



Online Booking Guidelines

Dear partners,

In the following please find the handling guidelines to book individual travellers (FIT) online. Therefore your agency number has to be opened for online booking as follows:

You can apply for online booking at www.nicko-tours.com in the Travel agents Login. Please find the questionnaire at **Agency log in for internet booking** and fill in all details (if you already have one, also the agency number) and send it online to nicko tours. Afterwards I can open your agency number for online booking.

Please note:

1. The system does not currently allow the **booking of special rates** so to make options and bookings, please email info@nicko-tours.de which goes through the reservation department
2. The system is also not ideal to **book singles** and if you wish to book online, you will probably have to make the booking for 2 names and then follow up with an email to info@nicko-tours.de advising them it is a single booking.
3. Shore **excursion packages** are not possible to book online as well. Please email info@nicko-tours.de to book English speaking excursion packages. Don't forget that you earn 10% on these.

Please do not book groups online, therefore please contact Yvonne Breitenstein (y.breitenstein@nicko-tours.de).

you are logged in as: Simone Schrader, TC Touristik GmbH (Thomas Cook Reisen)



Deutsch

Home

Search & Book

destination

length of journey

month of travelling

ship

Brochure Download

Group Request

Booking & Payment Information

Important Travel Information

Terms & Conditions

Tour Operators

professional area

Dear Frau Schrader,
welcome to our professional area!

**Dear Frau Schrader,
Please note, that there will be no early bird for fortune cabins**

[search with cruise name or code](#)

[professional screen mask](#)

No options possible, fix bookings only!

Option possible for 5 working days! Please note that you will have to delete the options within this 5 days on your own, otherwise cancellation fees will apply. Please find the booking guideline for the professional screen mask in the following (only marked what you have to fill in).

BA – Booking Request
 OA – Optional Request
 Please request in the first step with OA or BA and then fix the option/booking with O or B (see below).
 Further possible “Actioncode” please find in Appendix A.

Agency number is shown automatically after logging in

agency number 5655
 Consultant Uschi

Actioncode BA

Kind of travel

booking number

number of persons 2

number of services 6

Multifunction

Number of travelers in one cabin

welcome to the professional log in of nicko tours!

Bei realen Kategorien muss jeder Teilnehmer einer K...

Services

| no | Acc | Bookingcode | Info | room-code | occ | Cnt | from | until | participant | Status | Price |
|----|-----|-------------|------|-----------|-----|-----|--------|--------|-------------|--------|-------|
| 1 | P | LYS-PRI | i | HD | 2V | 2 | 130411 | 200411 | 1-2 | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |

P = Package

All Cabin Categories please find in Appendix C

All Bookingcodes please find in Appendix B

Travel Date

Information/Advice

| Kabine | max.Bel. | Beschreibung | / | Kabine | max.Bel. | Beschreibung |
|--------|----------|--------------|---|--------|----------|--------------|
| A 225 | 2 | Hauptdeck | / | B 226 | 2 | Hauptdeck |
| C 227 | 2 | Hauptdeck | / | B 228 | 2 | Hauptdeck |
| E 229 | 2 | Hauptdeck | / | F 238 | 2 | Hauptdeck |
| G 239 | 2 | Hauptdeck | / | H 240 | 2 | Hauptdeck |
| I 241 | 2 | Hauptdeck | / | J 242 | 2 | Hauptdeck |
| K 243 | 2 | Hauptdeck | / | L 244 | 2 | Hauptdeck |
| M 245 | 3 | Hauptdeck | / | N 246 | 3 | Hauptdeck |
| O 247 | 3 | Hauptdeck | / | P 248 | 3 | Hauptdeck |

You do not have to add anything here, but you can see the available cabins in the chosen category as a result of requesting with BA or OA (after pushing “send”-button below. Please select one cabin and continue as follows in the next screen shot.

Client data

| | |
|--------------------|--|
| Lastname | |
| first name / title | |
| Street | |
| postal code | |
| City | |
| Email | |
| phone | |
| notes (e.g. diet) | |

participants

| no | title | last name/first name/title | Age | Price |
|-------|-------|----------------------------|-----|-------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| Total | | | | |

Help Delete Back Forward Send

Always confirm with send



Help Delete Back Forward Send

| | |
|--------------------|-------|
| agency number | 5655 |
| Consultant | Uschi |
| Actioncode | BA |
| Kind of travel | |
| booking number | |
| number of persons | 2 |
| number of services | 7 |
| Multifunction | |

Die Buchung ist möglich. Bitte buchen Sie mit dem Aktionscode B!

Services

| no | Acc | Bookingcode | Info | room-code | occ | Cnt | from | until | participant | Status | Price |
|----|-----|-------------|------|-----------|-----|-----|--------|--------|-------------|--------|-------|
| 1 | P | LYS-PRI | i | HD | 2V | 2 | 130411 | 200411 | 1-2 | | |
| 2 | BU | BHLY1 | i | | | 2 | 130411 | 130411 | 1-2 | | 258 |
| 3 | K | PRI/225 | i | HD | 2V | 1 | 130411 | 200411 | 1-2 | | 2098 |
| 4 | LA | LYSP | i | | | 2 | 130411 | 200411 | 1-2 | | 350 |
| 5 | BU | BRLY1 | | | | 2 | 200411 | 200411 | 1-2 | | |
| 6 | KV | | | | | | | | | | |
| 7 | | | | | | | | | | | |

Add the chosen cabin: /101

You do not have to add anything here, but you can see what you requested.

welcome to the professional log in of nicko tours!

Information/Advice

| Client data | | participants | | | | |
|--------------------|-------------------|--------------|-------|----------------------------|-----|-------|
| field | value | no | title | last name/first name/title | Age | Price |
| Lastname | KLEIN | 1 | H | KLEIN/JOHN | | 1353 |
| first name / title | JOHN | 2 | D | KLEIN/MARY | | 1353 |
| Street | OXFORD STREET 5 | 3 | | | | |
| postal code | 10954 | 4 | | | | |
| City | NEW YORK | 5 | | | | |
| Email | J.KLEIN@WEB.CO.UK | | | | | |
| phone | 0044772566845 | | | | | |
| notes (e.g. diet) | | | | | | |

Please add travelers address details.

Please add travelers' names. Title is always H = men D = women

If everything is correct now you can fix your option/booking with O = option or B = fix booking

Help Delete Back Forward Send

Always confirm with send

Appendix A - Actioncode

Test Functions

You will have the possibility of making a test booking in advance.

- TB = Test Booking

You can make a test booking and will receive a test booking number.

- TD = Show Test Booking

You can have a look at the test booking again.

- TO = Test Option

With this code you can make an optional test booking.

- TS = Test Cancellation

With this code you can make a test cancellation.

Optional Bookings

- OA = Optional Request

If you would like to request the availability and the price before booking, use this code.

- O = Option

An optional booking will – depending on tour operators conditions – after a specific period of time become a fix booking. Please be aware of the conditions of the tour operator.

- F = Fix Booking of an Option

With this code you will modify an optional booking into a fix booking.

Booking (fix)

- B? = Booking Information

With this code you can have a look at a sample booking - how to fill in the booking platform.

- BA = Booking Request

With this code you can request the availability of the services and the prices. If the service is not available please note the error message. Maybe a code will be missing or is wrong. If the travel will be bookable/available you can book with...

- B = Booking

With this code you can make your booking (fix). Afterwards you will receive the booking number from the system.

- BQ = Booking on request

Possibly you will get the message that the travel is bookable "on request" only. This means that the service is not available directly and has to be requested. As soon as the tour operator confirms the request you will note the status of the booking changed into "ok", if you will have a look at the booking with code "D".

Further Codes (also very important!)

- D = Show a Booking

With this code you can have a look at your booking. Therefore fill in the booking number in "VORG" additionally.

- SA = Cancellation Request

This code shows the cancellation fees. You have to add the booking number in "VORG" after starting the booking with "D".

- S = Cancellation

Cancellation of an optional or a fix booking. Before you have to start the booking/option with "D".

Appendix B – Bookingcode

| Danube | Bookingcode | bilingual (English/German) |
|-----------------------------------------|-------------|----------------------------|
| Danube Quartett MS ROUSSE | QUA-ROU | no |
| Danube Quartett MS DNEPR | QUA-DNE | no |
| | | |
| Vienna Waltz MS BELLISSIMA | WIE-BEL | yes |
| | | |
| Danube Waltz MS HEIDELBERG | WAL-HEI | no |
| Danube Waltz MS FLAMENCO | WAL-FLA | no |
| Danube Waltz MS MY STORY | WAL-STO | no |
| Danube Waltz MS ROUSSE | WAL-ROU | no |
| Danube Waltz MS FIDELIO | WAL-FID | no |
| Danube Waltz MS CLASSICA | WAL-CLA | no |
| | | |
| Danube Rhapsody MS SERENITY | RHA-SER | yes |
| Danube Rhapsody MS DONAUSTAR | RHA-DON | no |
| | | |
| Danube Composition 10 days MS DONAUSTAR | KOM-DON | no |
| Danube Composition 11 days MS DONAUSTAR | KOM-DON | no |
| Danube Composition 10 days MS DELTASTAR | KOM-DEL | no |
| Danube Composition 11 days MS DELTASTAR | KOM-DEL | no |
| | | |
| Danube Ballade 12 days MS DNEPR | BAL-DNE | no |
| Danube Ballade 12 days MS WOLGA | BAL-WOL | no |
| | | |
| Vienna Serenade MS BELLISSIMA | SER-BEL | yes |
| | | |
| Danube Melodie MS FLAMENCO | MEL-FLA | no |
| Danube Melodie MS SERENITY | MEL-SER | yes |
| | | |
| Danube Symphonie MS DELTASTAR | SYM-DEL | no |

| | | |
|-------------------------------------------------------------|--------------------|-----------------------------------|
| Danube Symphonie MS CLASSICA | SYM-CLA | no |
| | | |
| Danube Concert MS MOLDAVIA | KON-MOL | no |
| | | |
| Rhine and Tributaries | Bookingcode | bilingual (English/German) |
| Stuttgart-Amsterdam MS CASANOVA | STR-CAS | yes |
| Amsterdam-Stuttgart MS CASANOVA | AMS-CAS | yes |
| | | |
| Stuttgart-Saarbrücken MS CASANOVA | STS-CAS | yes |
| Saarbrücken-Stuttgart MS CASANOVA | SAS-CAS | yes |
| | | |
| Rhine-Duett MS BRITANNIA | DUE-BRI | no |
| | | |
| Amsterdam-Basel MS ALEMANNIA | AMS-ALE | yes |
| Basel-Amsterdam MS ALEMANNIA | BAS-ALE | yes |
| | | |
| Rhine-Duett MS BRITANNIA | KK-BRI | no |
| Rhine-Duett MS BELLISSIMA | DU-BEL | no |
| | | |
| Cologne-Merzig MS HEINRICH HEINE | JOE-HHE | no |
| Merzig-Cologne MS HEINRICH HEINE | MER-HHE | no |
| | | |
| Cologne-Bamberg MS HEINRICH HEINE | KOB-HHE | no |
| Bamberg-Cologne MS HEINRICH HEINE | BAM-HHE | no |
| | | |
| Elbe, Havel, Oder, Rhône, Seine | Bookingcode | bilingual (English/German) |
| Potsdam-Prague MS KATHARINA VON BORA, MS FREDERIC CHOPIN | POT-BOR or POT-CHO | no/yes |
| Prague-Potsdam MS KATHARINA VON BORA, MS FREDERIC CHOPIN | PRA-BOR or PRA-CHO | no/yes |
| | | |
| Potsdam-Stralsund MS KATHARINA VON BORA, MS FREDERIC CHOPIN | OSP-BOR or OSP-CHO | no/yes |
| Stralsund-Potsdam MS KATHARINA VON BORA, MS FREDERIC CHOPIN | OSS-BOR or OSS-CHO | no/yes |
| | | |
| Potsdam-Dresden MS KOENIGSTEIN | POT-KOE | no |
| Dresden-Potsdam MS KOENIGSTEIN | DER-KOE | no |
| | | |
| Elbe und Havel MS KOENIGSTEIN | HAV-KOE | no |
| | | |
| Danzig-Königsberg-Danzig MS BRAHMS | DAN-BRA | yes |
| | | |

| | | |
|------------------------------------------|---------|-----|
| Rhône & Saône / MS PRINCESSE DE PROVENCE | LYS-PRI | yes |
| Seine / MS CEZANNE | PAR-CEZ | yes |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------|
| Douro / MS DOURO QUEEN | DOU-QUE | yes |
| Russia, Ukraine, Egypt, China | Bookingcode | bilingual (English/German) |
| 10 days St.Petersburg-Moscow MS SIMONOV | KAL-SIM | yes |
| 10 days St.Petersburg-Moscow MS FEDIN | KAL-FED | no |
| 10 days St.Petersburg-Moscow MS TCHITCHERIN | KAL-TSC | no |
| 13 days Moscow-St.Petersburg MS SIMONOV | GIS-SIM | yes |
| 13 days Moscow-St.Petersburg MS FEDIN | GIS-FED | no |
| 13 days Moscow-St.Petersburg MS TCHITCHERIN | GIS-TSC | no |
| 10 days Odessa-Kiev MS VATUTIN | OKK-WAT | yes |
| 13 days Kiev-Odessa MS VATUTIN | KKO-WAT | yes |
| Luxor-Luxor MS NILE EXCELLENCE | NIL-EXC | yes |
| China please book at at "search cruise name" -engine. But please note that these cruises cannot be optioned then. | MS CENTURY DIAMOND | yes |

Appendix C – Cabin Categories (please check which cabin categories the several ships offer online in the deck plans)

Common categories of the most ships:

HX = Main Deck aft/front

HD = Main Deck

MX = Middle Deck aft/front

MD = Middle Deck

ML = Middle Deck Deluxe (e.g. on Classica)

OD = Upper Deck

OL = Upper Deck Deluxe (e.g. on Calssica)

PL = Deluxe cabin on Promenade Deck