

# Commissions

Sometimes when you send guests to a hotel, the hotel will pay you a commission for the booking. This commission can vary depending on the agreement between the two parties.

In order for you to receive this commission, you must send an invoice to the hotel requesting payment.

It is important for you to keep accurate records of their bookings and invoices in order to ensure you receive the correct commission payments from hotels.

In advatra, you can enter commissions at different locations.

## Product template

In the main and additional services, you can activate the "Supplier offers commission"-Toggle to activate the commission feature on this price.

You will have to enter the account financial and the VAT of the commission.

Enter the commission as a **positive amount**. advatra will later subtract the commission from your purchasing price.

Edit a main service



Name \*

Lucerne Luxury Suite

Min Person \*

1

—

Max Person

Quantity

Type \*

Flatrate

Vat \*

CH - Reduced Rate

Account Financial \*

Default

Select supplier...

☒ Supplier offers commission

Commission VAT \*

CH - Special Rate

Commission account financial \*

Default

Edit repetitive price

Repetitive prices repeat annually, so you can't assign a year to them. With repetitive prices, you can define different price ranks within a year.

Purchase price \*

940

Selling price \*

1175

Commission amount \*

100

Start

End

Price calculator

Cancel Save

Edit a main service



Name \*

Accommodation

Min Person \*

1

—

Max Person

Quantity

Type \*

Flatrate

Vat \*

CH - Reduced Rate

Account Financial \*

Default

Select supplier...

Hotel Schweizerhof Luzern / Schweizerhofquai, 6002 Lucerne

☒ Supplier offers commission

Commission VAT \*

CH - Normal Rate

Commission account financial \*

Default

Edit unique price

Unique prices are limited to a definitive time frame. Therefore, they are only valid during this period. Several unique prices can be defined for one service, but they must not overlap.

☐ Show prices from previous years

Date range	PP	SP	Com...	Actions
20.03.2023 - 31.03.2023	870	900	100	<div><div></div><div></div><div></div><div></div></div>

Add a new unique price

Cancel Save

Whether it is a Repetitive or a Unique price, you can enter the commission amount for each price as you would enter the purchase and sales price.

## Product price

In an Offer or Confirmation, you can change the commission directly on a product for each of the services assigned.

By default, advatra will overtake the commission information directly from the product template.

## Create or edit a Product Price



Name \*

Lucerne Luxury Suite

Select supplier...

Hotel Schweizerhof Luzern / Schweizerhofquai, 6002 Lucerne



Supplier offers commission

Commission VAT \*

CH - Reduced Rate

Commission account financial \*

Default

☐ Commission invoice created

Type \*

Flatrate

Quantity \*

1

Person \*

2

Purchase price \*

940



Price \*

1175



Price calculator



Effective PP



Surcharge / discount

Commission amount \*

100



Account Financial \*

Default

Vat \*

CH - Reduced Rate

Cancel

Save