



Stovroff and Taylor Travel Online Booking for:
State University of New York at Buffalo



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Create your Member ID for Online Booking and Profile maintenance.

Go to: <https://enterprise.nuttravel.com/Login.aspx?WM=RESXPROD3>

**if using paper copy go to: www.stovrofftaylortravel.com select Business Travel, Online Booking

Enter Company: suny at buffalo

Enter Member ID based on following criteria:

Member ID	Type of travel booking
Member ID: New user	Credit card is held by individual traveler to use for airfare and will book own reservations.
Member ID: Travel planner	You are an administrator (approver) and will be making reservations for others (SEE PAGE 7 FOR INSTRUCTIONS TO CREATE YOUR TRAVELERS AFTER YOU CREATE YOUR MEMBER ID)
OR	
Member ID: Travel planner	You will be making reservations for Non-employee travel using the NET card (SEE PAGE 6 FOR INSTRUCTIONS AFTER YOU CREATE YOUR MEMBER ID)

Password: none at this time. You will be prompted
LOGIN

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User Login

Company

Member ID

Password

[Lost Password](#) [Privacy Statement](#)

Remember Login

Resources

- ◆ [Quick Reference Guide](#)
- ◆ [Frequently Asked Questions](#)

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Fill in ALL fields:

NOTE: Use your UB Email address for Corporate Email address. This will be your Member ID when accessing the system.

Traveler: new_user Logout

UB
University at Buffalo
The State University of New York

Please update your profile by selecting the PROFILE link:
fill in the Personal Information and Billing Information.
Assistance: [CLICK HERE](#)

User Setup

Complete the information below and click the Save button to update your profile.
(*) Indicates required information.

Name for airline tickets
- as it appears on your Government issued photo Identification.

Prefix *First Name Middle Name or Initial *Last Name Suffix

*Corporate Email Address (this will be your Member ID) --This should be your UB email address.

*Primary E-Mail Address

Phone Numbers

*Home Phone Country Code City/Area Code Phone Number Extension Number

*Work Phone

USA Country Code is - 1

Done Internet 100%

SAVE when complete

Create Password and SAVE

Traveler: Sue Sue

UB
University at Buffalo
The State University of New York

Please update your profile by selecting the PROFILE link:
fill in the Personal Information and Billing Information.
Assistance: [CLICK HERE](#)

Password must change

(*) indicates required information

New Password


Verify New Password

Save

Password Requirements
Number of characters: **4 - 15**

No action required on this page. Click CONTINUE

Help | Traveler: Sue Sue



Please update your profile by selecting the PROFILE link:
fill in the Personal Information and Billing Information.

Assistance: [CLICK HERE](#)

Help [?]

Continue

Continue

Complete Profile Pages

PERSONAL INFORMATION
BILLING

Travel | Profile | Help | Traveler: Sue Sue | Bulletin Board | Logout

- Personal Information
- Travel Preferences
- Membership Numbers
- Display Options
- Billing Information
- Change Password
- Travel Planners

Please update your profile by selecting the PROFILE link:
fill in the Personal Information and Billing Information.

Assistance: [CLICK HERE](#)

Click away!

[View My Preferences](#)

Air Home

Round Trip One Way Multiple Cities

From: To:

Departure Date: Time: Depart Select time

Return Date: Time: Depart Select time

Promotional Code:

Include Car
 Include Hotel
 Search By Price Search By Schedule

[View My Preferences](#)

My Messages

Welcome Sue Sue.

You have no messages.

My Trips

You have no pending trips.

For Technical Assistance:
Email: [Online Support](#) or call
716-631.4022 or 800-543-8616 ext *215


Stovroff & Taylor Travel, Ltd.
1127 Wehrle Drive
Williamsville, NY 14221
716-631-4022 - Business

Done | Internet | 100%

PERSONAL INFORMATION

Complete all required information including date of birth of you book air tickets.
SAVE

Travel Profile Help | Traveler: Sue Sue Bulletin Board Logout



Please update your profile by selecting the PROFILE link: fill in the Personal Information and Billing Information.
Assistance: [CLICK HERE](#) [Return to Travel](#)

> Select each page to fill in required data.

Profile

- Profile
 - Personal Information
 - Travel Preferences
 - Membership Numbers
 - Display Options
 - Billing Information
 - Change Password
 - Travel Planners

Personal Information [Print](#) [?](#) [Save](#)

Complete the information below and click the Save button to update your profile.
(* Required to complete a reservation.)
Name for airline tickets - as it appears on your Government issued photo Identification.

Prefix: (select) *Corporate Email Address (this will be your Member ID) SUE@SUE.COM
 *First Name: Sue *Primary E-Mail Address: sue@sue.com
 Middle Name or Initial: Always send itinerary to the Primary email address
 *Last Name: Sue Secondary E-Mail Address:
 Suffix:

Address(es)

Home Address	Company Address
Address Line 1: <input type="text"/>	Company Name: <input type="text"/>
Address Line 2: <input type="text"/>	Address Line 1: <input type="text"/>
City: <input type="text"/>	Address Line 2: <input type="text"/>
State/Province: <input type="text"/>	City: <input type="text"/>
Zip/Postal: <input type="text"/>	State/Province: <input type="text"/>
Country: (select)	Zip/Postal: <input type="text"/>
	Country: (select)

BILLING:
Click Add a New Credit Card

Profile [Print](#) [?](#)

Billing Information

Your profile contains the following credit cards.

Name	Card	Expiration Date	Use as "My Preferred"	Edit/ Delete
(none)				

[Add a New Credit Card](#)

Add credit card information.



Name card

Type
Check Air / Rail ONLY

Check Air/Rail ONLY

SAVE

Profile

Billing Information  [Print](#) 

Save **Cancel**

Billing Information: Instructions
All credit card information is encrypted (SSL).

The system requires a name for each credit card for security purposes. All credit cards will be displayed as their given name after initial setup without displaying the credit card number.

Enter a unique name for this card, such as "Boss's Card" or "Personal."

Name of Credit Card

Type

Credit card may be used for the following types of reservations Air Car Hotel Rail

Use as "My Preferred" when booking Air Car Hotel Rail

Only one credit card can be preferred for each segment type



Enter the credit card number (excluding spaces). If you are using an air travel card that does not have an expiration date, leave the date blank.

Enter New Credit Card Number

*Expiration Date





Add additional cards as needed

Profile

Billing Information  [Print](#) 

Profile has been updated successfully.

Your profile contains the following credit cards.

Name	Card	Expiration Date	Use as "My Preferred"	Edit/Delete
UB Business	VISA XXXXXXXXXXXX6461	11 / 2031	 	Edit / Delete
Sue Personal	MASTERCARD XXXXXXXXXXXX4858	2 / 2023	 	Edit / Delete

[Add a New Credit Card](#)

NOTE: If cards are not marked as “My Preferred”, you will be prompted to select a card every time throughout the booking process and the agency will not have access to any credit card data should you choose to call Stovroff & Taylor directly.

Assign your Travel Planner

If there is a specific person in your department responsible for booking reservations, they are known as a Travel Planner.

To ensure accuracy in this process, once you have created your Member ID (User Name), please send an email as follows:

To: onlinehelp@stovrofftaylortravel.com

Subject: Travel Planner Assignment

Include your Member ID:

Travel Planner name:

Travel Planner email:

Travel Planners ONLY making a reservation using your NET card

Log in as YOURSELF – You MUST create your Travel Planner login FIRST
 Hover over your name

The screenshot shows the top navigation bar of the University at Buffalo website. The navigation bar is dark blue with white text. On the left, there are links for 'Travel', 'Profile', and 'Help'. In the center, it says 'Traveler: sje test'. On the right, there is a 'Bulletin Board' link. Below the navigation bar, there is a dropdown menu for the user 'sje test'. The dropdown menu has two options: 'Traveler, Guest' and 'Select Another User'. To the right of the dropdown menu, there is a red text instruction: 'your profile by selecting the PROFILE link: [link] in the Personal Information and Billing Information.' Below this, there is a red text link: 'Assistance: CLICK HERE'. On the left side of the page, there is a blue box with the University at Buffalo logo and the text 'University at Buffalo The State University of New York'. Below the logo, there is a blue text link: 'Stovroff and Taylor is just a click away!'.

Under first Name type GUEST the search

The screenshot shows a search form titled 'Select Another User'. The form has a header with four tabs: 'Travel Preferences', 'Interactive Map', 'Company Communications', and 'Trip List'. The 'Select Another User' tab is selected. Below the tabs, there is a text box with the following text: 'To select a user, enter their member ID or other information to search for a specific user. If no search criteria is specified, all users will be returned.' Below this text, there are three input fields: 'Member ID', 'First Name', and 'Last Name'. The 'First Name' field contains the text 'guest'. Below the input fields, there is a blue 'Search' button.

SELECT GUEST

The screenshot shows the 'Select Guest' search form. The form has the same header as the previous screenshot. Below the header, there is a text box with the following text: 'To select a user, enter their member ID or other information to search for a specific user. If no search criteria is specified, all users will be returned.' Below this text, there are three input fields: 'Member ID', 'First Name', and 'Last Name'. Below the input fields, there is a blue 'Search' button. Below the search button, there is a text box with the following text: 'Click the user you wish to select in the list below.' Below this text, there is a table with the following columns: 'Select', 'Member ID', 'First Name', and 'Last Name'. The table has one row of data: 'Select', 'GUEST', 'Guest', and 'Traveler'.

Select	Member ID	First Name	Last Name
Select	GUEST	Guest	Traveler

You will now be booking for a guest. No information will be saved.

The screenshot shows the top navigation bar of the University at Buffalo website. The navigation bar is dark blue with white text. On the left, there are links for 'Travel', 'Profile Not Available', and 'Help'. In the center, it says 'Traveler: Guest Traveler'. On the right, there is a 'Bulletin Board' link.

Creating Member ID's for Travelers when YOU will be the TRAVEL PLANNER

*** You MUST create your Travel Planner login FIRST

Follow Instructions on Page 2 to create a **new user** log in.
Complete steps noted on pages 3-6 then see below

WHILE IN THIS PROFILE

Select Profile and Travel Planners

Click: Add new Travel Planner link

Type in your Member ID

SAVE

The screenshot shows a web application interface with a dark blue header. The header contains the following elements: "Travel", "Profile" (highlighted), "Help", "Traveler: sue test", and "Bulletin Board". Below the header, there is a navigation menu on the left with the following items: "Personal Information", "Travel Preferences", "Membership Numbers", "Display Options", "Billing Information", "Change Password", and "Travel Planners". The "Travel Planners" item is highlighted, and a red text label "red data." is visible next to it. Below the navigation menu, there is a "Profile" section with a list of items: "Profile", "Personal Information", "Travel Preferences", "Membership Numbers", "Display Options", "Billing Information", "Change Password", and "Travel Planners". The "Travel Planners" item is highlighted. To the right of the navigation menu, there is a red text message: "Please update your profile by selecting the PROFILE link: fill in the Personal Information and Billing Information." Below this message, there is a link: "Assistance: CLICK HERE". The main content area is titled "Profile" and "Travel Planners". It contains the text: "Enter up to ten Member IDs of individuals who may plan your travel." Below this text, there is a table with a header "Member ID" and five empty input fields.

Complete any necessary profile updates, save and log out.

When you log back in as YOURSELF and hover over your name, you will see your travelers listed.
Select the name for the person you are booking and all their personal information will be available.

The screenshot shows a web application interface with a dark blue header. The header contains the following elements: "Traveler: sue testing" and "Bulletin Board". Below the header, there is a dropdown menu with the following items: "test, sue" and "Select Another User". The "Select Another User" item is highlighted. To the right of the dropdown menu, there is a red text message: "our profi" and "in the Personal Infor".

Helpdesk Assistance

Please email your initial request along with your name, phone contact, site name and specific inquiry to:

resx@stovrofftaylortravel.com

You will receive a communication reply or phone assistance.