



## Syndicating a booking

### Introduction

Instant quote enables agencies to quickly place bookings with their suppliers where they have their own Instant-Quote.co account.

The Bookings an Agency receives can be made up with assets from a number of suppliers so the system cannot know the value of each supplier's value to the booking as there may have been additional discounts negotiated.

Consequently, when a booking is syndicated to the supplier, the system recalculates the value that the supplier is expecting for their services. If you have negotiated an additional discount to win the business and agreed this with the supplier, this can be applied to the syndicated booking.

To win the business, the agency may have decided to cut its commission. A reduced commission can also be applied to the syndicated booking.

### Placing a syndicated booking

All of the bookings that have been, or need to be, syndicated can be found under the `Agency` tab in `Syndicated Bookings`.

Bookings that have not been syndicated are displayed with a `Book` button at the end of the row. Those that have been syndicated have a `view` button that takes you to the `My Booking` page for the booking on the supplier's site.

Each row of the table represents an asset for syndication. Where multiple assets are provided by a single supplier they are listed on separate rows, however, the syndicated booking is placed for all assets from that supplier simultaneously.

### To place a booking:

1. Select the `book` button.
2. (The system calculates the value the supplier would normally expect).
3. Enter any discount you have agreed with the supplier and select `update`.
4. Adjust the commission you will subtract (this can only be reduced.) and select `update`.
5. Select `Place Booking`.
6. The supplier is notified by email that they have received a booking.
7. The event is added to their Google Calendar (if they use the service).
8. Wait until you see a confirmation message that the booking has been placed.

### Notes:

Once a booking has been placed it cannot be adjusted by the Agency. All adjustments must be made by the supplier. The supplier can work with the booking in the same way as any other booking they have and it will not impact on the Agency records.

If a supplier changes their pricing for the period of the booking between the agency making the booking and the agency syndicating the booking, the calculated value will not match what the agency is expecting.