

Strategic Partnerships Grant

Overview

This guide explains how to create a booking in CustomLinc for the **Strategic Partnerships Grant (SPG)** program. Selecting the correct agent ensures the Source and Promotion Code are automatically assigned.

Steps

1. In CustomLinc, click **Add** and select **Create Standard Booking**.
2. Select the relevant **product**.
3. Enter the required **booking details**.
4. In the agent field, select **(SPG) Strategic Partnerships Grant**.
5. Enter the number of **fares** required.
6. Click **Update**.
7. Confirm that the **Source** and **Promotion Code** have been automatically assigned.

The screenshot displays the CustomLinc booking interface. The top navigation bar includes 'Home', 'Calendar', 'Search', '166287 SPG TEST', 'Configuration', 'Pricing', 'Contacts', and '166287 SPG TEST'. The main interface is divided into several sections:

- Details:** Product: 1225-L-8 - 12:25 Lakeside to Belgrave; Adults; Departing Wed: 15/07/2026 12:25; 184 Seats Available; Returning Wed: 15/07/2026 13:20; Children (4-15yrs); Party Name: SPG TEST; Email: ; Mobile Phone #: ; Agent: (SPG) Strategic Partnerships Grant Holding; Sub Agent: ; Name / Ref: ; Pickup Point: Lakeside Station @ - 2750 EMERALD L V; Status: Confirmed; Channel: ; Party Ref: 788504; Source: Special Partnership; Booking Ref: 166287; Country / State: ; Postcode: ;
- Booking Total:** \$157.00
- Total to be Collected:** \$23.50
- Balance Owing:** \$23.50
- Additional Information:** Made on: 19 May 2026 at 13:49; Made by: Dylan Healey; Days to travel: 57; Tax Rate: 10.00%; Is a: Conventional Product; Revenue Gross: \$31.37; Revenue Net: \$0.00; Sales GL Code: SALES; Revenue Split: 1; PMS: 166287-148 (ADULT) (0)
- Receipts:** A table with columns: Date, Pickup, Pax, Description, Value, Net, Owing. The first row shows: Wed 15 Jul 2026, 5, 1225-L-8 - 12:25 Lakeside to Belgrave [166287], \$23.50, \$23.50, and a red circle around the 'Owing' value.

Important Notes

- The Source and Promotion Code are assigned automatically when the **(SPG) Strategic Partnerships Grant** agent is selected — do not enter these manually.

- If the Source or Promotion Code are not populated after clicking Update, verify the correct agent has been selected before proceeding.
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Revision #3

Created 2026-05-19 03:44:00 UTC by PBR_Documentation

Updated 2026-05-19 04:11:29 UTC by Dylan Healey