



BFP Online

Fast, user friendly booking tool
with the flexibility to adapt to your
changing travel needs



User Guide

Important Tips & Information

To ensure all fares and reservations are guaranteed, you must complete and purchase bookings on the site prior to 22:00 GMT (weekdays).

Profile information and traveller preferences can be updated using the tool.

To avoid complications with ticket issuing, please follow the recommendations below

- Do not mix a Scheduled Carrier (British Airways, Air France, etc) with a Webfare Carrier (EasyJet, etc)
- Do not mix one Scheduled Carrier with another Scheduled Carrier.
- Do not mix one Webfare Carrier with another Webfare Carrier.



Any Air Extras (baggage, seating etc) added to your booking will be billed to the same payment method as the rest of your trip. If these are unavailable at the time of booking, please contact your dedicated travel team who will be able to assist.



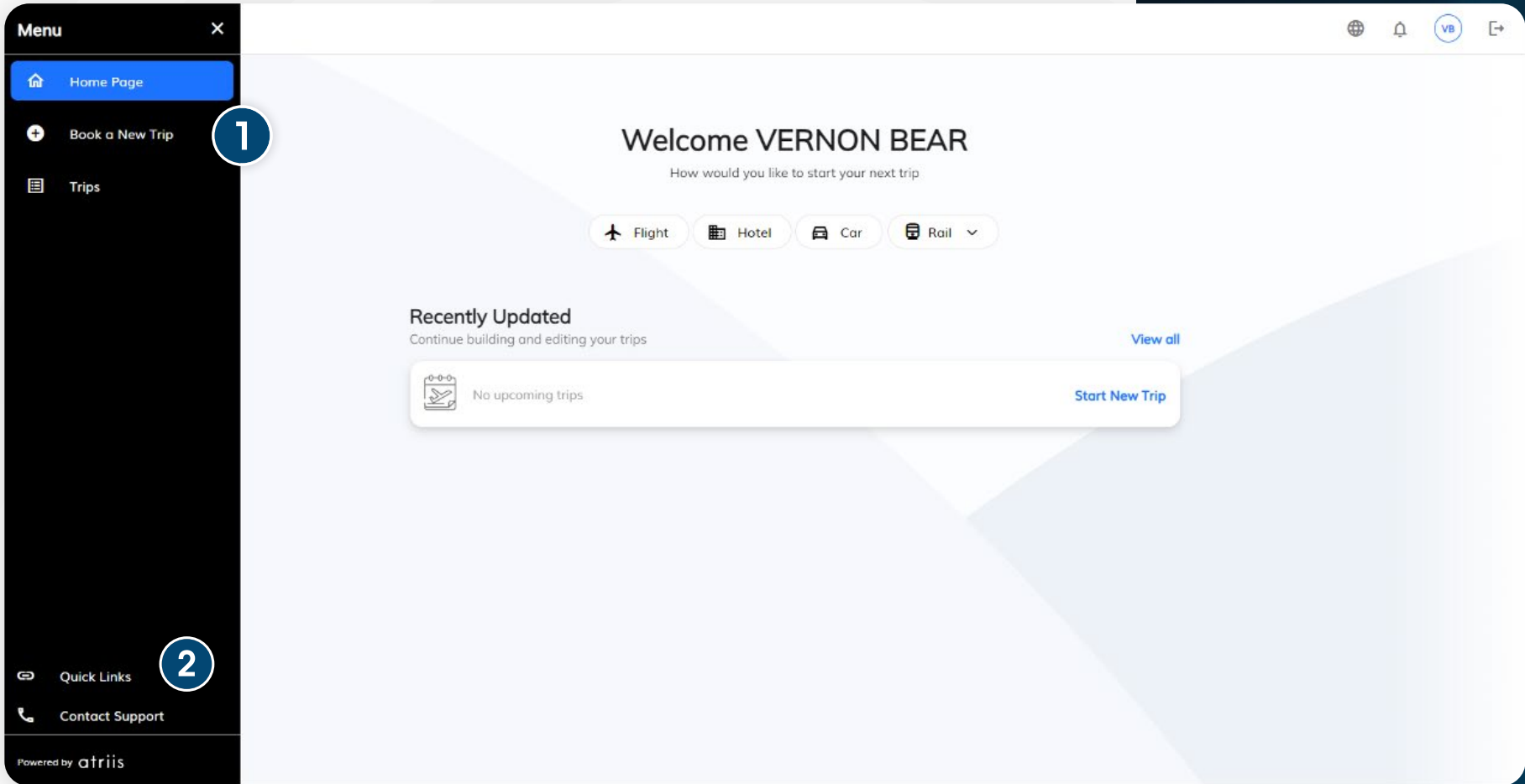
For any booking changes or cancellations, please contact your dedicated travel team and quote the trip number or booking reference.



For assistance outside of our office hours, please contact our out of hours team on **020 7870 0065** or email **ooh@bfp.travel**

For online technical support, please contact **020 7870 0050** or email **technology@bfp.travel**

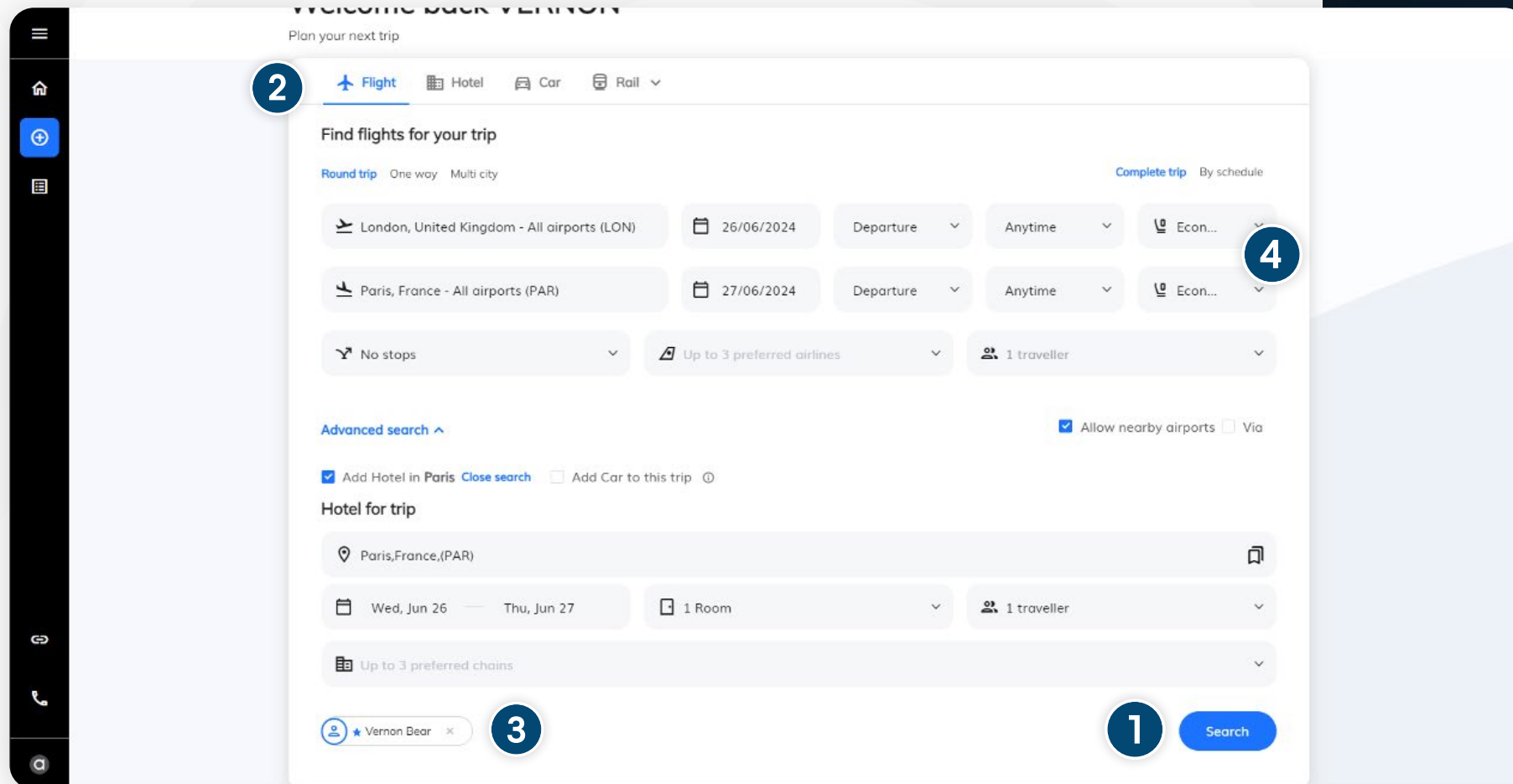




1 Once signed in, each traveller or travel booker will be directed to the landing page. Here they can decide whether to book a new trip or view existing trips.

2 Quick Links allow travel bookers to select a link to redirect to another web page. This include links such as UK Foreign Office Travel Advice and other travel-related sites.





1 BFP Online searches all NDC (New Distribution Capability) Fares, our negotiated rates and other TMC (Travel Management Company) rates that we have access to.

2 Eurostar availability will appear within the Flight search, allowing the user to easily compare flight prices along with Eurostar options.

3 To book on behalf of a traveller, select 'Add Traveller' at bottom of the search page. Start typing the name of the traveller and it will populate from the company profiles stored in our system.

4 Select the cabin class required to ensure the alternative fare options are presented accurately on the approval requests.



The screenshot shows a flight search interface for a trip from London (LON) to Paris (PAR) on June 26-27. The page displays search results for flights, with a sidebar on the left for filtering. Five numbered callouts highlight specific features:

- 1**: Filter sidebar on the left-hand side of the screen, including Price, Stops, Preferred airlines, and Times.
- 2**: Filter to only show In Policy flight results, indicated by a toggle switch.
- 3**: CO2 emissions for flights displayed at the results stage, shown as 203 Kg CO2 with a +49% EMISSIONS label.
- 4**: Pricing Options provides all available fares for a flight selection, shown as From £93.32.
- 5**: Add to Trip will hold the flight and place it in the trip cart, indicated by a blue button.

1 You can narrow down your results further with the customisable filters on the left-hand side of the screen.

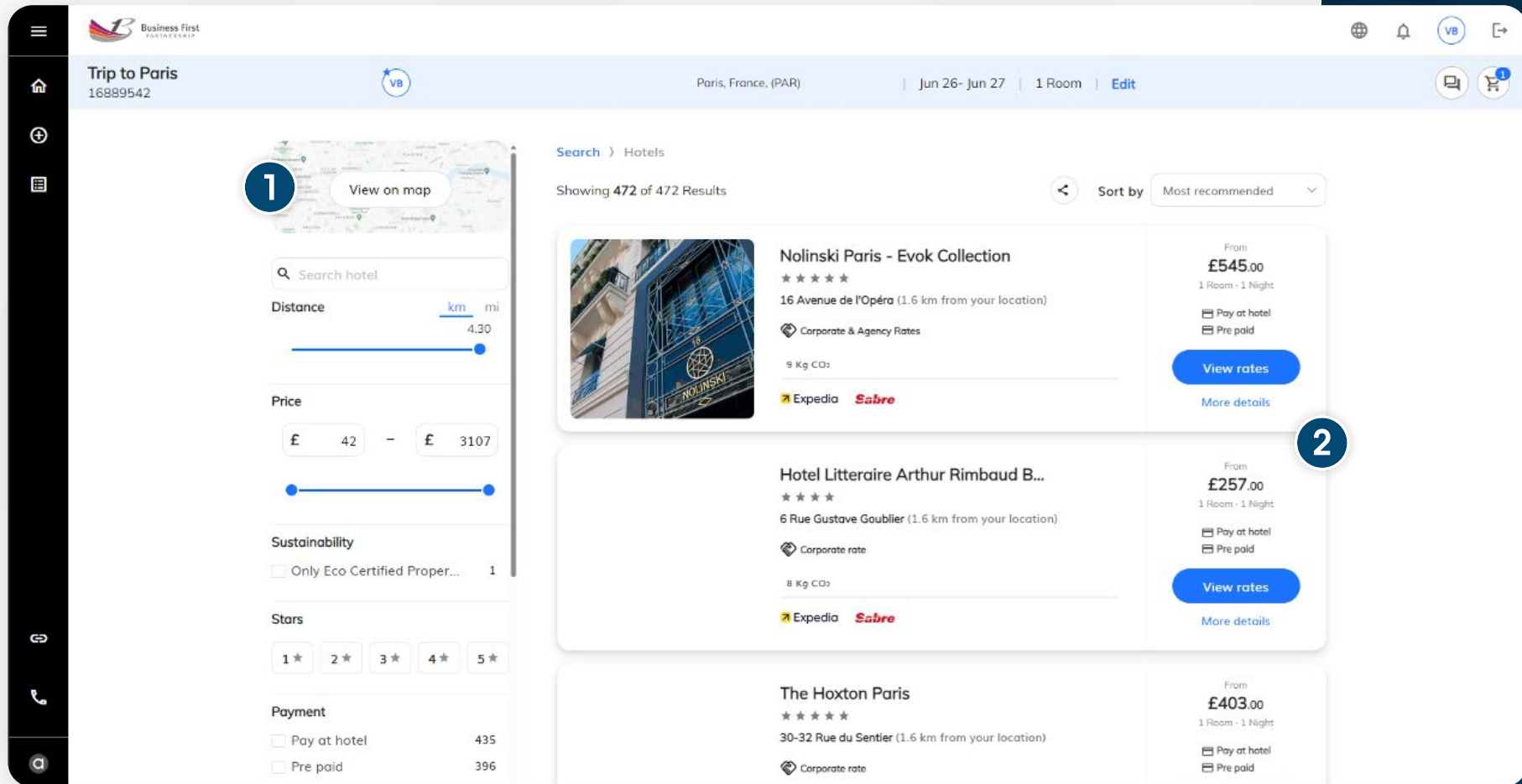
2 Ability to filter to only show In Policy flight results.

3 CO2 emissions for flights displayed at the results stage. Ability to sort flight results by the lowest CO2 emissions.

4 Pricing Options provides all available fares for a flight selection.

5 Add to Trip will hold the flight and place it in the trip cart. At this stage the user can continue searching for other products (Hotel, Car Rental, UK Rail etc) or proceed to Checkout.

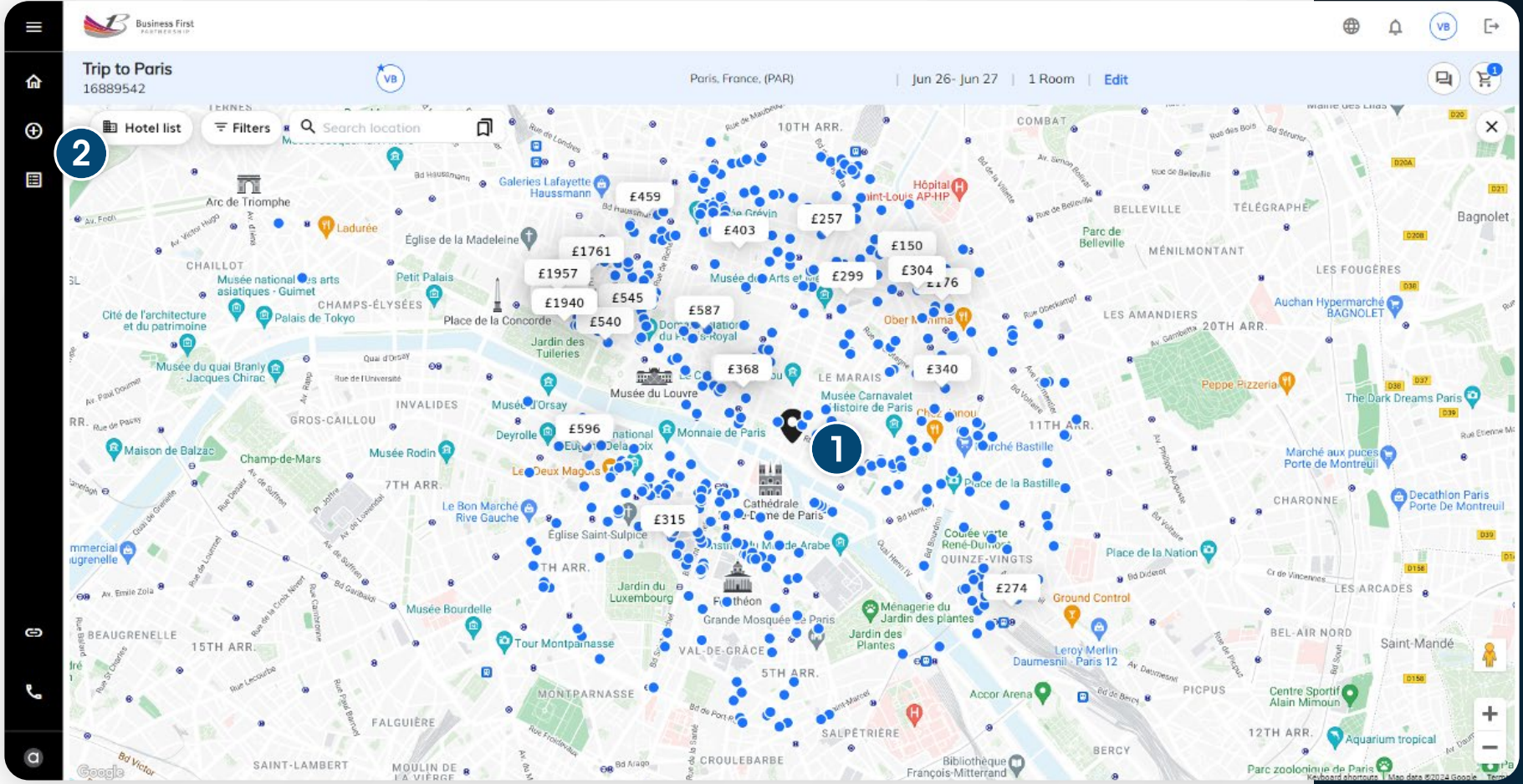




1 Hotels are displayed in a list view initially. The user can also display Hotels in a map view. Preferred hotels can be loaded and will automatically be promoted to the top of the page.

2 Hotels with corporate rates available (either corporate or agency agreed) will be displayed in the results

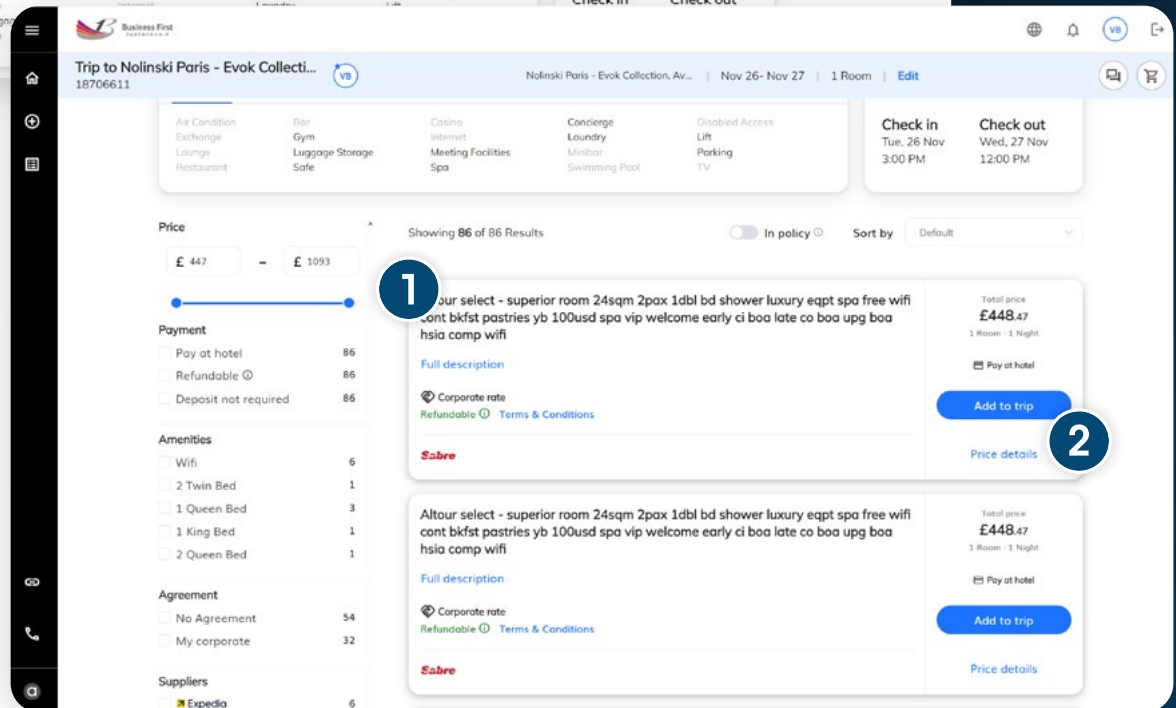
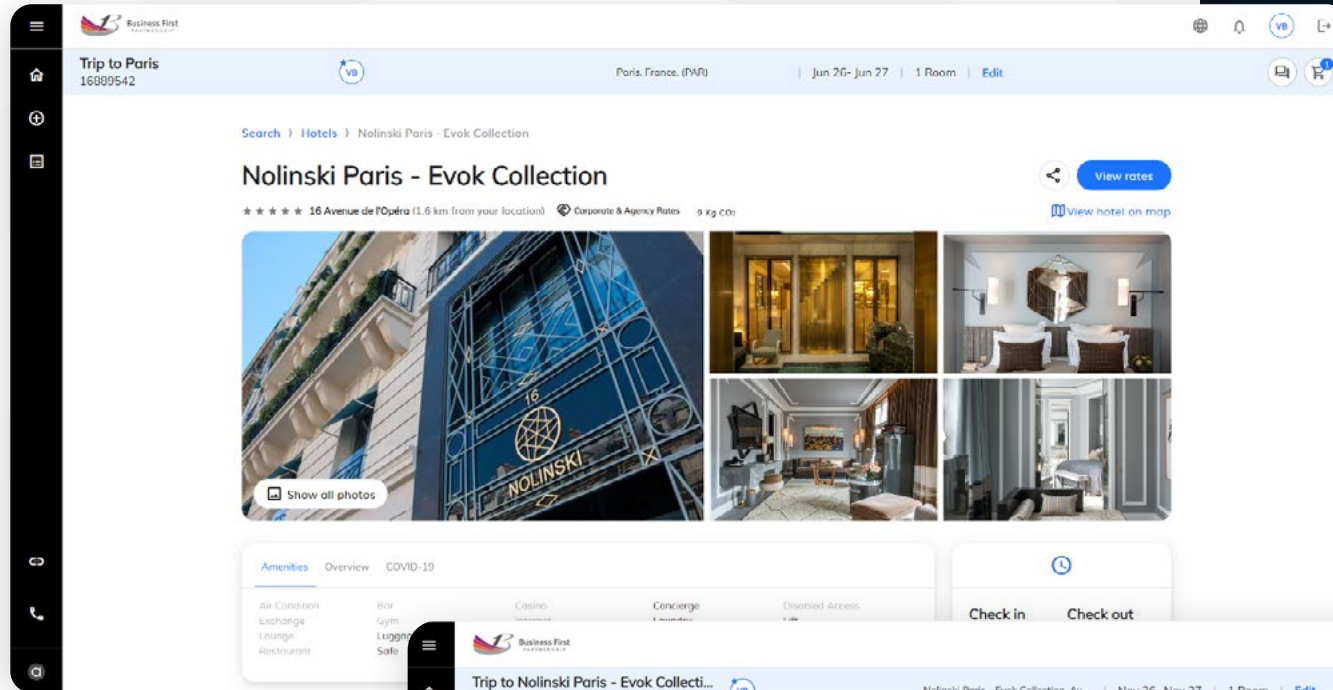




1 The map view shows all hotels available with the ability to drop a pin and go to street view.

2 Directions are also available between Hotels and Office Locations or other points of interest.





1 Once the user selects a particular hotel, all available room rates are displayed with their Source, Supplier, Room & Amenities and Price & Payment Information.

2 You can then select 'Add to trip' and continue through to complete your trip from the trip cart.

The screenshot shows a car rental search results page for a trip to Paris. The header includes the Business First logo, trip details (Trip to Paris, 16889542), location (Charles de Gaulle (CDG), Paris, France), dates (Jun 26 - Jun 27), and an Edit button. A left sidebar contains navigation icons and filter sections: Price (range £80 - £280), Rental Agency (Hertz, Alamo, Budget, AVIS, Enterprise), Sustainability (Low emission cars), and Car Class (Mini, Economy, Compact, Compact Elite, Intermediate). The main content area shows search results for 'Car' with 209 results. Two car options are visible: 'Mini 2/4 Doors (MBAE)' for £81.49 and 'Economy 2/4 Doors (EDMR)' for £82.51. Both are from Hertz and include 'Pay On Departure'.

Agency	Price
Hertz	£81.49
Alamo	£82.92
Budget	£87.06
AVIS	£91.64
Enterprise	£92.32

Car Class	Price
Mini	£81.49
Economy	£82.51
Compact	£84.61
Compact Elite	£133.01
Intermediate	£103.96

Car Model	Price
Mini 2/4 Doors (MBAE)	£81.49
Economy 2/4 Doors (EDMR)	£82.51
Compact 2/4 Doors (CGAE)	

Worldwide car rental options.
Any rental agencies with negotiated rates
will be displayed within the tool.



UK Rail, Powered by Evolvi, a market-leading Rail platform. Users can search for UK Rail options including London Travel Cards.



Business First

Welcome back

Plan your next trip

✈ Flight 🏠 Hotel 🚗 Car 🚆 Rail

Book UK Rail

Return One Way Open Return

📍 Enter station or location 📅 Departure Departure 07:00

📍 Enter station or location 📅 Return Departure 16:00

Via Avoid

👤 1 traveller 📄 Select a rail card

Advanced search

All Ticket Classes Allow extra time to change

Prioritise time Direct services

Show complex journeys

Request Split Ticket

👤 Add traveller 🔍 Search

Business First

Trip 16889756 London Paddington (PAD) - Birmingham Snow Hill (BSW) | Fri, 31 May 24 - Sat, 01 Jun 24 Edit

Search Parameter > Results

Select outbound Select inbound

MAY 31 FRI Outbound London Paddington(PAD) → Birmingham Snow Hill(BSW)					JUN 01 SAT Inbound Birmingham Snow Hill(BSW) → London Paddington(PAD)						
< Earlier					Later >		< Earlier		Later >		
Departure	07:18	07:42	07:48	07:50	08:12	15:59	16:25	16:30	16:41	16:59	Departure
Arrives	09:38	09:49	10:10	10:13	10:18	18:22	18:34	19:09	19:12	19:27	Arrives
	02h 20m	02h 07m	02h 22m	02h 23m	02h 06m	02h 23m	02h 09m	02h 39m	02h 31m	02h 28m	
	1 stops	2 stops	2 stops	2 stops	2 stops	2 stops	2 stops	3 stops	2 stops	2 stops	
	£12.92kg	£25.84kg	£25.84kg	£12.92kg	£25.84kg	£38.79kg	£38.79kg	£25.84kg	£12.92kg	£38.79kg	
Anytime Return	£194.80	£194.80	£194.80	£194.80	£194.80	Select Time	Select Time	Select Time	Select Time	Select Time	
Advance Single	£19.00	£36.00	£32.50		£32.50	£26.00	£29.00			£36.00	
Off-Peak Single	£62.80	£51.30	£51.30	£62.80	£51.30	£51.30	£51.30	£51.30	£48.30	£51.30	

Search > EU Rail

- 1 train To Nîmes/Nîmes Pont du Gard (France) (FRXZP) Sep 06 - 07:00
- 2 train To Montpellier Sud de France (Fr) (FRSUF) Sep 13 - 16:00

< Earlier

Later >

4 Kg CO₂ From **£12.46** (€14.60) **Select** Pricing Options

TGV TGV 07:52 18m 08:10 Sep 06

2nd Class

Fare Rules Journey Details

4 Kg CO₂ From **£5.97** (€7.00) **Select** Pricing Options

TGV TGV 09:12 18m 09:30 Sep 06

2nd Class

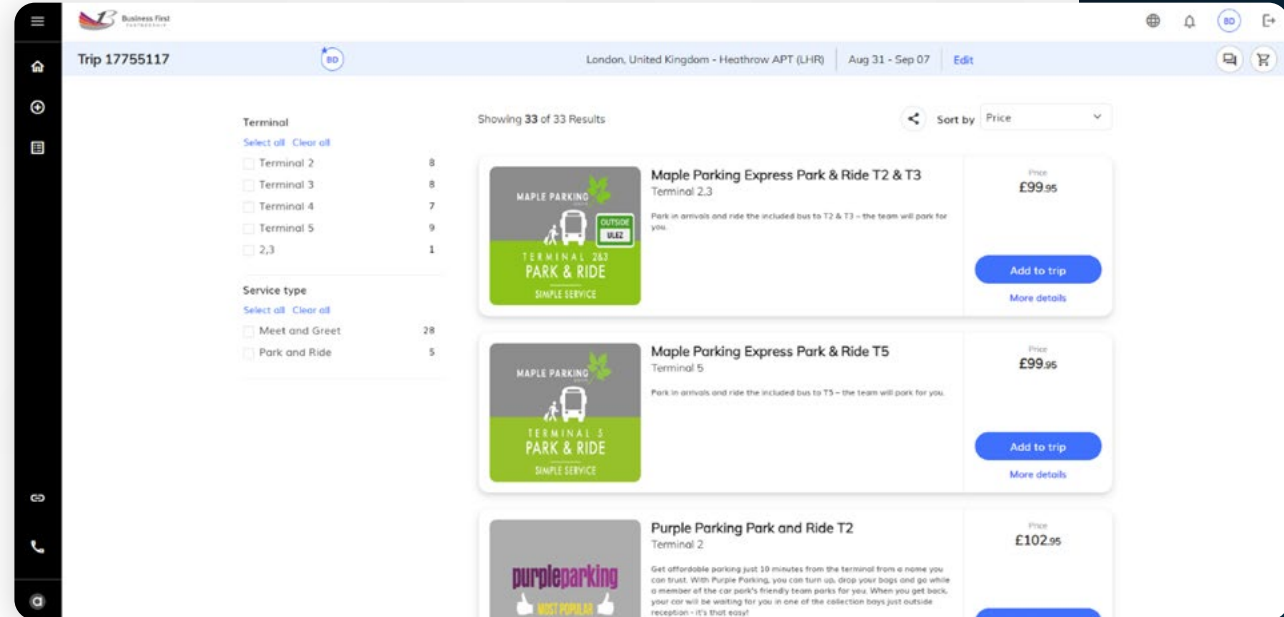
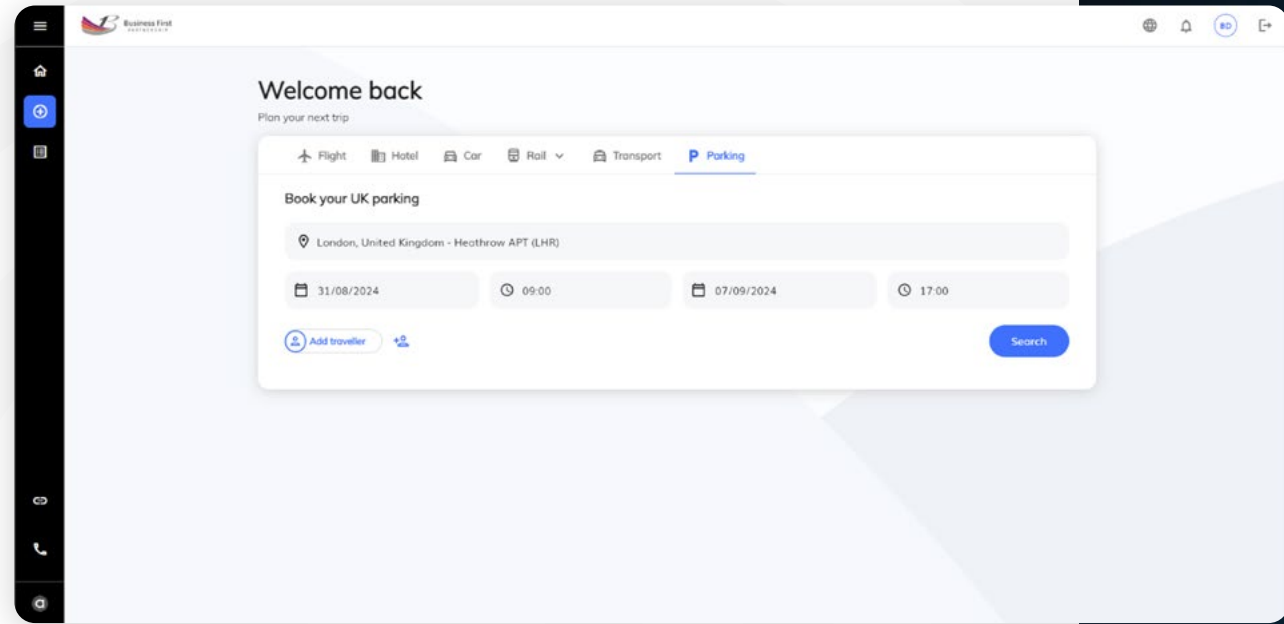
Fare Rules Journey Details

4 Kg CO₂ From **£12.46** (€14.60) **Select** Pricing Options

EU Rail, Powered by Benerail, a market-leading Rail platform. Users are able to quickly and easily book EU Rail options.



Airport Parking, powered by Holidays Extras, allowing you to easily book your parking requirements at airports around the UK.



Ground Transport, powered by Groundscope, allows you to book airport transfers and taxis worldwide.



Ground Transport

Business First PARTNERSHIP

Trip to Paris, FR 16889542 Paris, FR Jun 26 - Jun 27

Travellers
 * Vernon Bear

Add more services
 Flight Hotel Car Rail

Overview

Wednesday, June 26

Flight to Paris PENDING BOOKING 09:06

203 Kg CO₂ Out of policy

Date	Flight	Time	Duration	Destination
Wed, 26 Jun	Easyjet U26405	17:05	01h 10m	Wed, 26 Jun 24 CDG
Thu, 27 Jun	Easyjet U22434	08:55	01h 15m	Thu, 27 Jun 24 LTN

Price Breakdown

- Flight To Paris £93.32
- Nolinski Paris - Evok £545.26
- Hire a car at Charles de Gaulle (CDG), Paris, France £81.49
- Total £720.07**

Out Of Policy*
 Cabin class is economy
 Select your justification

Proceed to Checkout

Trip Cart

1 Once selected, the user can review their trip before clicking Proceed to Checkout to confirm their booking.

2 Any additional information required to checkout is highlighted to the user.

Once confirmed the user will receive a confirmation email along with ICS Calendar files.

