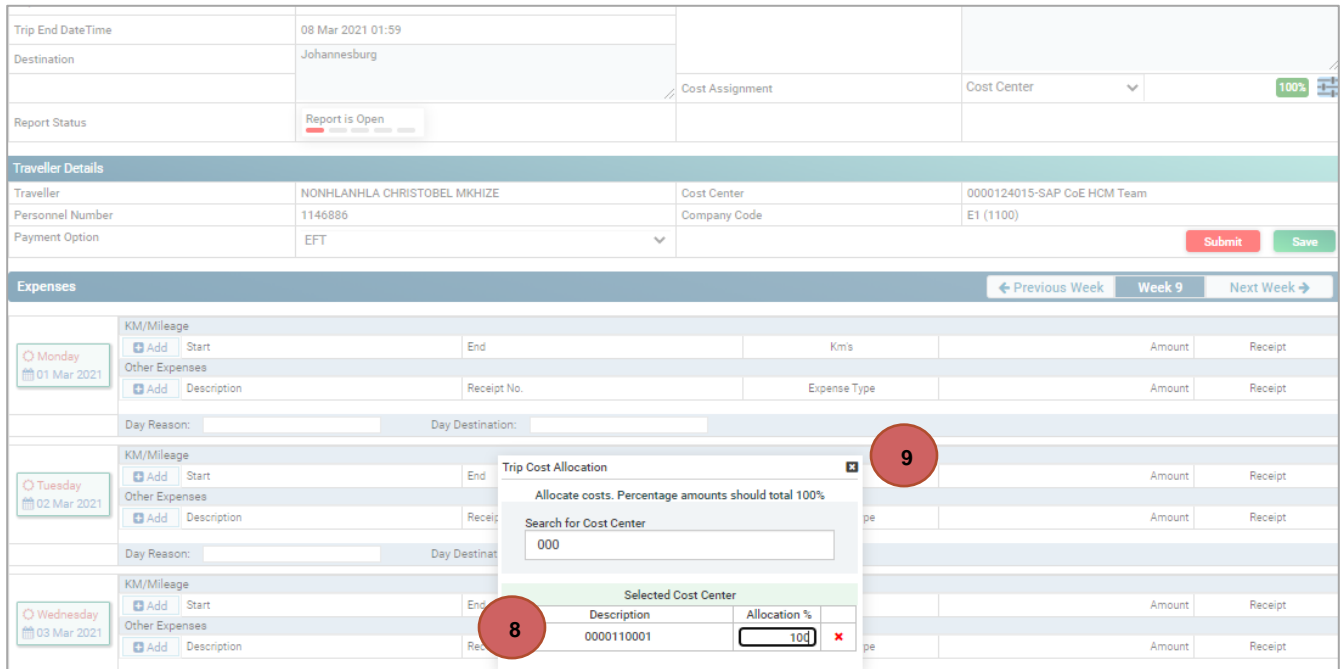
Traveller Details				
Traveller	NONHLANHLA CHRISTOBEL MKHIZE		Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886		Company Code	E1 (1100)
Payment Option	EFT			

Expenses					
<div> <div>Monday 01 Mar 2021</div> <div> <div>KM/Mileage</div> <div> <div>Add</div> <div>Start</div> <div>End</div> <div>Km's</div> <div>Amount</div> <div>Receipt</div> </div> </div> </div>					
<div> <div>Other Expenses</div> <div> <div>Add</div> <div>Description</div> <div>Receipt No.</div> <div>Expense Type</div> <div>Amount</div> <div>Receipt</div> </div> </div>					
<div> <div>Day Reason:</div> <div>Day Destination:</div> </div>					
<div> <div>Tuesday 02 Mar 2021</div> <div> <div>KM/Mileage</div> <div> <div>Add</div> <div>Start</div> <div>End</div> <div>Km's</div> <div>Amount</div> <div>Receipt</div> </div> </div> </div>					
<div> <div>Other Expenses</div> <div> <div>Add</div> <div>Description</div> <div>Receipt No.</div> <div>Expense Type</div> <div>Amount</div> <div>Receipt</div> </div> </div>					
<div> <div>Wednesday 03 Mar 2021</div> <div> <div>KM/Mileage</div> <div> <div>Add</div> <div>Start</div> <div>End</div> <div>Km's</div> <div>Amount</div> <div>Receipt</div> </div> </div> </div>					
<div> <div>Other Expenses</div> <div> <div>Add</div> <div>Description</div> <div>Receipt No.</div> <div>Expense Type</div> <div>Amount</div> <div>Receipt</div> </div> </div>					

- The cost centre will be moved to the **"Selected Cost Centre"** tab. Advise the percentage of cost allocation to this cost centre, for example 100%. If cost is splitted between 2 different cost centres you need to advise the cost centres and % split.

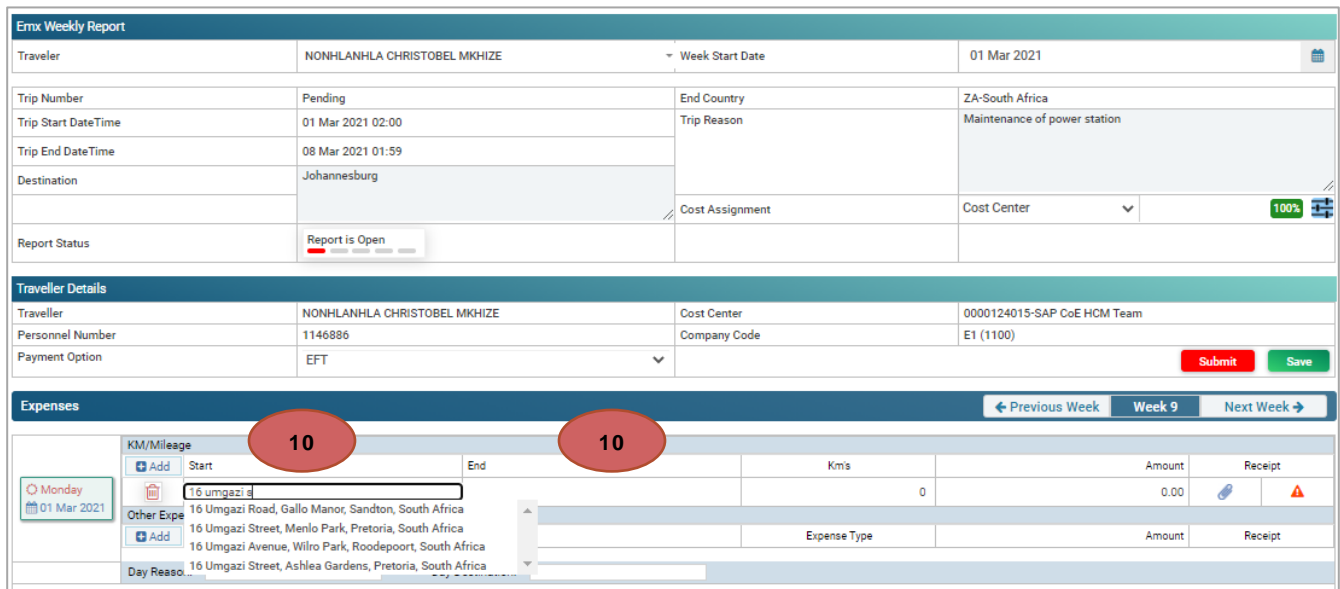
	Title: Cliqit Manual - Eskom	Number: BS147	Revision: 1	Effective Date: 2021-04-14
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9. Select the  icon to close the pop up.




10. Start typing the address of your start location in the **“Start”** tab. Make your selection from the dropdown list. Repeat the step for the **“End”** tab.

Important: The system will not accept any free text for the addresses, you need to select from the dropdown list.



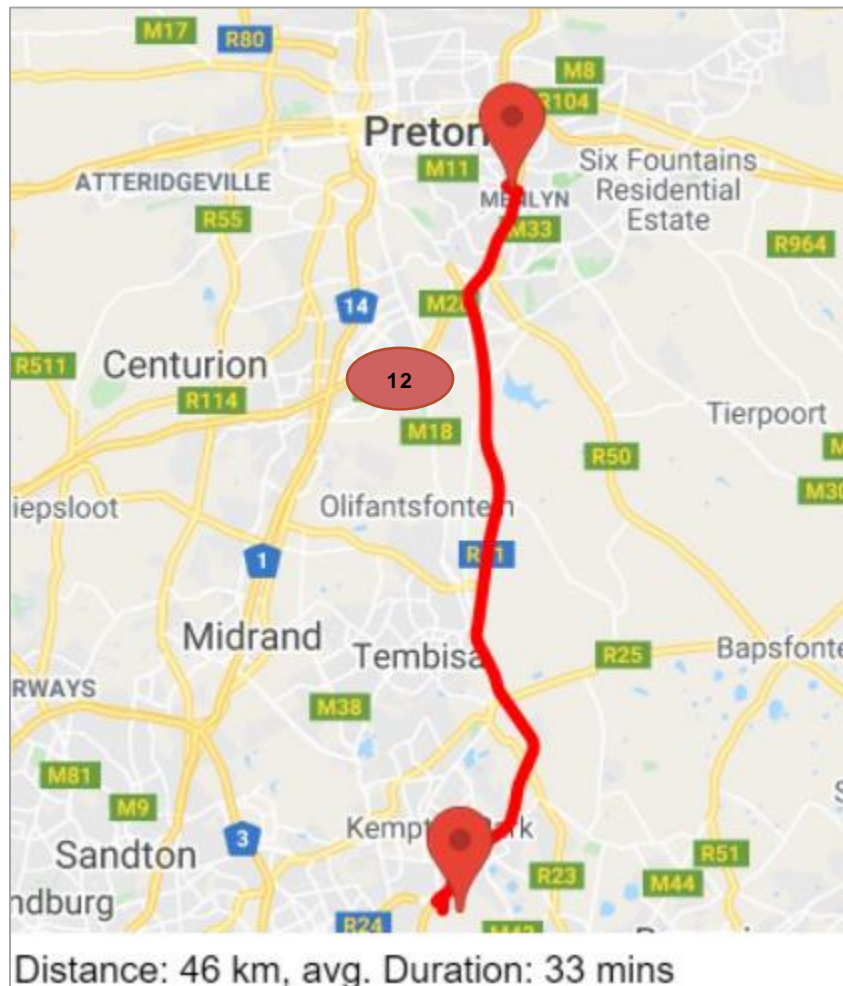
11. The system will automatically generate the total amount of KM driven and cost per KM as per Eskom's agreement.

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Traveller Details					
Traveller	NONHLANHLA CHRISTOBEL MKHIZE		Cost Center	0000124015-SAP CoE HCM Team	
Personnel Number	1146886		Company Code	E1 (1100)	
Payment Option	EFT		<input type="button" value="Submit"/> <input type="button" value="Save"/>		

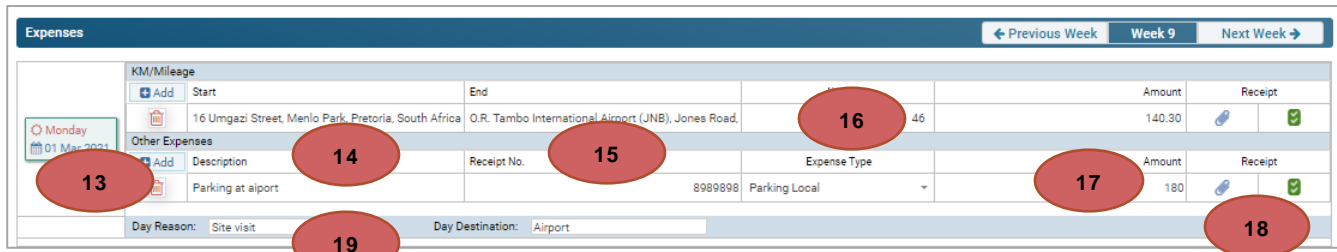
Expenses					
← Previous Week Week 9 Next Week →					
Monday 01 Mar 2021	KM/Mileage				
	<input type="button" value="Add"/> Start	End			
	16 Umgazi Street, Menlo Park, Pretoria, South Africa		O.R. Tambo International Airport (JNB), Jones Road,	11	11
	Other Expenses				
	<input type="button" value="Add"/> Description	Receipt No.	Expense Type		Amount
					12
Day Reason:		Day Destination:			
Tuesday 02 Mar 2021	KM/Mileage				
	<input type="button" value="Add"/> Start	End	Km's		Amount
	Other Expenses				Receipt
	<input type="button" value="Add"/> Description		Receipt No.	Expense Type	Amount
					Receipt

12. The system will automatically save a copy of the route in Google maps which can be found by clicking on the **“Receipt”** ☒ icon.

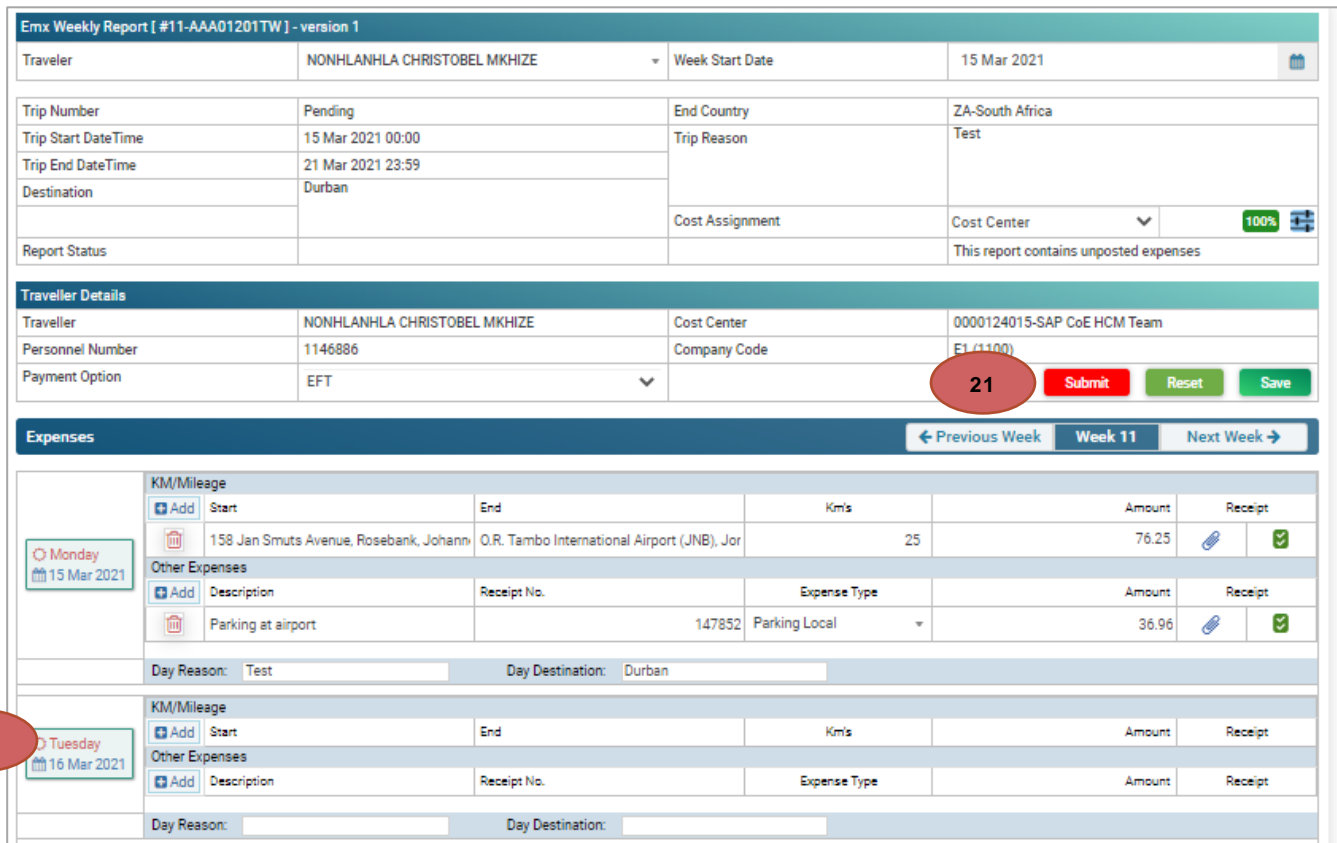


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13. Select the  icon to add **“Other Expenses”** to the Milage claim.
14. Complete the **“Description”** of the other expense.
15. Provide the receipt number in the **“Receipt Number”** field.
16. Select the **“Expense Type”** from the dropdown list.
17. Add the amount of the claim.
18. Select the  icon to add a copy of the receipt to the claim. Once added the receipt icon will update to green .
19. Complete the **“Day Reason”** and **“Day Destination”** boxes.



20. Repeat the above steps for each day of the week.
21. Select the **“Save”** button to have the EMX expense with other expenses saved as a draft.



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22. The claim will display in the **“Dashboard”** with an open status. You can return to this claim to add additional claims for the rest of the week and or other expenses before submitting it for approval.
- To submit the EMX Expense refer to **Submitting your EMX Expense for approval** in this manual.

22

Dashboard Quick Receipts Trip Expense Comp. Paid Expense Travel Expense Emx Weekly

All Expenses

22

Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
	EMX Expense #11	Twf Ref: AAA01903AP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	Open	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	System NA

b. Submitting an EXM Expense for approval

1. Select the **“Submit”** button once you have added all the claims and related expenses for the week to have the claim sent for approval.

Emx Weekly Report [#11-AAA01201TW] - version 1

Traveler	NONHLANHLA CHRISTOBEL MKHIZE	Week Start Date	15 Mar 2021
Trip Number	Pending	End Country	ZA-South Africa
Trip Start DateTime	15 Mar 2021 00:00	Trip Reason	Test
Trip End DateTime	21 Mar 2021 23:59		
Destination	Durban	Cost Assignment	Cost Center 100%
Report Status	This report contains unposted expenses		

Traveller Details

Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		

1

Submit Reset Save

Expenses

Previous Week Week 11 Next Week

KM/Mileage		Start	End	Km's	Amount	Receipt
		158 Jan Smuts Avenue, Rosebank, Johann	O.R. Tambo International Airport (JNB), Jor	25	76.25	

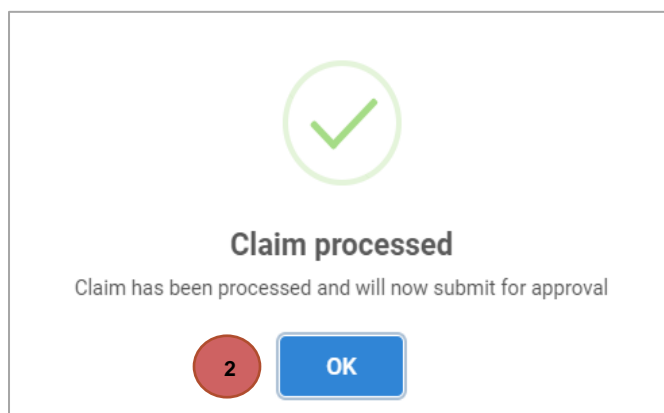
Monday 15 Mar 2021

Other Expenses		Description	Receipt No.	Expense Type	Amount	Receipt
		Parking at airport	147852	Parking Local	36.96	

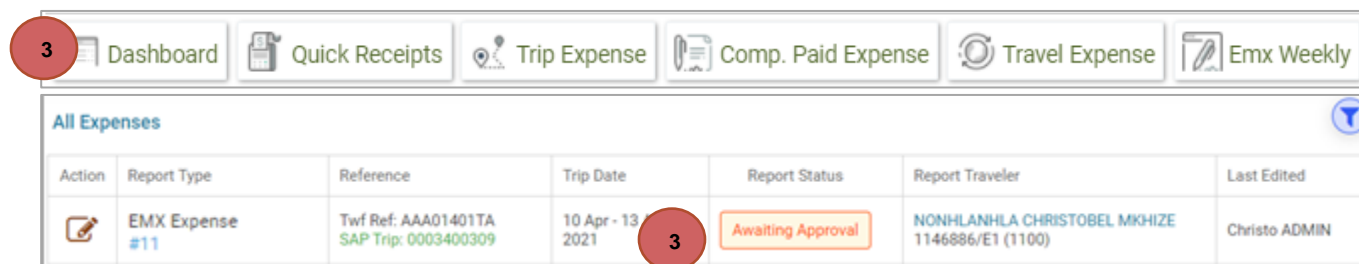
Day Reason: Test Day Destination: Durban

2. The below pop up will generate to advise that the claim was successfully submitted. Select the **“OK”** button.

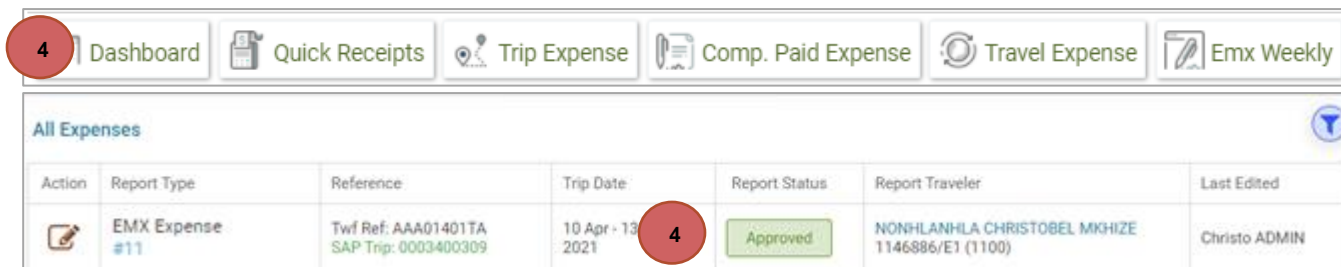
	Title: Cliqit Manual - Eskom	Number: BS147	Revision: 1	Effective Date: 2021-04-14
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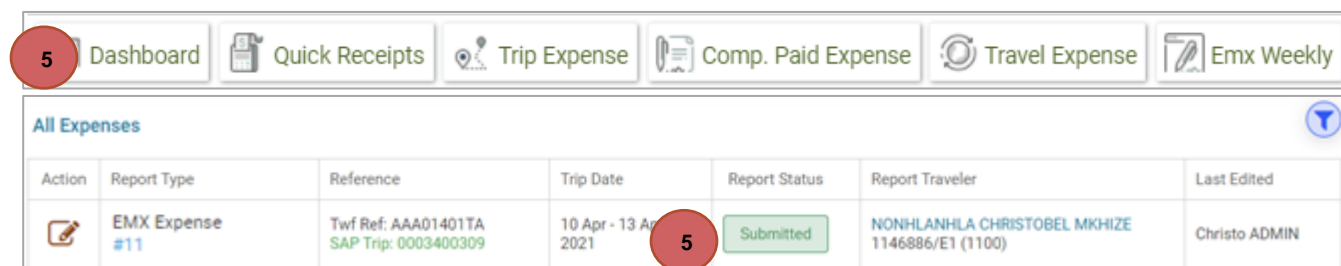
3. The claim will display in the “***Dashboard***” with status awaiting approval.



4. The status will update to approved once the approver approves the claim.



5. Cliqit will update the status to submitted to confirm that this claim was sent to Eskom's financial system.



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6. The system will update the status to posted once Eskom's financial system confirms that the claim was processed.

6 Dashboard	Quick Receipts	Trip Expense	Comp. Paid Expense	Travel Expense	Emx Weekly
EMX Expense #11	Twf Ref: AAA01401TA SAP Trip: 0003400309	10 Apr - 13 Apr 2021	6 Posted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

7. Cliqit will update the status to Eskom Error if no response (Eskom system is down) was received from Eskom's financial system.

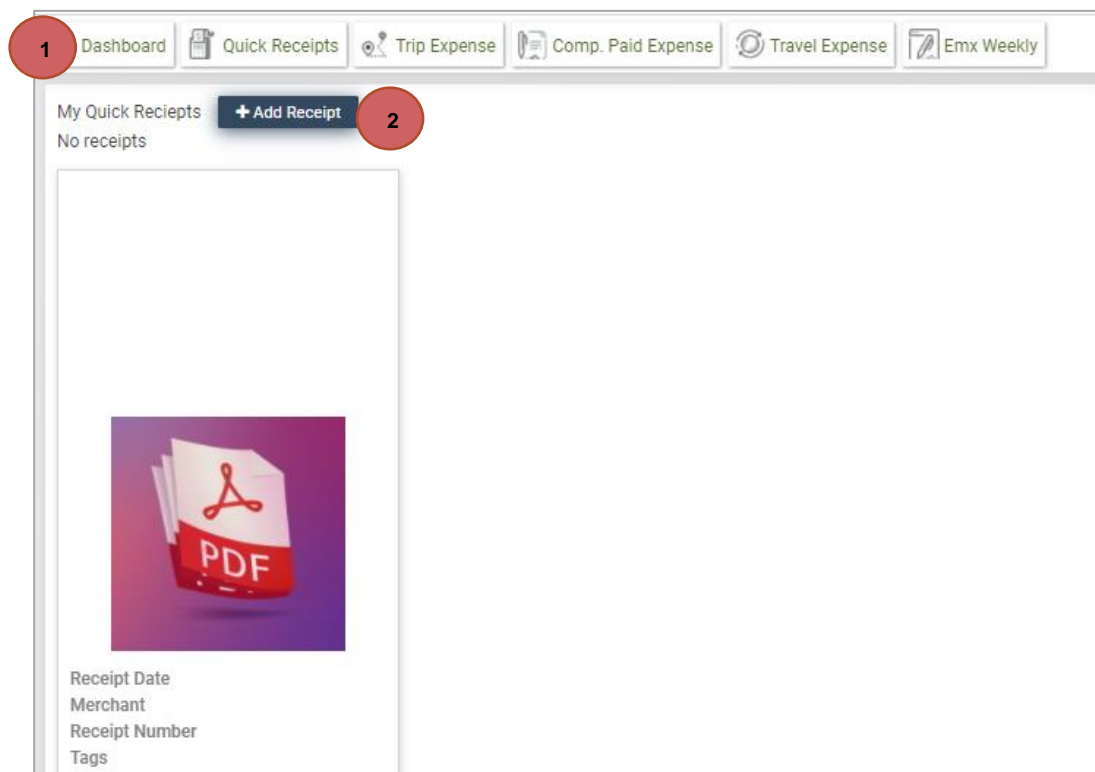
7 Dashboard	Quick Receipts	Trip Expense	Comp. Paid Expense	Travel Expense	Emx Weekly
EMX Expense #11	Twf Ref: AAA01201TW SAP Trip: Pending	15 Mar - 21 Mar 2021	7 Eskom Error	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

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21. Quick Receipts

Save your receipts on the system in the **“Quick Receipts”** section while you are on a trip. From where you can simply attach copies of these receipts when creating the claim.

1. Select the **“Quick Receipts”** tab in the dashboard.
2. Select the **“Add Receipt”** icon to add the receipt to the quick receipts tab.



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22. Change a Claim.




Follow the below steps to change a claim across all types of expense claim.

1. In the dashboard select the  icon to open the expense.

1

Dashboard
Quick Receipts
Trip Expense
Comp. Paid Expense
Travel Expense
Emx Weekly

All Expenses

Action	Report Type	Reference	Trip Date	Report Status	Report Traveler	Last Edited
	Sys. Company Paid Expense #18	Twf Ref: AAA01903AP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	Open	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	System NA
1 	Trip Expense #13	Twf Ref: AAA01401TA SAP Trip: 0003400309	10 Apr - 13 Apr 2021	Posted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN
	Company Paid Expense #12	Twf Ref: AAA01301CP SAP Trip: 0003400301	01 Apr - 02 Apr 2021	Submitted	NONHLANHLA CHRISTOBEL MKHIZE 1146886/E1 (1100)	Christo ADMIN

2. Once opened, select the **“Change report”** button to open the claim for amendments.

Trip Expense Report [#13-AAA01401TA] - version 1
Create New Report


Trip Number	0003400309	End Country	ZA-South Africa
Trip Start DateTime	10 Apr 2021 18:00	Trip Reason	Business - Site visit
Trip End DateTime	13 Apr 2021 01:00		
Destination	Cape town	Cost Assignment	Cost Center
Report Status	Report is Posted		100%

Traveller Details

Traveller	NONHLANHLA CHRISTOBEL MKHIZE	Cost Center	0000124015-SAP CoE HCM Team
Personnel Number	1146886	Company Code	E1 (1100)
Payment Option	EFT		

2

Change Report

3. The claim form will open for amendments. Click on the  icon to delete a claim line.
4. Click in the box that needs to be updated: Dates, Expense type, Destination etc.

	Title:	Number:	Revision:	Effective Date:
	Cligit Manual - Eskom	BS147	1	2021-04-14

Traveller Details									
Traveller	NONHLANHLA CHRISTOBEL MKHIZE				Cost Center	0000124015-SAP CoE HCM Team			
Personnel Number	1146886				Company Code	E1 (1100)			
Payment Option	EFT				<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>				
KM/Mileage									
<input type="button" value="+ Add"/>	Date	Vehicle Type	Start Loc.	End Loc.	Km's	Rate	Amount	Receipt	
<div style="text-align: right;">Advance(s): R 176.00 [details]</div>									
<input type="button" value="+ Add"/>	Start Date	End Date	Expense Type	Destination	Days	Rate	Amount	Receipt	
<input type="button" value="X"/>	10 Apr 2021	12 Apr 2021	FDA - Option 1 (961A)	cape town	2	88	176.00	<input type="button" value="Receipt"/> <input checked="" type="checkbox"/>	
Other Expenses									
<input type="button" value="+ Add"/>	Start Date	End Date	Service Provider	Expense Type	Description	Receipt No.	Amount	Receipt	
<input type="button" value="X"/>	11 Apr 2021	11 Apr 2021	N/A	Parking Local	Parking at venue	7878787	120	<input type="button" value="Receipt"/> <input checked="" type="checkbox"/>	
<div style="text-align: right;">Advance(s): R 500.00 [details]</div>									

5. A deleted line will change its colour to grey.
6. An updated line will change its colour to orange.
7. Select the icon to have a new line added to the claim. The line colour will be added in green.

Living Out Allowance									
<input type="button" value="+ Add"/>	Start Date	End Date	Expense Type	Destination	Days	Rate	Amount	Receipt	
	10 Apr 2021	11 Apr 2021	FDA - Option 1 (961A)	cape town	1	88	88.00	<input type="button" value="Receipt"/> <input checked="" type="checkbox"/>	
Other Expenses									
<input type="button" value="+ Add"/>	Start Date	End Date	Service Provider	Expense Type	Description	Receipt No.	Amount	Receipt	
	11 Apr 2021	11 Apr 2021	N/A	Parking Local	Parking at venue	7878787	120	<input type="button" value="Receipt"/> <input checked="" type="checkbox"/>	
<input type="button" value="X"/>			N/A	Select			0	<input type="button" value="Receipt"/> <input type="checkbox"/>	
<div style="text-align: right;">Advance(s): R 500.00 [details]</div>									

8. The reset button will clear any changes made to the claim and revert to the original claim.
9. The save button will save the changes as a draft.
10. The submit button will submit the change for approval.

Trip Expense Report [#13-AAAD1401TA] - version 2					<input type="button" value="Create New Report"/>
Trip Number	0003400309	End Country	ZA-South Africa		
Trip Start DateTime	10 Apr 2021 18:00	Trip Reason	Business - Site visit		
Trip End DateTime	13 Apr 2021 01:00				
Destination	Cape town	Cost Assignment	Cost Center	100%	
Report Status	Report is being Changed				
Traveller Details					
Traveller	NONHLANHLA CHRISTOBEL MKHIZE		Cost Center	0000124015-SAP CoE HCM Team	
Personnel Number	1146886		Company Code	E1 (1100)	
Payment Option	EFT		<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>		

Refer to section **Submitting an EXM Expense for approval** in this manual on the different statuses of the claim after submittal for approval.