

# Supplier onboarding worksheet

Use one copy per supplier. Record the answer, owner and evidence location. Keep passwords, secret keys and payment details out of this file.

**Supplier name and account reference**

**Business owner and technical owner**

**Commercial contact and agreement reference**

**Permitted products, markets and sales channels**

**Packaging or onward-distribution restrictions to confirm**

**Test environment and approved test method**

**Live access owner and secure storage reference (no secrets)**

**Credential test result, date and evidence location**

## Product and payment checks

Choose a representative trip and one case that needs closer attention. These prompts are recommended planning checks, not a statement of your supplier terms.

**Sample search: dates, destination, travellers and ages**

**Expected product: room or fare, board basis, baggage and extras**

**Conditions: cancellation, changes and any restrictions**

**Expected price calculation, currency and fees**

**Customer payment: who collects it, deposit and balance**

**Supplier payment deadline and responsible owner**

**Booking confirmation: expected status, reference and document**

**Unclear response: who checks the outcome before any retry**

## Acceptance and handover

Record Pass, Fail, Not tested or Not applicable with a reason. A credential test is one check, not acceptance of the full booking journey.

**Search and product details: status, evidence and owner**

**Successful booking, payment and documents: status and evidence**

**Changed or unavailable offer: result and follow-up**

**Unclear response, cancellation or amendment: supported route**

**Open issues: owner, next action and target date**

**Accepted by, date and scope of the launch decision**

## Sources and guidance

**Travelgenix University: adding suppliers**

<https://university.travelgenix.io/adding-suppliers-from-the-supplier-directory>

**Stripe: API keys**

<https://docs.stripe.com/keys>

**Expedia Group Rapid: booking**

<https://developers.expediagroup.com/rapid/lodging/booking/about-booking-api>