

Authorisation via SMS Reply Process Guide

Note: The approvers will still receive the usual Email Notification, as well as an SMS message.
Approval can be done via either of the above methods.

1. The Approver will receive an SMS Authorisation message containing the booking details, as follows:

Priority: High
Traveller/s: MR DAVID WHISTON
Booker: MISS TRAVEL BOOKER
Cost Centre: CC101
Travel Reason: SALES TEST
First Travel Date: 6/12/2012 6:20:00 AM
Flight: O R Tambo Intl Arpt - King Shaka Intl Flight: King Shaka Intl - O R Tambo Intl Arpt
Hotel: Southern Sun
Car: Avis
Lost Savings: -660.00
Total Cost: 2654.19
Either Note 1 or Note 2 will be included in the received SMS depending on your set up.
Note 1: Approve? Reply with a Y or N to this message
Note 2: Approve? Reply with a Y or N and Order Number to this message

2. SMS Reply:

No Order Number Required on Approval (Note1):

To Approve the booking simply reply **Y** to the received message.

Order Number Required on Approval (Note 2):

To Approve the booking simply reply **Y ABC123** to the received message
(**ABC123** is the Order Number for the Transaction.)

To Reject the booking simply reply **N** to the received message.

3. After a successful Authorisation via SMS Reply, the Approver will receive one of the following SMS messages confirmations:

3.1 Successful Approval via SMS Reply:

Approval for Req: CompanyName 566 Successfully Received. Status: Approved.

3.2 Successful Rejection via SMS Reply:

Approval for Req: CompanyName 566 Successfully Received. Status: Declined

3.3 If the booking has been Approved or Rejected already, then the following SMS confirmation:

Approval for Req: CompanyName 566 Successfully Received. Status: Approval Process Already Completed

For bookings done after hours or for travel the following day, the travel agency after hours mobile will also receive the approval notifications via sms.