



# NORWEGIAN CRUISE LINE® Seaweb

## AGENT BOOKING ENGINE (FLY-CRUISE & CRUISE ONLY BOOKINGS)

Go to [www.ncl.co.uk/agents/book](http://www.ncl.co.uk/agents/book) to start.

### 1. STEPS TO BOOKING

Once you have successfully logged in, you will be taken to the Agent Home page.

From here you can **make a new reservation** or **search for existing reservations**.

To begin a new reservation:

Click on the 'NEW RESERVATION' button

To Search for an existing reservation:

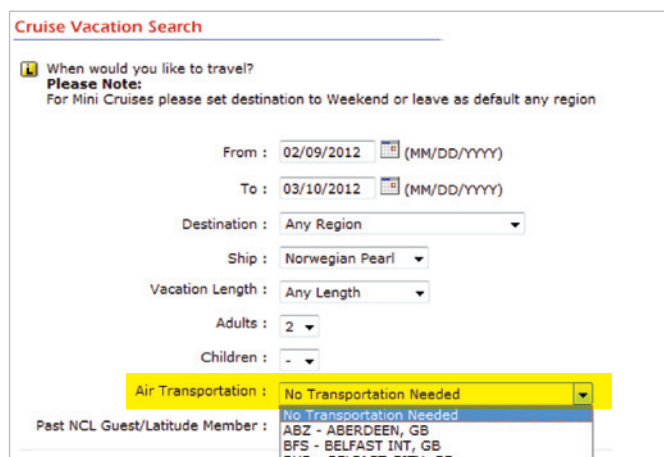
Click on the 'NEW SEARCH' button

*Note: On the Cruise Vacation Search page you will be able to enter qualifiers to help search for the most appropriate cruise for your customers.*

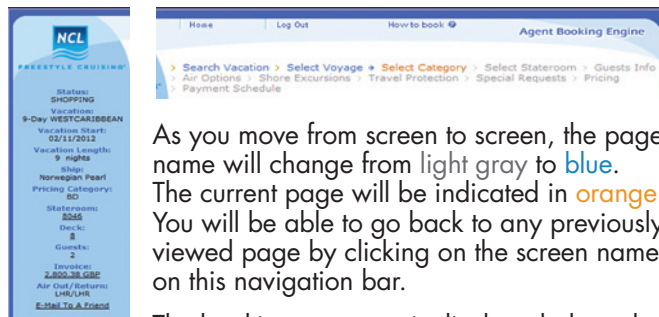
### 2. AIR TRANSPORTATION

When creating a new booking, the 'Cruise Vacation Search' page will allow you to select the preferred departure airport from a drop down menu.

*Note: If booking 'Cruise Only' this drop down menu can be left as 'no transportation needed'.*



### 3. NAVIGATION COMMON FEATURES



As you move from screen to screen, the page name will change from light gray to blue. The current page will be indicated in orange. You will be able to go back to any previously viewed page by clicking on the screen name on this navigation bar.

The booking summary is displayed along the left side of the screen. As you move from screen to screen, additional details will be displayed. Some of the entries are hyperlinks to additional information.

### 4. AVAILABLE CRUISE VACATIONS

Some of the voyages displayed may not exactly match your search criteria. The system returns the closest matches to your request.

Length	Destination	Ship	Itinerary Info	Comments	Vacation Start Date	
7	CARIBBEAN	Norwegian Pearl	<a href="#">i</a>	WESTERN CARIBBEAN	02/12/2012	<a href="#">Select &gt;&gt;</a>
7	CARIBBEAN	Norwegian Pearl	<a href="#">i</a>	WESTERN CARIBBEAN	02/19/2012	<a href="#">Select &gt;&gt;</a>
7	CARIBBEAN	Norwegian Pearl	<a href="#">i</a>	WESTERN CARIBBEAN	02/26/2012	<a href="#">Select &gt;&gt;</a>

Click Here for itinerary info

Click Here to select sailing

### 5. SELECT A STATEROOM CATEGORY

This page lists the available categories on the ship based on the occupancy you specified on the initial search page.

Category	Description	Upgrade	Price	
S1	3-BEDROOM GARDEN VILLA	OK	6,520.19	<a href="#">i</a> <a href="#">Select &gt;&gt;</a>
S2	DELUXE OWNER'S SUITE	OK	3,070.19	<a href="#">i</a> <a href="#">Select &gt;&gt;</a>
S3	OWNER'S SUITE W/ LARGE BALCONY	OK	2,950.19	<a href="#">i</a> <a href="#">Select &gt;&gt;</a>

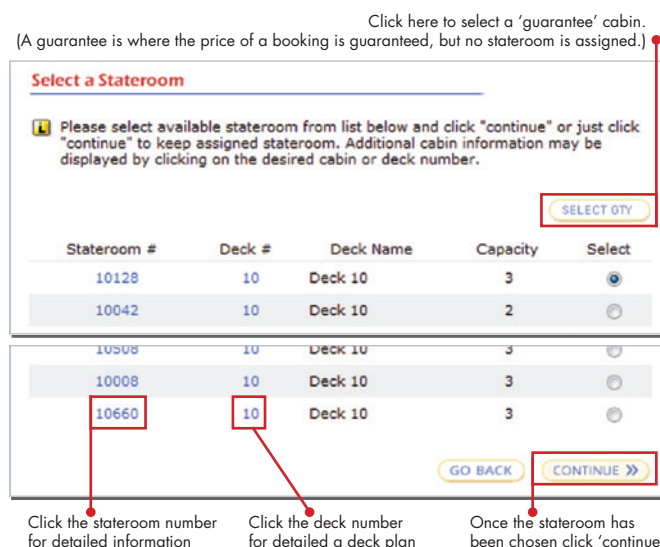
Click Here for cabin description

Click Here for itinerary info

Click Here to select sailing

### 6. SELECT A CABIN

This screen provides you with a list of available staterooms in the category you selected.



Click here to select a 'guarantee' cabin. (A guarantee is where the price of a booking is guaranteed, but no stateroom is assigned.)

Stateroom #	Deck #	Deck Name	Capacity	Select
10128	10	Deck 10	3	<input type="radio"/>
10042	10	Deck 10	2	<input type="radio"/>
10508	10	Deck 10	3	<input type="radio"/>
10008	10	Deck 10	3	<input type="radio"/>
10660	10	Deck 10	3	<input type="radio"/>

GO BACK CONTINUE >>

Click the stateroom number for detailed information

Click the deck number for detailed deck plan

Once the stateroom has been chosen click 'continue'

## 7. GUEST INFORMATION

This screen allows you to enter information for each guest on the reservation. If guests have cruised with Norwegian Cruise Line before (Latitudes Member) please enter their Latitude number.

If guests have never cruised with Norwegian Cruise Line before please click 'skip search' in order to enter their details.

All mandatory fields are marked with an asterisk\*

Please provide full name and title including middle names as shown on the guests passport.

## 8. AIR OPTIONS

Air Gateways will automatically be added to the booking, based on selections on the first screen (vacation search).

If you could like to change to Cruise Only, remove the flights by pressing next to the appropriate guest or all Guests.

When all information is as required click 'continue'

Note: Flight details will be advised within 24 hours. For all deviations, please contact the air department prior.

## 9. SPECIAL REQUESTS

Requests are made by request type and on an individual basis. Select the request type and then tick the appropriate requirement.

## 10. STATEMENT OF PRICING

This screen will provide you with a complete pricing statement, both for the total price and on a per guest basis.

Click 'review commissions' for breakdown of commissions.

## 11. PAYMENT SCHEDULE

All amounts are in GBP.

Click the 'confirm booking' button to continue.

Please use the payment link on the next screen or call 0845 201 8907 to make any payment due.

## 12. CRUISE RESERVATION CONFIRMATION

The confirmation page provides a full summary plus the booking reference number. A detailed confirmation containing flight details (if applicable) will be sent by email.

Reservation #	<b>19944069</b>
Reservation Status :	OFFER
Package :	WCAB07CNNMIAMIA
Vacation Start/Nights :	02/11/2012, 9 nights
Ship :	Norwegian Pearl
Pricing Category :	BALCONY STATEROOM
Stateroom :	10128
Guests :	2

## 13. RETRIEVING A EXISTING BOOKING

To search by confirmation number, type the reservation number in the box and click the button. This is the narrowest search. Alternatively you can use the other fields for a more extensive search.

FOR MORE INFORMATION & RESOURCES SEE [WWW.NCL.CO.UK/AGENTS/SEAWEB](http://WWW.NCL.CO.UK/AGENTS/SEAWEB) OR CONTACT US:

FOR MAINTENANCE ISSUES, ONLINE ID / PASSWORDS QUERIES:

CONTACT SYSTEMS SUPPORT  
EMAIL [londonsysup@ncl.com](mailto:londonsysup@ncl.com)  
PHONE 020 8834 9029

FOR BOOKING QUERIES AND AMENDMENTS:

CONTACT RESERVATIONS  
EMAIL [longuestservices@ncl.com](mailto:longuestservices@ncl.com)  
PHONE 0845 201 8900

FOR GROUP BOOKINGS & GROUP ENQUIRIES:

CONTACT SPECIALIST SALES DEPARTMENT  
EMAIL [londonspecialistsales@ncl.com](mailto:londonspecialistsales@ncl.com)  
PHONE 0845 201 8900