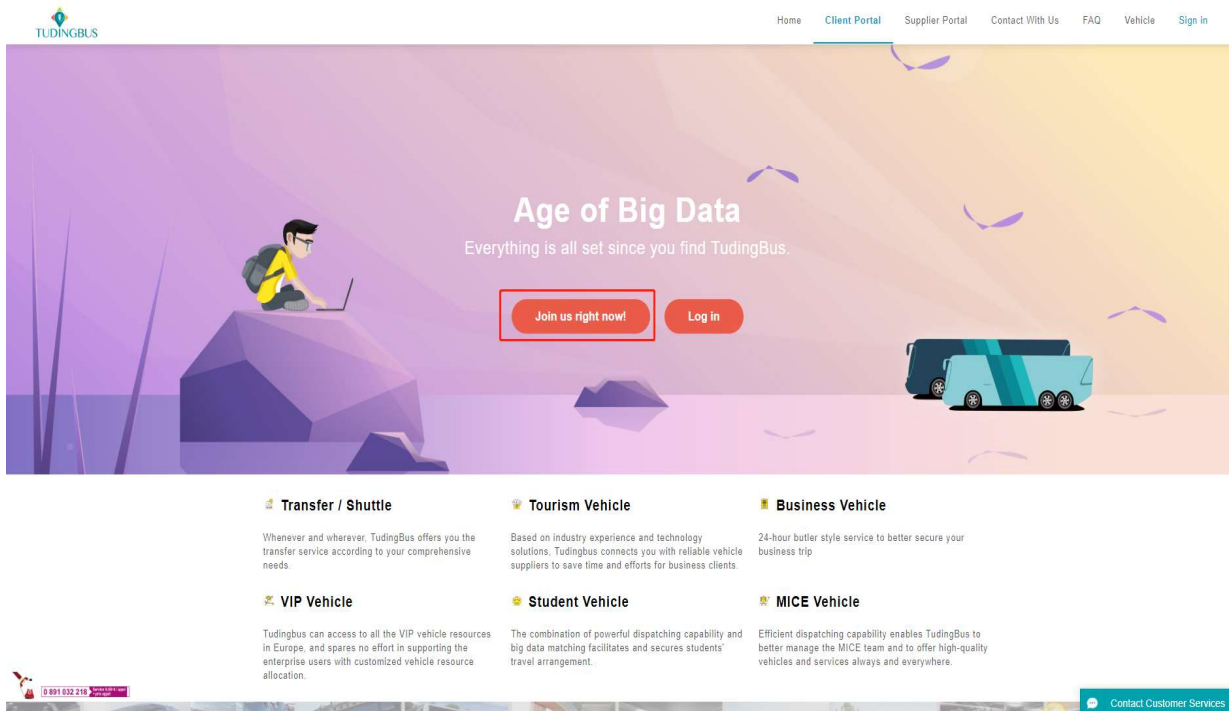




# Registration Guide

You just need to register via the official website <https://www.tudingbus.com>, choose the Client Portal, then you can begin your registration process through clicking the “Join us right now” button below.  
You need to fill in the relevant information, read and click the box of user policy., then click “Register” to finish the registration.

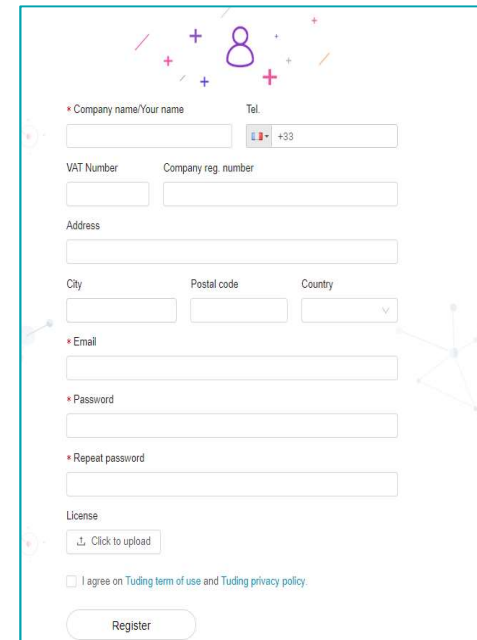


The image shows the TudingBus website homepage. At the top, there is a navigation bar with links: Home, Client Portal, Supplier Portal, Contact With Us, FAQ, Vehicle, and Sign in. The main banner features a stylized illustration of a person sitting on a rock using a laptop, with a bus in the background. The text on the banner reads "Age of Big Data" and "Everything is all set since you find TudingBus." Below this, there are two buttons: "Join us right now!" and "Log in".

Below the banner, there are four service categories:

- Transfer / Shuttle**: Whenever and wherever, TudingBus offers you the transfer service according to your comprehensive needs.
- Tourism Vehicle**: Based on industry experience and technology solutions, Tudingbus connects you with reliable vehicle suppliers to save time and efforts for business clients.
- Business Vehicle**: 24-hour butler style service to better secure your business trip.
- VIP Vehicle**: Tudingbus can access to all the VIP vehicle resources in Europe, and spares no effort in supporting the enterprise users with customized vehicle resource allocation.
- Student Vehicle**: The combination of powerful dispatching capability and big data matching facilitates and secures students' travel arrangement.
- MICE Vehicle**: Efficient dispatching capability enables TudingBus to better manage the MICE team and to offer high-quality vehicles and services always and everywhere.

At the bottom left, there is a contact number: 01 891 032 316. At the bottom right, there is a button: "Contact Customer Services".

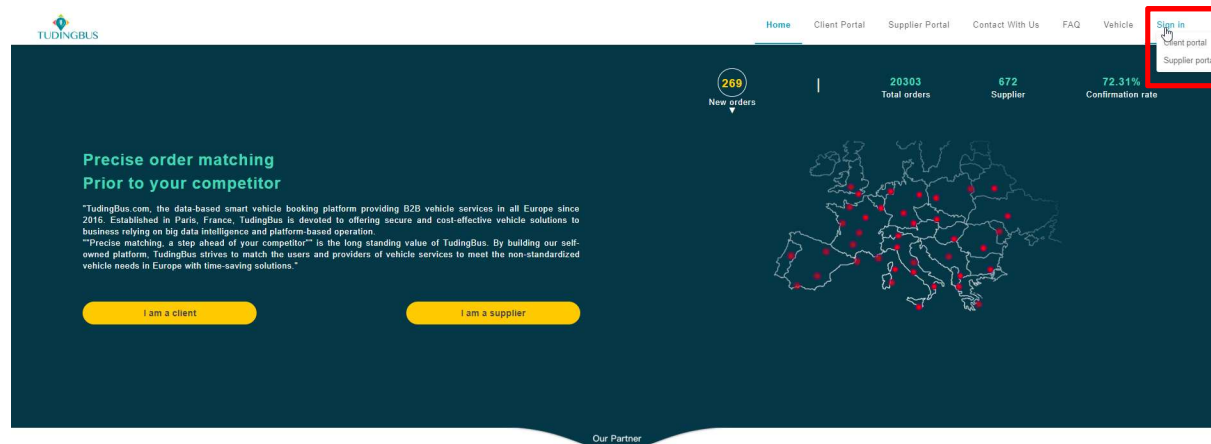


The image shows a registration form with the following fields:

- \* Company name/Your name
- Tel. (Country code dropdown, +33)
- VAT Number
- Company reg. number
- Address
- City
- Postal code
- Country (dropdown)
- \* Email
- \* Password
- \* Repeat password
- License (Click to upload)
- ☐ I agree on Tuding term of use and Tuding privacy policy.
- Register

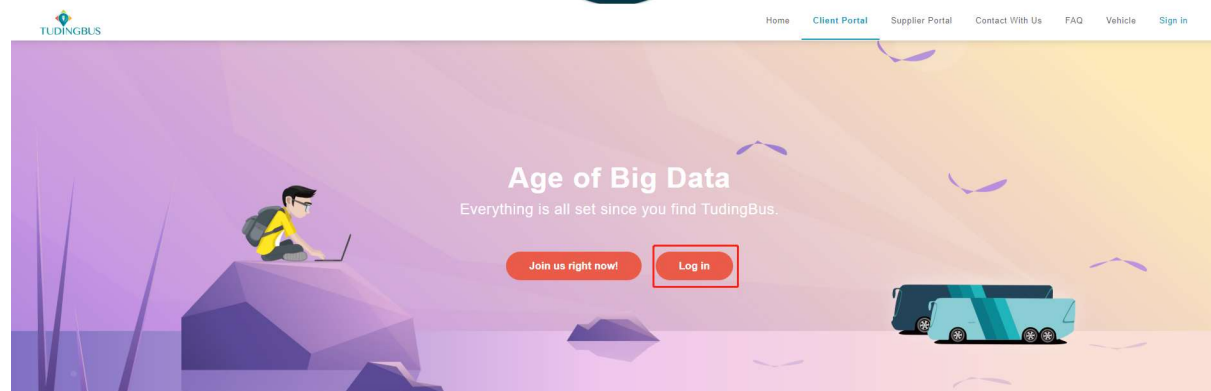
# Login Guide

You can log in on our official website <https://www.tudingbus.com> by clicking the “Sign in” button in the upper right corner.



You can also go to the Client Portal through the homepage of our website and click on the “Log in” button.

Or visit the Client Portal directly via website: <https://supplier.tudingbus.com>



# Information Maintenance – Email Notification

After you register successfully, while waiting for verification, you can use all the functions except making orders. Our staff will contact you within two working days to complete verification.

Tudingbus will send you email notifications to the address you specify based on the status update of orders

You can edit the email address used to accept notifications via “Email notification” in the left menu bar.

English

Notification

Home / Email Notification

Add an Email

Email	Action
	Delete
	Delete
	Delete
	Delete
	Delete
	Delete
	Delete
	Delete

< 1 >

Contact Customer Services

Here you can edit the email address used to accept notifications.  
You can also add or delete email addresses on this page.

# Operation Account Editing

The screenshot displays the TUDINGBUS User Management interface. On the left, a sidebar contains navigation links: Orders, My Orders, Template, Contracts, Setting, and Email Notification. The 'User Management' link is highlighted. The main content area shows a table of users with columns for User Name, User Email, and Action. Above the table, there is a form to add a new user with fields for E-mail address, Name, and Password, and an 'Add To List' button. An 'Add' button is also present. The 'Action' column for each user contains 'Update' and 'Delete' buttons. A red box highlights the 'Update' button for a specific user, with an arrow pointing to a modal window titled 'Edit user'. This modal contains fields for 'User name' and 'Email', and 'Return' and 'Submit' buttons. A red box also highlights the 'Delete' button for the same user. A large teal callout box on the right contains a warning icon and text stating that the page is only accessible to company admin accounts and that new admin accounts should be created by contacting customer service.

**Add**

E-mail address Name Password Add To List

User Name	User Email	Action
[Redacted]	[Redacted]	<b>Update</b> Delete
[Redacted]	[Redacted]	Update Delete
[Redacted]	[Redacted]	Update Delete
[Redacted]	[Redacted]	Update Delete
[Redacted]	[Redacted]	Update Delete
[Redacted]	[Redacted]	Update Delete
[Redacted]	[Redacted]	Update Delete
[Redacted]	[Redacted]	Update

**Edit user**

User name: [Redacted]

Email: [Redacted]

Return Submit

**Delete**

**Update** Delete

**Update** Delete

**Update** Delete

**Update** Delete

**Update** Delete

**Update** Delete

**Update**

**Return** **Submit**

**Warning:** This page can only be accessed by your company's admin account. The accounts created on this page are ordinary accounts. If you need to create a new admin account, please contact our official customer service.

**Here you can manage the operation accounts under your company's admin account . You can add, delete, or update operation account information.**

**You can update the user information by clicking the corresponding "update" button.**

Contact Customer Services

# Order Creation

The screenshot displays the TUDINGBUS web application interface. The left sidebar contains navigation links: Orders, My Orders, Template, Contracts, Setting, Email Notification, and User Management. The main content area is titled 'Home / My Orders' and features a table of orders. The table has columns for Order Ref., Order Name, Status, Start Date, Start Place, End Date, End Place, Customer Group, and PAX. A red box highlights the 'Make New Order' button in the top right corner. A blue callout box points to the 'My Orders' link in the left sidebar.

**Make New Order**

Order Ref.	Order Name	Status	Start Date	Start Place	End Date	End Place	Customer Group ...	PAX
486654	han	Quotation	2019-03-08	Airport CDG Terminal 1 77990 Mau...	2019-03-11	Paris, France	1253	12
486647	london -2	Quotation	2019-04-02	London Heathrow Airport Southam...	2019-04-05	London Eye South Bank, London SE...		20
486653	ZHANG Hanjie	Quotation	2019-03-08	Eiffel Tower Champ de Mars, 5 Ave...	2019-03-08	Eiffel Tower Champ de Mars, 5 Ave...	1253	21
486650		Quotation	2019-03-07	Airport CDG Terminal 1 77990 Mau...	2019-03-08	Berlin, Germany		50
486652		Quotation	2019-04-07	Airport CDG Terminal 1 77990 Mau...	2019-04-08	Berlin, Germany		45
486649	France 5 days-1	Confirmed	2019-03-27	Airport CDG Terminal 1 77990 Mau...	2019-03-31	Marseille, France	1253	45
486637		Quotation	2019-02-28	Paris, France	2019-02-28	Lyon, France		50
486648		Quotation	2019-03-06	Paris, France	2019-03-06	Lyon, France		50
486638		Finished	2019-02-26	Paris, France	2019-02-26	Paris, France		30
486643	France 5 days-2	Canceled	2019-03-24	Airport CDG Terminal 1 77990 Mau...	2019-03-28	Marseille, France	1254	45
486642	France 5 days-1	Canceled	2019-03-10	Airport CDG Terminal 1 77990 Mau...	2019-03-14	Marseille, France	1253	45
486628		Finished	2019-02-26	Paris, France	2019-02-26	Lyon, France		40
486627		Canceled	2019-02-26	Paris, France	2019-02-26	Tours, France		30
486626	fasdfasdfs	Incident	2019-03-07	Lyon, France	2019-03-10	Lyon, France	sadffasdfs	30

Contact Customer Services

💡 In "My Order" page you will see "Make New Order" button in the upper right corner, click it then you can start the order creation.

# Order Edit

## Step 4 – Save or Submit

You can click on the upper right button to submit the order, or not but save as a template.

Step 1 - Fill in the basic group information

Step 2 - check all items needed to be covered in the quotation

TudingBus.com - Creation of order

Quick Mode

Save to Template Submit New Order Close

Group Number Order Name Group Type

Passenger\* Required Vehicle Seats

PAX: 15 - 50

Start Date\* Min Emission Std. Nationality

2019-03-11 Euro 5

Driver Language Budget

English X

Note

Road Charges

Charges covered by the supplier

Highway & Road Taxes Customized All Included

☐ Tips ☐ Driver meals

☐ Driver accommodation ☐ Parking

☒ Highway ☒ Road toll - Tax road

☒ Road toll - gobox ☒ Road toll - tunnel

☐ City permit ☐ Ferry cost

☐ Bridge tolls ☐ Mountain pass

2019-03-11 0 KM

2019-03-12 0 KM

Day 1 2019-03-11

note of day

11:15 City tour (+50km)

Airport CDG Terminal 1 77990 Mauregard, France

Flight no 1223

0 km

Select time Pass point type

Address

Contact Customer Services

## Step 3 – Route editor

Two mode: Quick mode & Pre-mode

# Route Editor – A. Quick mode

The screenshot displays the 'Route Editor' interface in 'Quick mode'. It shows two days of travel plans. Day 1 is for 2019-03-11 and Day 2 is for 2019-03-12. Each day has a 'Write your note of day' field and a list of itinerary points. Callout 1 points to a trash icon for deleting the daily plan. Callout 2 points to a plus icon for increasing the daily plan. Callout 3 points to a trash icon for deleting detailed travel coordinate points. Callout 4 points to a plus icon for adding detailed travel coordinate points. A text box explains that distances are shown between points and that users can choose 'Client Take Bus' or 'No Bus Needed'. Another text box states that users can write down comments as remarks. A third text box explains that users just need to enter an address and select from recommended options. A search dropdown for 'paris' is shown at the bottom left.

Delete the detailed travel coordinate points in each day

Delete the daily plan

Save to Template Submit New Order Close

Day 1 2019-03-11 Write your note of day

0.00 km

Airport CDG Terminal 1 77990 Mauregard, France

Address

Day 2 2019-03-12 Write your note of day

0.00 km

Address

31.92 km

☒ Client Take Bus

☐ No Bus Needed

paris

Paris Town Gali No 6, Batala Road, ...

Paris, France

Pariser Platz, Berlin, Germany

Paris, TX, USA

Paris, Brant, ON, Canada

Day 1 2019-02-18 Write your note of day

77990 Maurega

You can write down some comments as a remark here.

Between the itinerary points, we will automatically show the distance for your reference. You can choose no bus service within this part of journey and choose other means of transportation instead.

You just need to enter the itinerary passing address here and select the correct address in the automatically recommended address below, then the journey point will be entered successfully.

# Route Editor – B. Pre-mode

The screenshot shows the 'Pre-mode' of the Route Editor. At the top left, a 'Quick Mode' toggle is highlighted with a red box and labeled 1. Below it, a list of dates with '0 KM' is shown, with the first two items labeled 2. A red box labeled 3 highlights the 'Day 1 2019-03-11' header. A red box labeled 4 highlights a specific itinerary point. Below this, a form for editing the point is shown, with a red box labeled 5 highlighting the 'Select time' dropdown. The form includes fields for 'note of day', 'City tour (+50km)', 'Airport CDG Terminal 1 77990 Mauregard, France', 'Flight no 1223', 'Select time', 'Pass point type', and 'Address'. At the top right, there are buttons for 'Save to Template', 'Submit New Order', and 'Close'.

💡 If you need a more detailed planning of your itinerary, you can use our Pro-mode. You can switch between modes by clicking the button above.

⚠️ Your trip information in both modes is shared, and editing it in either mode will affect the itinerary in another mode.

- ①: Mode switching
- ②: Show itinerary by date
- ③: Delete a day in the itinerary
- ④: Delete a specific place in the itinerary
- ⑤: Add itinerary point

- 💡 During the itinerary, you can edit the following information separately:
- 1. Specific time: You need to select the corresponding time in the drop-down box. This will be the arrival time of the vehicle at that point.
  - 2. Type: The type of one itinerary point, including hotel, airport, city experience, etc.
  - 3. Address: the detailed address of this itinerary point
  - 4. Remarks: detailed explanation of activities at this itinerary point

# Order Template

💡 You can view the order templates through the “Template” button in the left menu bar.

The screenshot displays the TUDINGBUS Order Template management interface. The left sidebar contains a menu with the following items: Orders, My Orders, Template (highlighted), Contracts, Setting, Email Notification, and User Management. The main content area shows a table with the following data:

Order Name	Customer Group Name	Start Date	Action
France 5 days-1	1253	2019-03-06	<a href="#">Create from Template</a> <a href="#">Delete From Template</a>
		2019-03-26	<a href="#">Create from Template</a> <a href="#">Delete From Template</a>

Two callout boxes provide instructions: "Create order from the template" points to the "Create from Template" button, and "Delete the template" points to the "Delete From Template" button. The bottom of the interface includes a pagination bar showing "1" of 20 pages and a "Contact Customer Services" button.

# Order Confirmation & Step1

After submission, the order will appear on “My order”. You can click the “view” icon on the left to see the details and manage the order.

The order will go through three states: **Quotation, Pre-confirmed and Reconfirmed** : “Quotation” is the state of an order that just been created and is waiting for quotations from suppliers, “Pre-confirmed” is the state after you choosing one quotation from suppliers, and “Reconfirmed” is after final confirmation by suppliers. (△ Every time the state changes, you will be noticed by emails and internal messages, which will help you complete the next step)

You need to follow steps to finally confirm the order:

Step 1 - Select the appropriate supplier quotation

Step 2 - Waiting for final order confirmation





Step 3 - Order final confirmation

## 💡 Step 1 - Select the appropriate supplier quotation

The initial submitted order is in the “Quotation” state, which will appear in the “Unconfirmed TAB” on “My Orders” page. The number appearing on the right in status is the number of quotations received so far from suppliers. You can click the icon and select the final supplier you prefer.

You can access to the order list page (seen in next slide) by clicking the “View” icon or by double-clicking the order.

After you select the appropriate quotation, you only need to click “Preconfirm” to complete the quotation phase.

All (14) <b>Unconfirmed (7)</b> Confirmed (1)   Incident (1)   Finished (2)   Canceled (3) <div>▼ Filters</div>									
	Order Ref.	Order Name	Status	Start Date	Start Place	End Date	End Place	Customer Group ...	PAX
<div></div>	486654	han	Quotation <div>1</div>	2019-03-08	Airport CDG Terminal 1 77990 Mau...	2019-03-11	Paris, France	1253	12
<div></div>	486647	london -2	Quotation <div>1</div>	2019-04-02	London Heathrow Airport Southam...	2019-04-05	London Eye South Bank, London SE...		20
<div></div>	486653	ZHANG Hanjie	Quotation	2019-03-08	Eiffel Tower Champ de Mars, 5 Ave...	2019-03-08	Eiffel Tower Champ de Mars, 5 Ave...	1253	21
<div></div>	486650		Quotation	2019-03-07	Airport CDG Terminal 1 77990 Mau...	2019-03-08	Berlin, Germany		50

# Step 1 - Select the Appropriate Supplier Quotation

**TUDINGBUS**

- Orders
- My Orders
- Template
- Contracts
- Setting
- Email Notification
- User Management

**Program Detail**  
 Created: 2019-03-07 15:37:39  
 Updated: 2019-03-08 11:01:52

Client Group Number 1253	Tuding Order Number TD486654
Start Date 2019-03-08	End Date 2019-03-11
Start Place Airport CDG Terminal 1 77990 Mauregard, France	End Place Paris, France
Budget 500	

Group Type VIP	Required Coach Seats 12-70
Required minimum emission standard Euro 5	Number of passengers 12
Required Driver Speaking languages English	Client budget 500

Note From Client

Client expect Coach company charge the following expenses  
 Highway  
 Gobox  
 Tax Road  
 Tunnel

Coaches and Drivers

Total Kilometer: 1885.06

Day	Date	Total
Day 1	2019-03-08	74.65 km
16:15	Airport CDG Terminal 1 77990 Mauregard, France	0 km
	Paris, France	32.09 km
	Disneyland Paris Boulevard de Parc, 77700 Coupvray, France	42.56 km

**TD-486654 & 1253**

**554.55 €** Tax include(10%)

★★★★★ Supplier from Australia

Coach seat: 50  
 Emission standard: Euro 6  
 Driver language: English  
 Covered fees: Highway, Road toll - Tax road, Road toll - GoBox, Road-toll-tunnel

Bid Placed By Supplier  
 Created Time: 2019-03-08 14:17  
 Update Time: 2019-03-08 14:17

Pre confirm See details


Service Id: 27

💡 Details of order and itinerary are on the left

💡 List of quotations received for this order is on the right, which contains the following information:

- 1 Price
- 2 Tax rate
- 3 Grade of supplier
- 4 Registration place of supplier
- 5 Vehicle type (number of seats)
- 6 Emission standard
- 7 Driver's master language
- 8 Fees included in the quotation
- 9 Quotation time and quotation update time

## Step 2 – Waiting for Final Order Confirmation



Orders

My Orders

Template

Contracts

Setting

Email Notification

User Management

Program Detail

Created: 2019-03-07 15:37:39  
Updated: 2019-03-08 11:01:52

Client Group Number 1253	Tuding Order Number TD486654
Start Date 2019-03-08	End Date 2019-03-11
Start Place Airport CDG Terminal 1 77990 Mauregard, France	End Place Paris, France
Budget 500	

Group Type VIP	Required Coach Seats 12-70
Required minimum emission standard Euro 5	Number of passengers 12
Required Driver Speaking languages English	Client budget 500

Note From Client

Client expect Coach company charge the following expenses  
Highway  
Gobox  
Tax Road  
Tunnel

Coaches and Drivers

Total Kilometer: 1885.06

Day 1	2019-03-08	Total 74.65 km
16:15	Airport CDG Terminal 1 77990 Mauregard, France	0 km
	Paris, France	32.09 km
	Disneyland Paris Boulevard de Parc, 77700 Coupvray, France	42.56 km

TD-486654 & 1253

Cancel Preconfirm

Total price (Tax Included): 534.55 €  
VAT of the bid: 10 %  
TudingBus Service fee: 10 %  
Charges covered in bid:


- Highway
- Road toll - Tax road
- Road toll - gobox

Note of Bid:

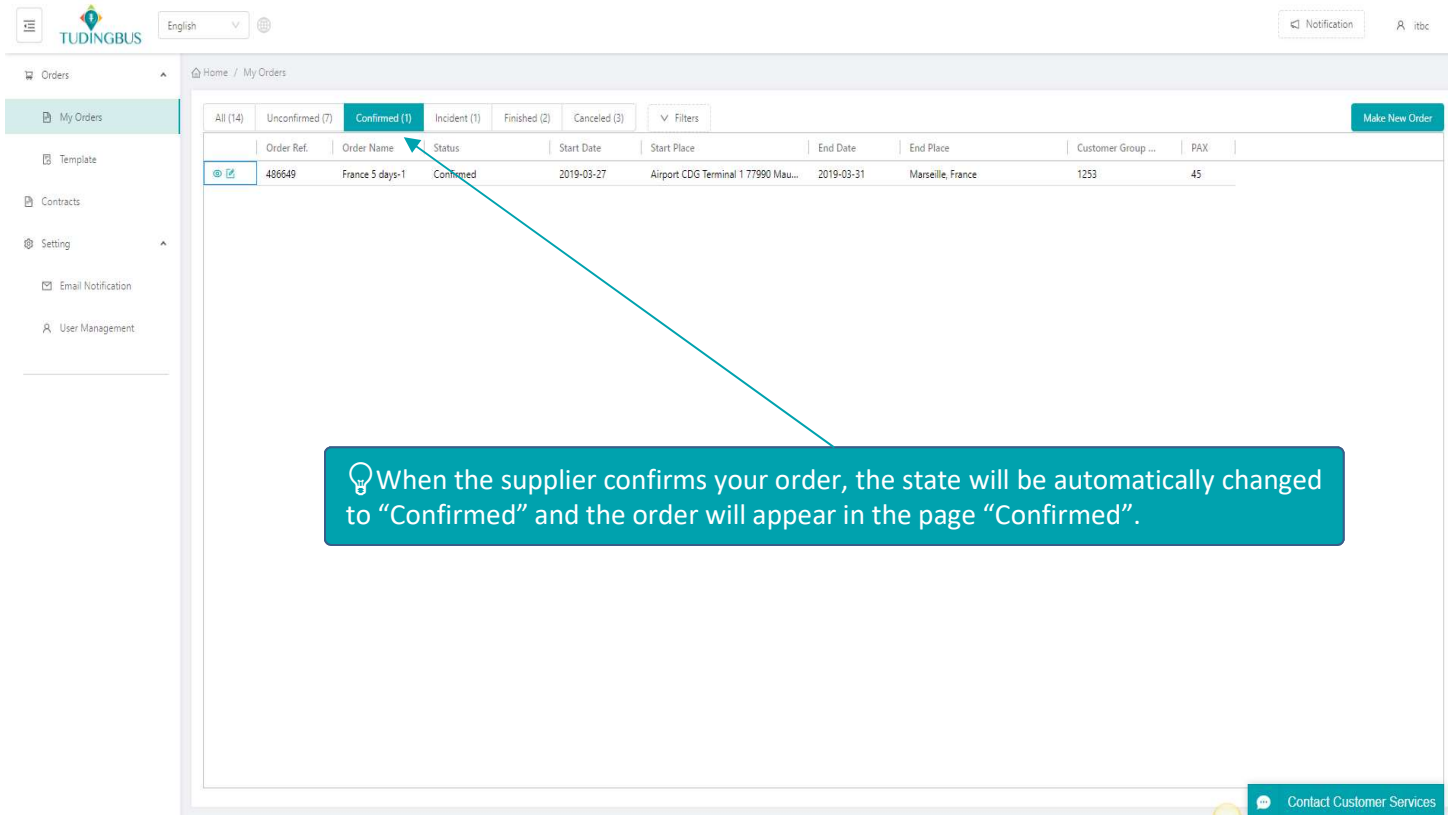
Seats of vehicle: 50  
Emission standard of vehicle: Euro 6  
Drivers Language: English

💡 Once the confirmation is issued, your order will be changed to a “Pre-confirm” state. The supplier will do the reconfirmation about vehicle availability as soon as possible. This normally will be finished within one day.

💡 While waiting for the reconfirmation, if any change, you can cancel your order by clicking “Cancel Preconfirm” in the order details page.



## Step 3 - Order Final Confirmation

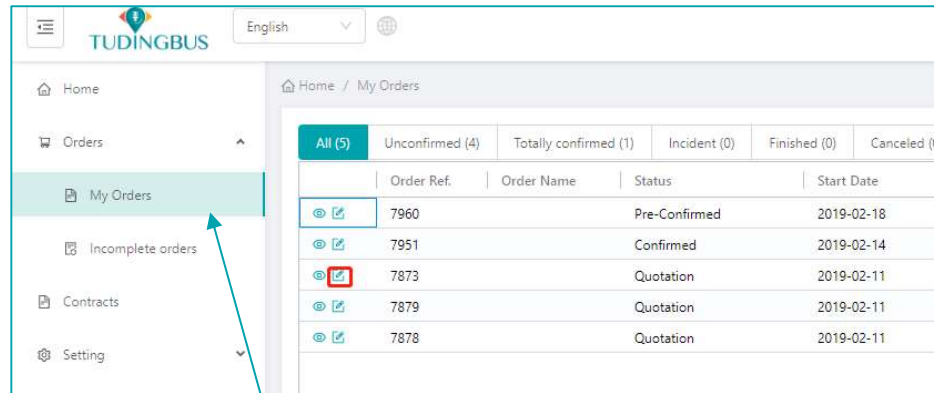


The screenshot displays the TUDINGBUS web interface. On the left is a sidebar with navigation links: Orders, My Orders, Template, Contracts, Setting, Email Notification, and User Management. The main content area is titled 'Home / My Orders' and features a filter bar with tabs for 'All (14)', 'Unconfirmed (7)', 'Confirmed (1)', 'Incident (1)', 'Finished (2)', and 'Canceled (3)'. A 'Filters' button and a 'Make New Order' button are also present. Below the filter bar is a table with the following columns: Order Ref., Order Name, Status, Start Date, Start Place, End Date, End Place, Customer Group ..., and PAX. A single row is visible with the following data: Order Ref. 486649, Order Name France 5 days-1, Status Confirmed, Start Date 2019-03-27, Start Place Airport CDG Terminal 1 77990 Mau..., End Date 2019-03-31, End Place Marseille, France, Customer Group ... 1253, and PAX 45. A blue callout box with a lightbulb icon points to the 'Confirmed' status in the table, containing the text: 'When the supplier confirms your order, the state will be automatically changed to "Confirmed" and the order will appear in the page "Confirmed".' At the bottom right, there is a 'Contact Customer Services' button.

Order Ref.	Order Name	Status	Start Date	Start Place	End Date	End Place	Customer Group ...	PAX
486649	France 5 days-1	Confirmed	2019-03-27	Airport CDG Terminal 1 77990 Mau...	2019-03-31	Marseille, France	1253	45

When the supplier confirms your order, the state will be automatically changed to "Confirmed" and the order will appear in the page "Confirmed".

# Order Update

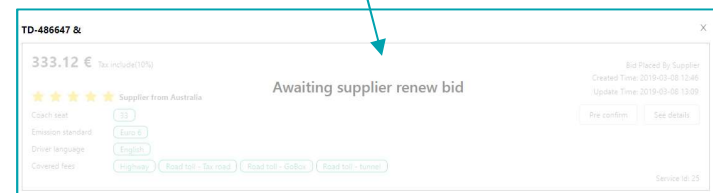


Order Ref.	Order Name	Status	Start Date
7960		Pre-Confirmed	2019-02-18
7951		Confirmed	2019-02-14
7873		Quotation	2019-02-11
7879		Quotation	2019-02-11
7878		Quotation	2019-02-11

💡 Under the state of “Quotation” or “Reconfirmed”, if you need to update or refine the schedule, you can change it by clicking the edit button corresponding to the order in the order list page.

⚠️ You need to update the final itinerary at least 5 working days before the order begins.

💡 If your order is under “pre-confirmed” state, the quotation you received before changing the itinerary will become invalid because of your update, and the corresponding supplier will re-quote your new itinerary as soon as possible.



**TD-486647 &**

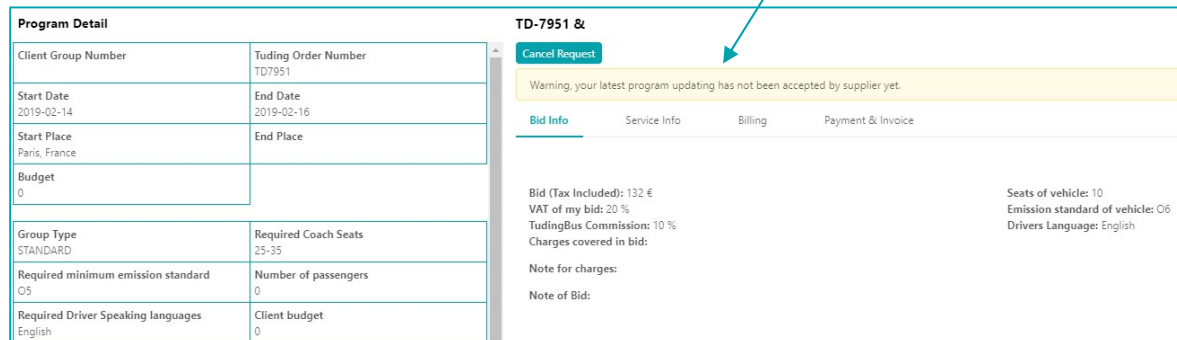
333.12 € (Tax included: 10%)

Awaiting supplier renew bid

Bid Placed By: Supplier  
Created Time: 2019-03-08 12:46  
Update Time: 2019-03-08 13:09

Pre confirm See details

💡 If your order is under “confirmed” state, the itinerary you changed will be sent to the corresponding supplier at once. The supplier will confirm or reject it. The supplier may also submit some changes of service price within the system.



Program Detail	
Client Group Number	Tuding Order Number TD7951
Start Date 2019-02-14	End Date 2019-02-16
Start Place Paris, France	End Place
Budget 0	
Group Type STANDARD	Required Coach Seats 25-35
Required minimum emission standard O5	Number of passengers 0
Required Driver Speaking languages English	Client budget 0

**TD-7951 &**

[Cancel Request](#)

Warning, your latest program updating has not been accepted by supplier yet.

[Bid Info](#) [Service Info](#) [Billing](#) [Payment & Invoice](#)

Bid (Tax Included): 132 €  
VAT of my bid: 20 %  
TudingBus Commission: 10 %  
Charges covered in bid:

Note for charges:

Note of Bid:

Seats of vehicle: 10  
Emission standard of vehicle: O6  
Drivers Language: English

# Order Complaint

Orders

My Orders

Template

Contracts

Setting

Email Notification

User Management

TUDINGBUS

Eng

Program Detail

Created: 2019-03-06 17:25:35

Client Group Number	Tuding Order Number
1253	TD486649
Start Date	End Date
2019-03-27	2019-03-31
Start Place	End Place
Airport CDG Terminal 1 77990 Mauregard, France	Marseille, France
Budget	
2400	

Group Type	Required Coach Seats
STANDARD	45-70
Required minimum emission standard	Number of passengers
Euro 5	45
Required Driver Speaking languages	Client budget
English/Chinese	2400

Note From Client  
Need to prepare water & pre-clean the coach  
Prefer leather seats

Client expect Coach company charge the following expenses  
Highway  
Parking fees  
Gobox  
Tax Road  
Tunnel  
City Permit

Coaches and Drivers  

Coaches  
2faef | 2019-03-27 to 2019-03-31 | 123123 seats  
2faef | 2019-03-27 15:15 to 2019-03-31 15:15 | 123123 seats  
.....

Drivers  
ttt ttt | 2019-03-27 - 2019-03-31 | ea123123  
Asturian/Catalan

Total Kilometers: 1189.66

TD-486649 & 1253

Apply for Tuding customer service

Bid Info

Service Info

Billing

Payment & Invoice

Total price (Tax Included): 1109.09 €  
VAT of the bid: 10 %  
TudingBus Service fee: 10 %  
Charges covered in bid:

- Parking
- Highway
- Road toll - Tax road
- Road toll - gobox
- Road toll - tunnel

Seats of vehicle: 50  
Emission standard of vehicle: Euro 6  
Drivers Language: English, Spanish, German

Note of Bid:

Contact Customer Services

💡 Under the “Reconfirmed” state, you can fill in the cause of a complaint and submit it.

# Related Service Information Upload

**Program Detail**

Client Group Number	Tuding Order Number TD7951
Start Date 2019-02-14	End Date 2019-02-16
Start Place Paris, France	End Place
Budget 0	

Group Type STANDARD	Required Coach Seats 25-35
Required minimum emission standard Q5	Number of passengers 0
Required Driver Speaking languages English	Client budget 0

Note From Client

Coach company covers only basic services (coach & driver)

Coaches and Drivers

Coaches

11212 | 2019-02-14 to 2019-02-14 | 12 seats

Drivers

hanjie zhang | 2019-02-14 - 2019-02-14 | 0667944380  
Asturian|Catalan

Total Kilometer: 0

Day 1	2019-02-14	Total 0 km
	Paris, France	0 km
Day 2	2019-02-15	Total 0 km

**TD-7951 &**

Cancel Request

Warning, your latest program updating has not been accepted by supplier yet.

Bid Info

Service Info

Billing

Payment & Invoice

Guide Name  
guide

Guide Tel Number  
000000000

Leader Name  
leader

Leader Tel Number  
000000000

Assistant Name

Assistant Tel Number

Update

Coach Info

Driver Info

From 2019-02-14 to 2019-02-14  
Plate Number : 11212  
Features : 12 seats | O6  
Note :

From 2019-02-14 to 2019-02-14  
Driver Name : hanjie  
Phone : 0667944380  
Speaking Languages : Asturian|Catalan

- 💡 For confirmed orders, you need to upload relevant tour guide information as soon as possible.
- 💡 You can upload the guide/leader/assistant information through the "Service Info" module in the order details page of the corresponding order.
- 💡 You need to fill in the name and phone number of the relevant person in the corresponding position, and click update to renew the order.

# Finance Module - Change of Order Service Amount

💡 For orders in the reconfirmed state, you can view the relevant fees in “Billing”, or you can change the amount of the service.

Bid Info Service Info **Billing** Payment & Invoice

Total Amount  
134,40

Type	Amount(V.I)	Vat	Status	action
Coach Service	€ 134,40	20%	Accepted	

💡 You can also finally confirm or reject the change of service amount applied by suppliers

TD-486649 & 1253

Apply for Tuding customer service

Bid Info Service Info **Billing** Payment & Invoice

Total Amount  
1109,09

TudingBus Service Fee  
109,09

Type	Amount(V.I)	Vat	Status	action
Coach Service	€ 1000,00	10%	Accepted	
Tudingbus Service Fee	€ 109,09	20%	Accepted	
Extra Request From Client	€ 100,00	10%	Submitted 2019-03-07 13:18	Cancel ⓘ
Extra Cost Asked By Supplier	€ 500,01	10%	Submitted 2019-03-11 11:15	Accept Refuse ⓘ

+Extra request

💡 The type of changes include extra request & reduction:  
Extra request - used to record sudden cost in the itinerary  
Reduction - used to record the compensation for various reasons by suppliers.

⚠️ You need to fill in the after-tax amount, tax rate, and type. If possible, you need to provide the corresponding documents.

Extra Request From Client

Request amount (v.i): 100 Vat(%): 20 Category: Austria Go-box

\*As the rounding, the final price may have 0.01 different with the amount you enter.

Description:  
Please input note

Drop a document here  
Or  
Select Document

Submit Cancel

⚠️ Your request or the supplier's request for change of service amount will be shown in the total amount once it is accept by the other.

# Invoice and Payment

The screenshot shows the 'Payment & Invoice' tab selected in a navigation bar. Below the navigation bar, there is a 'Cancel Request' button. The main content area displays 'Unpaid' in a red box, followed by 'Total Amount' and '112,00'. At the bottom, there is a green button labeled 'Payment records and documents' and a white button labeled 'Pay'.

💡 You can always download your invoice in the Payment & Invoice TAB in the order details page



You can also check your payment for the order.

💡 The total amount of the order will be divided into several payments according to the payment terms negotiated between us.

💡 On the billing page, you can see the amount, status, time to pay, etc. for each payment.

# Payment Method

TD-486649 & 1253

[Apply for Tuding customer service](#)

Bid Info Service Info Billing **Payment & Invoice**

**Unpaid** Total Amount 1100,00

Payment records and documents **Pay**

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**Payment method**

- ☒ Visa, Mastercard & RIB (Online)
- ☐ Bank transfer (Manually verification)
- ☐ Other payment method (Please contact us)

**Payment info**

Amount: €1100,00

Order NO. TD486649

**Pay**

**Payment method**

- ☐ Visa, Mastercard & RIB (Online)
- ☒ Bank transfer (Manually verification)
- ☐ Other payment method (Please contact us)

**Payment info**

Amount: €1100,00

Order NO. TD486649

Remittance Date:

Note:

**Payment Proof**

Confirm and submit the payment information

**A - Online payment (CB & RIB)**

You can select online payment and click the payment button to complete the payment in the popup window.

**B - Bank transfer**

You need to select the bank transfer type in the payment, and click “payment proof” to upload the receipt, fill in the transfer time and remarks.

⚠ Please note that you need to fill in your Tuding order number in the transfer notes, so that we can quickly confirm your payment.



Thanks for your attention!