



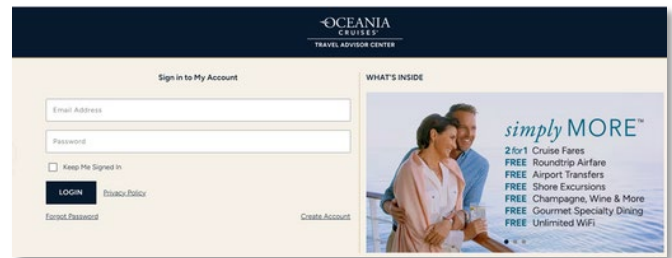
TRAVEL ADVISOR REDUCED RATES

Standard Operating Procedure Guide



1

Sign into the Travel Advisor Center Portal. Please create an account if you don't have one.
<https://www.oceaniacruises.com/agent/agent-login>



2

Once you sign in, click the "Connect" section. You will see the drop down with the link to the "Travel Advisor Reduced Rates Program" form. Click on the link.



3

Scroll down and complete the form below. Please fill in all the information requested. Then select "Save" and then select "Submit".

Reduced Rate Request

Select your voyage and guest details below.

Voyage *: Nautica - 12 day - 8/13/23 - Venice > Barcelona - C-G

Requested Room Category *: Inside Stateroom (F-G)

Would you like travel insurance *: Yes

Guest 1 Name (as it appears on passport) *:

Guest 2 Name (as it appears on passport) *:

Guest 3 Name (request basis only - as it appears on passport) *:

Guest 4 Name (request basis only - as it appears on passport) *:

Save

Submit

4

After your request has been submitted successfully, you will see this in the summary view. This displays the status of your current and prior TARR requests.

Status of Requests

Below you can track your bonus commissions and reduced rate voyage requests as they are approved or denied.

Filters	Submitted	Claim Form	Activity Date	# of Comments	Status	Line Item Status	Details
Activity Claim +	8/9/2023	Reduced Rate Request		0	Submitted	Pending	
Status +	2/6/2023	Reduced Rate Request		1	Completed	Approved	
	1/6/2023	Reduced Rate Request		0	Completed	Approved	
	1/5/2023	Reduced Rate Request		0	Completed	Denied	

Apply Clear

5

Once submitted, you will receive a notification to acknowledge your request. See copy below.

All requests will be reviewed and processed within 48 hours from Monday-Friday during business hours only. The Reduced Rates Desk may contact you via e-mail if they have any questions related to your request. For example: The Veranda staterooms are no longer available, but we can offer you an Inside category. Would you like to proceed?

6

All communications are done through the Summary View accessed via link in email notification.



Please do the following to reply to any comment or to make any comment to the Reduced Rates team:

1

Click on the "View Summary of Submissions" link on the email. This will lead you to the request page.



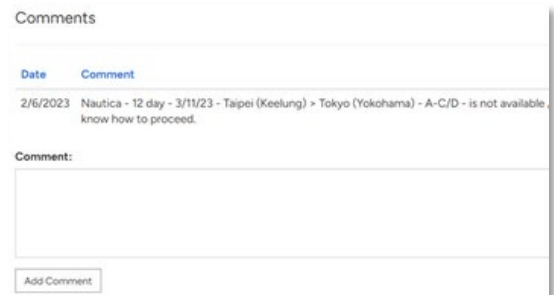
2

Then click on the "i" icon under details for your current submission.

Submitted	Claim Form	Activity Date	# of Comments	Status	Line Item Status	Details
8/9/2023	Reduced Rate Request		0	Submitted	Pending	
2/6/2023	Reduced Rate Request		1	Completed	Approved	
1/6/2023	Reduced Rate Request		0	Completed	Approved	
1/5/2023	Reduced Rate Request		0	Completed	Denied	

3

A side panel will open on the right of the screen with any comments made from the Reduced Rates team. Type any commentary into the comment box. Then click add the comment button. This is how you and the Reduced Rates team and you will communicate with each other.



4

When the request is approved or denied, an email will be auto sent to the Advisor with the status update. If the request is approved, then an additional email with booking information will be sent from the Reduced Rates team. If your request has been denied, please go back into the portal, and submit for another sailing.